

Saint Thomas Aquinas Catholic Church & Student Center

Finance and Administration Commission

September 15, 2005 Meeting Minutes

In Attendance: Diane Lyon, Jeff Klucinec, Bobby LeBlanc, Ina Couture, Carl Bern, Peter Orazem, Dick Brown, Wayne Gregoire, Father Ev Hemann, Amy Radloff

Future Meetings:

Next Meeting Oct 20th @ 7:00pm. Ina will lead us in Prayer.

Introductions – The group welcomed Amy Radloff to the group.

Prayer - Jeff

Minutes from 8/17/2005 Meeting - Jeff

Approval the minutes with small changes; final minutes were e-mailed – Peter

Committee Reports:

1. Development:

- Review of Funds
- Newman House open house: Peter and Ina volunteered for the Newman House dedication and open house on Saturday, September 14th from 1pm to 3:30 pm. (Thank you from FRD committee!)
- Website redesign – some groups find the website difficult to navigate.
 - FAC recommended that Fundraising and Development get a list of interested people (Time & Talent) and meet with Dan to discuss path forward for the web page.
 - FAC encouraged FRD to seek input from Staff and Dan for redesign of webpage – also there are people in time and talent that we have not called upon for 3 years for web page design.
- Parish house furnishings & finishing – combined into one fund. A final bill of \$1,500 was received for upgraded flooring in the kitchen and bathroom. With a donation of \$600, a debt of \$900 (total) remains for the parish house. The Commission agreed to charge this amount to the Priest furnishings budget.
- The annual report for the parish has been mailed.

2. Budget Committee & Budgeting Process

- Review of Financials
 1. On target for envelopes & offertory for August despite fewer Sundays in August in 2005 (4) than in 2004 (5)
 2. Income showing a decrease, but Fundraising & Development hasn't had parent/alumni appeal yet. The Alumni Appeal went out recently.
 3. Expenses are in line with the budget.
- Budgetary Policy
 1. Suggested Policy Points of Procedure:
 - Non-budgeted expenditures need discussion at appropriate commission and/or higher approval (FAC and/or Parish Council) if greater than \$2500.
 - Over-budgeted expenditure by X% (of a line item) needs discussion @ commission and needs to come to FAC if over \$500. Approval must be before purchase rather than after the fact.
 - Movement between line items should get prior approval from FAC.
 2. Some found it difficult to understand the policy – we should be able to come up with something more simple. Several thought a fixed dollar amount might provide a simpler solution. Dick suggested Ina, Bobby, and Ev work together to develop a policy and bring a suggestion back to FAC in October.
 3. The approval process will help and encourage individual staff members to watch their budget and will help them prepare a budget for subsequent years. The process will encourage better responsibility amongst staff for their budgets.
- Debt Service – no changes.

