

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

### **November 17, 2005 Meeting Minutes**

In Attendance: Diane Lyon, Wayne Gregoire, Carl Bern, Peter Orazem, Ina Couture, Jeff Klucinec, Lisa Stephany, Bobby LeBlanc  
Absent: Father Ev Hemann, AmyRadloff, Megan Weiler, Dick Brown

**December Meeting: IF NECESSARY! (Watch your e-mail)**  
**January Meeting: 4<sup>th</sup> Monday of January (January 23<sup>rd</sup>, 2006).**

### **General**

Introduction of Lisa Stephany as Development Coordinator.  
Introductions of Commission members to Lisa.

**Prayer - Diane led us in prayer to draw us consciously into God's presence and share in God's word.**  
**Minutes from October Meeting -** Approval the minutes – Peter, with changes and minor comments.

### **Development – Jeff & Lisa**

**Funds/Endowments Report:** Jeff reviewed the status of running endowments and funds.

*Peer Minister Endowment:* Recent received checks will raise Peer Minister fund by about \$1500. We also received pledges of 5,000 (over 3 yrs) with an initial \$1,000 payment and of \$1000 over 1 year. Lisa is doing a follow-up with those that were at the Reunion and will make an initial contact with those that did not attend. The PME has a \$350,000 goal.

**Peer Minister Reunion (Oct 23):** About 70 people (including staff and families; about 25 Peer Ministers) attended. Lisa wants to do a follow-up (postcard or letter of thanks; not too late). We are thinking about hosting a reunion every 2-3 of years.

#### **Lower Lounge Campaign:**

*Renovation Cost:* Rough planning for fundraising (Nov 05 through Jan 06) shows an estimated cost of renovation of \$350,000. With our currently held amount of ~\$100,000, approximately \$250,000 must be raised.

*Fundraising Timeline:* Fundraising is planned to start in December and continue through the first couple of months of next year. A "Donor Pyramid" had been assembled by Fr. Ev. Contact will begin "at the top" followed by a wider parish appeal later. We need 75-80% (in hand or as pledges) before we can start per Diocesan regulations.

*Appliances & Furniture:* household appliances will be used for the beverage nook, while professional appliances are planned for the kitchen.

**Phone-a-Thon:** The Phone-A-Thon was discussed at the most recent Fundraising and Development Committee meeting. The committee felt that it was not useful to recruit students now and it is difficult to plan at this point. These are based on our experiences with student help transitioning from Spring from Fall semester last year. We are investigating planning the P-A-T in April (after spring break but well before finals) and will be looking for 1 or 2 students to lead this Spring.

**News & Views:** Lisa will be starting to work on News & Views soon, with a planned release date in December.

### **Budget – Ina**

#### **Income Report:**

*Admin income:* Offertory from October was higher than what was expected, but envelopes were what was expected. The Parent Weekend and Homecoming may have influenced the income. Bobby will send a completed budget summary around to the commission.

*Development:* Parent appeal brought in \$7800 and money continues to come in.

#### **Expenses & Debt:**

*General Expenses:* Expenses are running on the low side; we are currently in the black approximately \$16,000 (absence of a youth minister as a contribution).

*Debt payment:* Because we are in the black, we have no reason to change the schedule or amount at this time.

The commission recommends staying on the regular schedule with the usual amount.

Bobby passed out a plan for the up-coming budget process.

**Spending Policy:** Ina passed around the former spending policy flowchart. The budget committee will be translating the chart into more easily understood statements about spending for staff use. Ina is planning to send a revision around to the commission in January.

## **Stewardship - Wayne**

### **Sacrificial Giving Appeal:**

*Stewardship Commitment Cards:* The appeal doesn't look like it's worth its expense. The appeal cost \$900 for printing preparation and mailing (envelopes & labels, brochure, card, and letter), and we received 143 returned out of 715 (resident) and 10 out of 622 (Campus) mailings. The mailings may be useful in raising awareness, and those that are returned are believed to carry the parish. Others suggested that the commitment cards might be done like time and talent (cards during Mass) with a descriptive pre-mailer as part of the appeal; this approach wasn't wanted.

*Appeal Presentation:* The stewardship committee might consider having a professional from outside to give the sacrificial giving appeal. The parish priests are part of the parish and are supposed to do this.

## **Buildings & Grounds – Bobby**

### **Lower Lounge**

*Price Breakdown:* Bobby distributed a price breakdown, but this breakdown is not for general distribution yet. The estimated cost is \$350,000, and we will cut back on scope of the project if we cannot raise the remaining \$250,000. The commission feels that we're likely to meet this need relatively easily. A big part of renovation is the new entrance. We might think about changing the hallway space into more of a sitting area.

*Contractor:* Story Construction will perform the renovation.

*Timeline:* Looking like a 4-month construction.

