

## **Finance and Administration: Meeting Minutes – Monday, Sept 27, 2004**

### **Member Present:**

Ina Couture, Bobby LeBlanc, John Moore, Jen Fliehler, Peter Orazem, Carl Bern , Diane Lyon

### **Agenda**

#### **1. Prayer led by Carl**

#### **2. Approval of Minutes**

- Peter, 2<sup>nd</sup> John

#### **3. Development -- Jen/John**

- Supple Endowment – balance = \$1,402,019 (August 31, 2004)
- Hemann – unchanged – \$71,030 (August 31)
- Building renovation fund – loan amount = \$492,733 which is a decrease of \$57,346 (30K from checking, \$7500 principal payment, \$19,846 was year end net income)
- Pastor's housing fund -- \$47,725 (sent in 5K payment)
  - a. Total pledges + gifts = ~ 194K (includes Sept. gifts)
  - b. Just received gift of 35K (will be reflected on Sept. financial reports)
- New parishioner visits – going well
- Parents weekend breakfast – parents enjoyed it a lot. Will keep in parking lot.
- Homecoming tailgate coming up. Currently gathering volunteers.
- Parent appeal donations coming in.
- Annual report going out – showed a copy -- suggestion that we quantify the attendance in our annual report.
- Phonathon moved to spring.

#### **4. Budget process -- Ina**

- August was about 2k over the budget for net income
- Budgeted expense was \$76K, we only had 68K.
- Budgeted income was \$76,255, actual was \$70,490

#### **5. Stewardship – Bobby for Wayne**

- Looked at ministry fair -- decided it was a success
- Haven't had time to look at Sacrificial Giving Mass, but preliminary response was very positive.
- Volunteer appreciation night -- Saturday, February 5, 2005
  - i. Up to \$700 was approved to fund event

#### **6. Buildings and Grounds – Bobby for Dick**

- Looked at payback on installing fans – payback shows ~ 10 to 15 years. Heavily dependent on gas prices. The option is still being studied and a proposal will be forthcoming.
- Lower lounge subcommittee is still waiting on feedback from lounge users
- Clean up day Oct 16
- Carl Bern is investigating weather-stripping and entrance door repairs -- for energy savings
- Bob Conzemius is looking at retaining wall timbers (~20 years old)

#### **7. Personnel – No report**

#### **8. CBA Report – Bobby**

- Feature wall art expenses – project over budget by ~\$3687 dollars
  - o Proposal to add that amount to building debt was approved
- Risk management report
  - o Will respond to report with schedule of requested repairs/improvements. Most will be undertaken immediately.
- Room use liability report
  - o Non-parish groups, with a few exceptions, will no longer have to provide their own liability insurance to use parish facilities. Waivers still need to be signed to insure liability protection, but the archdiocese will cover the cost of insurance for special events and for outside groups. This change was brought about by the diocesan Priests' Council. The archdiocese will pick up \$1 million insurance for room use (changed by archdiocese) unless alcohol is served. Then, those groups will have to pick up their own liability insurance.
- Campus ministry wants expanded spring break opportunities

- They want to have a fundraiser
- Commission feels it must be either service oriented or spirituality based – need more information
- Must be student led and have active student participation rather than led by resident parishioners
- Campus ministry should consider using their Endowment suspense fund (\$3,500+) which is endowment grant money that has not been spent and is being held in reserve.

**9. Other – Peter**

- Meeting time changed going forward – 5:15 pm
- Next meeting – October 25<sup>th</sup>, 2004