

Finance and Administration: Meeting Minutes – Monday, October 25, 2004

Members Present:

Freddie Aveiga, Carl Bern , Fr. Scott Boone, Dick Brown, Ina Couture, Jennifer Fliehler, Wayne Gregoire, Bobby LeBlanc, John Moore, Peter Orazem, Holly Von Glan

Agenda

1. Holly Von Glan introduced as a new member of the commission
 2. **Prayer led by Ina**
 3. **Approval of Minutes**
 - Peter, 2nd John
 4. **Development -- Jennifer/John**
 - Supple Endowment – as of the third quarter we were \$18.13 for Jul – September
 - Building renovation fund – made \$16,200 principal payment, Total loan amount = \$476K
 - Hemann endowment is unchanged from last month
 - Pastor's Housing Fund – Total cash in hand = \$82,915, total pledged amount + cash = \$194,165, Sept Contributions = \$35K
 - Proposed Endowment funds –goals asked for by Fr. Ev.
 - a. Peer ministry = \$350K
 - b. Library endowment = \$165K
 - c. Computer endowment = \$50K
 - Name changed from Pastor's Housing Fund to Parish House Fund
 - Commission approved the peer ministry endowment process.
 - Commission deferred a decision on library and computer endowment plans, as
 - 1) There was no intention to proceed with fundraising for those areas at this time
 - 2) There was not much detail on how the money would be used or the target donors
 - 3) There was a sense that we could deal with these areas more efficiently with revolving funds rather than endowments that would tie up principal. Additional clarification as to how the income would be used would help clarify these issues.
 - Grant Writing Research – Emily Gawehn will help on grant writing
 - Stewardship Night for graduating seniors – February/March
 - Alumni events in KC –May / Minneapolis-June
 - Development Web site will be up soon
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1. **Budget process -- Ina**
 - Expenses were \$3034 over income. YTD (Income = \$193,214, Expense = \$196,249)
 - Budget process will start soon
 2. **Campus Ministry Fundraiser - Peter**
 - Requested by John D.
 - Approved by committee
 3. **Stewardship -- Wayne**
 - Giving Appeal – sent out 1400 cards, got back~180 cards
 - Stewardship appreciation night will be Sat Feb 5th , 2005
 - Advent – still formulating plans
 4. **Buildings and Grounds – Dick**
 - Had 47 people at cleanup
 - Potential projects under consideration
 - Ceiling fans
 - Lower Lounge
 - Roof Inspection
 - Electric Load
 - Weather-stripping doors / windows
 - Will look at beam inspection next spring
 5. **Personnel – Ina / bobby**
 - Overtime laws do not affect us

- Cell phone policy – in process
- Working on Employee handbook
- Optimal Staffing Levels if we go to 1 priest—need to look at that possibility and look at staffing levels

6. CBA Report – Bobby

- Feature art dedication this weekend
- Wireless internet -- \$80 total
- TAXA – STA assessment to archdiocese , \$9234 for this year, Due Nov 15, \$4617

7. Other – Peter

- Meeting time changed going forward – 5:15 pm
- Next meeting – November 22, 2004