*Folding walls:* Bobby pushed to do something with the façade of the folding walls, which may increase the price tag of the renovation up \$15-20k (overlay with new laminate). We can't extend track to walls because of bulkheads.

The commission makes a recommendation to Parish Council that we move forward with this proposal.

**Mulberry Tree:** 'comin down next week (week of Thanksgiving).

**Railroad Tie walls:** Buildings and Grounds should come to FAC with a proposal about replacing the ties, including the estimated cost. The money will need to come from the landscape budget.

## **Personnel - Ina**

**Personnel Chair:** We do not have a personnel chair yet. Someone has been asked, but at this time we are not sure the person will accept the position.

**Youth Minister:** an advertisement has been sent out, but the personnel committee hasn't met about the position yet.

## **CBA Report - Bobby**

### **Fire Evacuation Route:**

Bobby met with the Ames Fire Inspector to assess STA evacuations in case of a fire.

*Classrooms:* We now have an evacuation plan for the classrooms (and signs to post an evacuation route).

*Worship Space:* We considered a worship space plan, but the tornado prompted an evacuation which went very smoothly (Mass went on as planned in the Parish Hall). The Fire Marshall believes the worship space is a fairly easy place to exit; we are not making plans to post anything in the worship space.

*Inspection:* The Fire Marshall will be back to do an inspection (2<sup>nd</sup> since renovation), and no problems are anticipated.

**TAXA:** An amended TAXA was filed which reduced our obligation to ~\$11,000 from +\$14,000. A decrease in our debt caused our TAXA to increase about \$2000 from the previous year. We saved close to \$3000 this year due to the refiling.

**Rio Rancho (Carl):** We can't find the deed and will be requesting an official copy. We currently pay a property tax of \$6.72. The Parish was offered \$9,000 for a little over 2 acres of land near Albuquerque. Both plots are

northwest of Albuquerque by ~20 miles but development is very close (visible from the property). The Commission agrees to hold the land for now.

#### **Fund – Campus Ministry Endowment Project Fund.**

*Details:* In 2001-2, Campus Ministry didn't spend all of the endowment grant money (~\$35,000). The Endowment board didn't want it back (unclear why this happened). It did not go back to the general fund because it didn't come out of it. John put the money aside to use in budgetary emergencies.

*Current Situation:* John is planning to use the money for 2 things: a new computer for Peer Ministers (the current one is near 5 years old) and seed money for T-shirts (\$2700 with no approval except for John). The thought is that this money should be specifically used for Campus Ministry, but there is no oversight of this money.

*Recommendation:* The Commission suggests that the spending policy be amended for approval about "outside" money (not in your budget, special funds, etc.) for protection and auditing purposes.

#### **Special Topic: AMOS (A Metropolitan Organizing Strategy)**

The project has been functioning in Des Moines for 6 years and is thinking of expanding operation into Ames as part of CJP.

**Speakers:** Dinelda Allen – St. Thomas Parishoner brought AMOS to us; Paul Turner – organizer for AMOS in Des Moines.

#### **Details:**

*Membership:* About 6 churches are currently trying to form a coalition to find out what issues affect our community and act on them. Six people are on core team (2 students), and there are generally 40 people with interest (8 students). A 3-5 county-wide organization was also discussed; this caused some concern amongst the Commission since we might fund activities which are not viewed as local. Sufficient Churches from Ames would need to be involved to give the local community a clear say in use of the organizations resources.

*Organization:* Gropus would meet semi-weekly, with larger meetings periodically. Planning a public forum in January. "One on one's" would be used to build support.

*Activity:* Dinelda distributed sheet describing context with St. Thomas and achievements of AMOS in Iowa. The Commission viewed a short video (8 min) assembled by Ames group.

*Funding:* the STA commitment would take the form of a portion of our budget ("typically a % of the total). The money would fund a person (like Paul), resources, and provide a structured environment to affect change. The funding would not include office space, though a temporary space may be needed in Ames. Bethesda Lutheran has made a commitment (only one in Ames thusfar); other churches are investigating. Groups are working to contact other faiths and existing support networks. In a talk delivered to Parish Council, 1% of admin income (~\$7,000) is recommended. This would need to come as a proposal from the CJP commission.

*Tax-Exempt Status:* Never a problem with the tax-exempt status of the IAF.

**Parish Overlaps:** A similar social action group was intersted in getting a resident minister; this group has no relationship to that question/inquiry. Part of that group wants to partner with a parish on the Gulf Coast – not looking for funding, just parish approval. Dinelda was not aware of any overlap with this group and the AMOS-organizing group.

#### **Housekeeping**

**December meeting:** The meeting would be final's week (Dec 15<sup>th</sup>). We are not planning to ahve a December meeting. We may need to meet if an emergency develops.

**Meeting times next year:** Meetings during the 4th week ensure we have financials. We will start meetings the 4th Monday of the month. Our next planned meeting is January 23rd, 2006.

**Prayer:** Bobby will supply the prayer for January.