

Saint Thomas Aquinas Catholic Church & Student Center
Finance and Administration Commission Meeting

October 20, 2005

In Attendance: Father Ev Hemann, Dick Brown, Amy Radloff, Peter Orazem, Ina Couture, Bobby LeBlanc, Megan Weiler, Jeff Klucinec

November Meeting: 3rd Thursday of November (Nov 17th).

Prayer: Ina led us in prayer to help us share our gifts in service (in all its forms) to our God.

Introductions: Peter Introduced Megan Weiler to the commission.

Minutes: Approve the minutes – The plan to switch to the 4th Thursday was not definite.

Development - Jeff

- Jeff distributed a new summary report for Development and the new report shows more complete now.
- Jeff described the different endowments and funds for the benefit of the new commission members.
 - The Supple Endowment supports campus ministry. The Supple Endowment board meets this Saturday (10/22/2005). On the table is a proposal to move Christian Bros investments to local investments.
 - The Hemann Endowment supports staff development.
 - The Peer Minister Endowment supports living expenses for the Peer Ministers. The board isn't established yet, and the Endowment will be kicked-off this Sunday (10/23/2005).
 - The Building Renovation Fund and the Lower Lounge Fund support the payment of the debt for the large Church renovation (2000) and the upcoming Lower Lounge Renovation, respectively.

Personnel - Ev

Development position:

- The person is responsible for coordinating special events, recording donations, mailings and communications to former parishioners & students, personal contact with potential donors, developing a plan to raise money for the lower lounge, and maintaining contact with staff.
- 7 applications to date.
- A person already involved with the parish has come forward inquiring about a part-time proposal. She is exploring a career change and may go to school. The Personnel Committee asked search committee to investigate this possibility. The committee did not want to make a recommendation without talking to 1-2 other applicants.
- Ev received a phone call from a semi-retired person (Catholic non-for-profit, +15 years experience) asking about a part-time position. He's looking to move to Ames.

Youth minister: A search to fill this position is on hold at the moment.

Committee chair: Ev has asked someone and has not heard back yet.

Concern over recent turnover: The Commission was wondering if these departures are independent events. Fr. Ev explained that generally the departures are not related, but two may have had an interrelationship (not a best-fit situation). Orientation (& a checklist) has been improved to help with retention and to make the jobs more attractive.

Budget - Ina

- Ina reviewed the budget summary. The summary does not include everything, but the things that are on there are larger and can be used as a gauge of how we're doing.
- Ina explained the various funds on the summary:
 - Parish Fund: for day to day cash flow for the parish.
 - Operating Reserve: for emergencies. (~ 10 years old)
 - Capital improvements fund: for purchase of larger capital items.

- Special collections: for money that comes in and goes right out again. Some grants stay here.
 - Cardinal House: apartment rent for Cardinal House & expenses paid out to maintain the house.
 - Family Emergency Fund: for gifts to help out parishioners in need.
 - Love Your Neighbor Fund: for funds paid out based on appeals to the LYN committee. Good Neighbor Fund (~20 churches) has about equal funding and is a different fund (STA not involved).
 - Building renovation fund, Hemann Endowment fund, Peer Ministry Endowment, Lower Lounge Fund (Discussed by Jeff).
- Income exceeds Expenses only because endowment funds were drawn early (in Sept rather than the normal time of October). We are down for the year (apparently about \$10k behind where we were last year).
- **Over budget spending policy:** The Budget committee is working to revise policy for non-budgeted and over-budget expenditures to bring it to the surface again. The Budget Committee will review policy at their next meeting.

CBA Report - Bobby

Cardinal house

- The mulberry tree will be removed during Thanksgiving; the service with the \$800 estimate will be used. The service does have insurance but we have yet to see paperwork.
- The concrete repair on South side of house is yet to be scheduled; only one bid has been received thus far.
- Seven of the 69 windows of the house have been replaced thus far. The windows have worked very well (about \$400 per window installed).
- Gene Noem is working on a long-term plan for cash flow to manage repairs (Excel sheet).
- One apartment is vacant and that will change to two apartments with the return of our evacuee to New Orleans this Wednesday (10/26/2005).
- The radiator system leaks due to high steam pressure from boiler. Mechanical comfort will be out to inspect safety features of the system and repair problems.

