

Minutes of the Finance and Administration Commission Meeting, Monday, October 29, 2007

Present: Bill Bergan, Ina Couture, Ev Hemann, Anne Krapfl, Bobby LeBlanc, Diane Lyon, Gene Noem, Sara Oftelie, Peter Orazem

**Prayer:** Bill Bergan offered a reflection on baptism as a transformation of life.

**Minutes** accepted.

**Fund Raising and Development:** Kris Egan

- Burn the Debt campaign has raised \$153,000 with outstanding pledges of \$9,400. The remaining debt stands at \$20K from the diocesan tax, \$43K from the building loan and \$13K from the lower lounge. Thank you luncheon will be this Sunday November 4 with about 50 donors present. Kris thanks the planning committee.
- Alumni appeal goes out this Friday, November 2.
- Supple Endowment meeting will be Saturday November 3.
- *News and Views* will have a piece on alternative ways that alumni can give to the Church.
- Anne Krapfl had a suggestion for a possible chair for the Fund Raising and Development Committee.
- Questions arose about the \$194K listed as “total liabilities and equity” under the Building Renovation section. These have been carried on the books for several years and are apparently commitments made from the initial building campaign, but it may be time to investigate how many of these are still valid. Kris will check who/what these are and whether they should be retained or written off.

**Budget:** Ina Couture

- We are \$9.7K in the black through 3 months which is still solid compared to past years. Year-to-date budget envelopes and offertory are now flat compared to past years. Expenses year-to-date are also below past years, so we have not been hurt thus far. Expenses have been moderated by the vacancy in the liturgist position.
- Average attendance on Sundays in October was 1637, down 43 from the 6-year average and down 161 from the same time last year.
- Trezina’s well fund has raised \$9,700 of the targeted \$15,000.

**Church Business:** Bobby LeBlanc

- Bobby presented the report from the review of policies and procedures review. Thanks to Bill Bergan and Diane Lyon for assisting. Some adjustments in procedures were identified, although the church was doing well overall.
- We received the Risk Management report from the diocese. Key requirements were to fix the sidewalk leading from the parking lot to the Cardinal House and to replace the batteries on the exit lights.
- Bobby proposed that we investigate the installation of a defibrillator on site. It was suggested that he solicit opinions from Warren Franke, Chris Figland and

staff at Mary Greely, particularly in regards to the need for and availability of trained personnel to use the equipment. Will revisit next time.

- Related: Father Ev mentioned that the Worship Commission is looking into how we should handle potential emergency situations such as threats of violence during STA group events.
- Two parishioners have donated table cloths for the Lower Lounge.

**Building & Grounds** Gene Noem

- 28 people helped with the Fall Cleanup. Day went well.
- Cardinal House repairs to the basement apartment have not yet been initiated. Estimated cost will be in the \$7-8K range. Initial estimate came from a contractor who has not been responding to additional questions, so a second contractor is being solicited. Loss of part of the ceiling may add to the cost.
- Gene presented the updated work priority list. This month, we handled window cleaning in the Daily Mass Chapel.

**Stewardship:** Anne Krapfl

- Fathers Ev and Dennis conducted the stewardship appeal.
- Planning is starting for the stewardship celebration during the spring. Early Ash Wednesday is complicating the Mardi Gras option as there is too little time between Parish Potluck and Fat Tuesday.

**Personnel:** Sara Oftelie

- Work continuing of the Policy and Employee Handbook.
- Personnel is conducting a salary comparison survey, using information provided by the National Church Business Administrators.

**Next Meeting: Tuesday November 27, 2007**

Minutes submitted by Peter Orazem