3. Stewardship

- Ministry Fair Review

1. Most agreed that the ministry fair went well, with few complaints: one group felt they were in the wrong spot, and one group felt food was too centrally located (rather than distributed).
 2. Many parishioners continue to question why the Ministry Fair is held after time and talent; some groups argue they need information from T&T right away; this always makes timing awkward. Do we/could we do time and talent in April-May? Most students don't sign up for groups anyway. Campus ministry and PFL push for early ministry fair. Open for discussion.
- Sacraficial Giving
 1. Don't look for envelopes to improve in the future.
 2. A brochure is being composed that will go out explaining sacraficial giving (not necessarily pie charts, but focus on what we've done – liturgical ministers, baptisms, etc.)
 3. Homily will be a dialogue between Ev and Dennis (October 15,16th), with card pickup the week after.
4. Buildings & Grounds: Dick
 - Retaining wall – some spots have been fixed and we are investigating completing the remaining places that need fixing.
 - Ceiling fans – still investigating for balcony areas (not in main sanctuary)
 - Cleanup day is scheduled for Oct 15th. A concern about volunteers going up on ladders (+6 ft) has been expressed. Bobby had discussed the concern with the Archdiocese; Archdiocese policy is that if someone is injured, the individual's health insurance will cover the injury and the Archdiocese will pick up copays and deductables.
 - Rio Rancho, NM – the parish received an offer to buy land parcels it currently holds for \$4,000. Carl has had his son investigate the land northeast of center of Albuquerque. His son has located the parcels, but there are no roads to the parcels, making a detailed examination difficult; he has requested maps to find the land. The land appears to be close to the city of Albuquerque; the Commission's first inclination is to hold onto the land.
 - Lower Lounge renovation – Parish appeal for funds is slated for November. Construction documents will be available during Oct-Nov, with construction Dec-March (latest completion). Drawings will be available for display soon. A capital ceiling will be used for planning, with items removed from the renovation if planned targets are not met.
 - 129 Ash (Cardinal House) – budget is in the negative from improvements made to Fr Dennis' apartment. Outside of this particular negative, the Cardinal House budget is OK.
 1. Window replacement: Five windows will be replaced in October (installed double-paned vinyl windows): three will be used to stop leaks into lower-level apartments and two to the north side will be installed to test against winter winds. More windows may be replaced in the future if these five show acceptable performance.
 2. Sidewalk replacement: The sidewalk will be replaced to eliminate basement flooding during rains. FAC consents to replace the sidewalk before the winter.
 3. Tree trimming/removal estimate: Two bids recommend removal of the tree hitting the side of Cardinal House. Trimming will be less expensive (<\$1000) but it will provide only a short-term (~2 years estimated) solution. Bid from Ames Story tree service to remove the tree and stump is \$3500. Removal from a 2nd bidder (incl stump removal) from Radcliffe for \$800. The Comission is concerned about the discrepancy in the bids: is the 2nd company insured and bonded? The Archdiocese requires insurance; calls will be made to each bidder to try to identify discrepancy. Fr. Ev suggested using Capital Improvements and Cardinal House for the removal.
 4. Gene Gnome has developed a detailed MS-Excel spreadsheet to calculate improvements.
5. Personnel
 - Youth Minister: A committee is forming now to search for a youth minister. Personnel committee needs to be involved in the serach.
6. CBA Report
 - Building repairs

1. Replaced flanges/flex connectors for hot/cold water system pumps. This was a \$1400 repair + \$400 to reinsulate the affected areas.
 2. Toilets - \$550 for adjustments to try to improve flushing. Upgrades could be an option if the adjustments fail to solve the problems.
 3. A circuit board for our fire alarm system was hit by lightning: cost for repair was \$967 (\$350 labor + parts). We have filed an insurance claim for the repair.
- \$5732 was collected from the basement sale; this is a new high for the basement sale.
 - 191 parishoners gave +\$21,000 for hurricane Katrina relief
 - Use of 129 Ash by Katrina evacuees: We could provide one apartment, utilities, and needed supplies (1 or 2 months). Evacuees will be screened by the Parish Trustees, and support could continue until August (rough cost \$5500). Cardinal House would bear the rent, but not the utilities; how utilities would be supported remains to be determined.
 - Supple Endowment: We are able to draw \$26,000 twice a year. The Comission supports asking for first payment now – with an anticipated receipt in October. The Endowment wants us to take it from Christian Brothers stock rather than the central endowment from the Archdiocese since the Endowment is currently providing a better return than the stock market. No objections were made to drawing the money now and from the stock.
 - Parking Ramp Expenses – went up from \$0.75 to \$1 for first hour. Expect higher parking fees in the future.
 - Charitable Giving
 1. A periodic report of all charitable giving by parishoners was presented. Total was \$111k from an aggregate income of \$900k, which the Commission considered a shining and sometimes not well-expressed example of giving by our parish.
 2. We currently give 7.5% of income to love your neighbor (CJP) for local needs and some outside needs. Money is also given to other charities.

7. Other

Meeting Date

- Most “third Thursdays” are around the 15th of the month through the end of this year – which makes it difficult to collect budget information in time for the FAC meetings.
- Switching to the 4th Thursday of the month conflicts with holidays (Thanksgiving & Christmas) near the end of the year.
- Monday and Tuesday are out because of conflicts.
- Plan to switch from 3rd to 4th Thursday of month at the beginning of 2006.