

Minutes of the Finance and Administration Commission Meeting, Tuesday, August 26, 2008

Present : Dick Brown, Bill Bergan, Carl Bern, Patrick Clem, Ina Couture, Bill Dilla, Ev Hemann, Anne Krapfl, Bobby LeBlanc, Diane Lyon, Peter Orazem. Kris Egan, Development Director.

**Prayer:** Bill Bergan offered the prayer.

**Minutes** were approved.

**Development:** Kris Egan

- Alumni dinners at Omaha, Minneapolis and Kansas City had 8, 5, and 14 participants, respectively. 16 STA alumni visited during ISU Alumni days
- Kris attended the Institute for Visionary Catholic Ministry at Notre Dame June 23-27. She has received Burns Donovan funding to go to two other conferences, one on volunteerism and the Petrus Development Conference. She has found these conferences very useful. Items she plans to follow up on include:
  - It is important to put the Church Mission statement in front of donors, but our current mission statement is too long. She is working on a shortened version
  - She received ideas on how to improve the phoneathon.
- The Parent Appeal is going out at the end of September
- Three students have joined the Development Committee. She needs more to help with upcoming events.
- We have about \$8K outstanding in pledges for the Burn-the-Debt campaign and also some more outstanding pledges for the Lower Lounge renovation. .
- Kris plans to work on the Library and Computer Endowment proposals and report to FAC at the next meeting. Issues include whether these endowments are necessary (or even allowable in the case of the computer equipment fund) and do they dilute our efforts at bringing our current endowments to their goals.

**Chair Items:** Diane Lyon

- FAC approved the proposal for a Tortilla and Beans fundraiser to raise funds for need-based scholarships for parishioners going to Honduras. Event will be held on October 12.
- FAC gave perpetual approval for 3 Knights of Columbus pancake breakfasts, one in the Spring and two in the Fall. Half the proceeds are to support religious vocations and half for charitable works.
- Ministry Fair is September 6,7. FAC will man a table. Diane will be sending the schedule by Email.
- Next meeting moved to Tuesday September 30.
- Prayers for upcoming meetings
  - September: Bill Dilla
  - October: Anne Krapfl
  - November: Peter Orazem

**Budget:** Ina Couture

- We end the year with a \$93K budget surplus.
- Ina presented three proposals for dealing with the debt:
  - Pay it off now.
  - Pay the Diocesan Tax and Building Loan debt now but leave the Lower Lounge debt on the books and add more to the Operating Reserve.
  - Pay \$20K now and defer decision on paying off the rest until the end of the fiscal year.

FAC unanimously agreed to pay off the debt now. Assessment is that we have adequate reserves for our needs and that our commitment to Burn-the-Debt this year.

- In addition, FAC agreed to allocate funds toward the new rental housing for the Associate Pastor, Living the Mission, transfers to the Capital Improvement, and setting aside resources for unbudgeted salary expenses related to positions filled after the budget was approved.
- July expenses led income by \$5K. Too early to tell if this is a problem.

**Church Business:** Bobby LeBlanc

- We have various problems with our money handling.
  - For electronic transfers, our former two password system has reverted to a single password system. We will reset the two password system.
  - Not clear about information on electronic transfers. Bobby will check what First National Bank can do about Email confirmation regarding transactions to provide additional information.
  - Bill Dilla will provide advice on good practices.
- The next budget must include planning for a summer maintenance program. This may include students who will provide part-time help.
- The current Otis Elevator limited maintenance contract costs \$92 per month. A full contract is \$200 per month. FAC would like better information on long term cost projections and elevator reliability over its life span before deciding whether the more expensive contract would be warranted.
- Living the Mission will start in November.
- We have window leaks in various areas of the student center. The library has the worst problems. Fixes pending.
- We need to replace the velcro strapping used to gang the pews in the church. A new system using metal ganging is being tried.
- The new artwork is arriving in September.

**Building and Grounds:** Bobby presented for Gene Noem

- No Fall Clean-Up plan as yet.
- Structural analysis of the Cardinal House and its garage is pending.
- Cardinal House has a vacant apartment with the exit of the Associate Pastor.
- Asphalt work needed for the South Church Parking Lot and also the Cardinal House Parking Lot. Father Ev checking if Manatt's will help us with the costs.

**Stewardship:** Bobby presented for David Holm

- The sacrificial appeal will be October 10-11. Deacon and Mrs. Brown will be handling the appeal.
- Pledge cards were discontinued last year. Stewardship proposes to reintroduce them to the mailing. FAC agreed.
  - FAC discussed including information on electronic giving. A check box will allow parishioners to request information on electronic giving. Current electronic givers will be solicited to raise their amounts.

**Personnel:** Sara Oftelie

- Todd Flowerday has arrived as the new Liturgy/Music Director

Minutes submitted by Peter Orazem