Virtus: Had 64 people come for training (most STA parishioners).

Emergency Evacuation of STA: No plan is in place for evacuation of the Church (esp. during religious ed.). Kathy White contributed a document from Spencer, but it's difficult to use since it refers to a different space. An inspection will occur soon to help Bobby come up with a plan for evacuation and labeling for fire/tornado/etc.

Student Envelopes: These will be available this weekend (10/22-10/23). Residents will receive theirs at the normal time in December.

Registration: Bobby sent an e-mail to the Commission recently highlighting our demographics:

- There are now 715 resident families From 2001-present, the number of families has fluctuated by 10-20 families.
- **Student Registration:** From 2001-present, 899 students dropped 270 students, with a drop of about 50-100 every year. This is almost a 1/3 drop in student registration. Campus Ministry groups are starting to talk about this decline. [Ev] We are going to investigate who was registered last year and who has registered this year. Some errors in the data entry of T&T may be leading to problems (initialing entries may help to identify what had happened and who is more error-prone). A change in student responsibility is also apparent, students signing up for T&T interests often do not show up.

Font: Ray Reilly and Bobby have looked at the square piece of glass in the center of the cross that covers the drain. All of the gold has flaked off of the glass, and those that notice (few) say it looks bad. The artist contends that the chemicals rinse onto the square piece, causing the problem. The cost of replacement is \$300, and the replacement will be delayed until we know why the problem is happening.

Fuel & Heat: An envelope is coming this December in the new set of parishioner envelopes.

Highlight of Recent Repairs: Most parishioners have no idea that things break because everything works during Masses. A once-a-year summary would give people an idea of the maintenance for the building. The Commission thinks it's a good idea.

Thoughts about Time & Talent Report: A brochure was included in the mailing for sacrificial giving. Commission members found the brochure interesting and useful.

Calculation of TAXA: The Archdiocese taxes each parish accordingly to support the Archdiocese. STA's TAXA this year is \$14,177 and last year was ~\$9,000. This is due to many errors (e.g. Capital Campaign, Campus Ministry, endowments, etc.) for items we are allowed to remove but were included in the TAXA calculation. This occurs because we have many atypical funds in our parish. The Archdiocese auditor will be contacted to correct errors.

Stewardship

No report.

Building and Grounds - Dick

- **Lower Lounge Renovation:**
 - A summary of where the project is in the last bulletin.
 - We will have a figure/estimate for the cost of the renovation this Tuesday. Estimated \$400k total.
 - FAC needs to be thinking about the calendar for the renovation (w/o a Development coordinator, we will not be able to complete the fund drive by Christmas). Do we delay the construction or do we assume success in raising funds and borrow the balance?
 - We need approval by the diocese for a project of this size. The Archdiocese is somewhat lenient with STA because of our track record with fundraising. Need 40% in hand and 60% pledged. One possibility is to separate the construction into LL & Kitchen into phases but keep it as one project for fundraising.
- **Clean-up day:** We had fewer people show up than expected (28 total). Some % of drop-out but usually others show up in their place to cover the need. All the inside windows were cleaned and lots of pears went to Sr. Lorraine. The outside work and pew cleaning wasn't finished.
- **Building Controls Information:** Mechanical Comfort participated in the last B&G Meeting and presented a system to control the thermostat from remote locations by computer.
 - They will present a bid to install the system to control the worship space, gathering space, and lower lounge (on/off areas rather than continual use areas) in combination with a service/maintenance contract (\$12k/yr for a 3 year contract).
 - They did not promise energy savings, but logically this will save energy over time to pay for itself. The savings might not be as great since controls are turned on/off immediately before needed now.
 - Carl Bern thinks we'll save money by doing things off peak hours.
- **Bethany-Newman Leak:** Water leaks into Bethany-Newman when it rains. An attempt to correct the problem will be made by replanting some plants and tilting the ground to have the water run away from the building. It's unclear what isn't working at this point.
- **Balcony fans:** B&G might ask for capital improvement money for a fan(s) in the south balcony to ease the heat (comfort, not energy savings).

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We may not meet in December.