

Finance and Administration: Meeting Minutes – Monday, Nov 22, 2004

Member Present:

Ina Couture, Bobby LeBlanc, Father Ev Hemann, John Moore, Jennifer Fliehler, Peter Orazem, Diane Lyon, Wayne Gregoire, Dick Brown, Jane Acker

Agenda

1. **Prayer led by Dick Brown**
2. **Approval of Minutes**
 - Peter, 2nd John
3. **Development -- Jen/John**
 - Jennifer announced her last day at STA
 - Supple Endowment – transferred \$27,225 (1/2 of campus ministry grant)
 - Building renovation fund – made \$8500 payment, principal amount = \$468K, Total lia+equity = \$245K
 - Hemann endowment is unchanged from last month
 - Parish House had \$152 in contributions in October, total assets = \$83
 - Jen reported on
 - a. STA website up and running
 - b. Had Supple Endowment committee meeting (will distribute out of Christian Bros)
 - c. Dr. David Hunter has been well received
 - d. Dave Benson (pres), Jenny Jobs (vice), Fr. Ev (secretary)
 - e. Bobby proposed taking the campus ministry grant second ½ in March vs. May
4. **Estate Gift Disposition of ~\$135,000**
 - Proposals were made to:
 - a. Keep it as stock – against STA policy
 - b. Put some against the Parish debt
 - c. Put some into Lower Lounge
 - d. Put some into peer ministry endowment
 - e. Put some into Hemann Endowment to get it more well established
 - f. Break some into various funds (parish house, Hemann, Supple)
 - Disposition has been tabled
5. **Budget committee and budgeting process -- Ina**
 - Total Income = \$144K, Expenses = \$127K, Net income = \$17,220K
 - Ina presented the formalized budget process
 - a. Proposed that the Parish Council should have a month to consider the budget before it has to be approved. the Council should get the budget in March.
 - b. Last year council was provided options in the budgets (council liked that)
 - c. Should start the budget process sooner (perhaps October)
 - d. Finance & Administration might want to set guidelines for the commissions
 - e. Need priorities from the parish council early in the process
6. **Stewardship -- Wayne**
 - Request for serving alcohol at stewardship appreciation
 - Request was granted
7. **Buildings and Grounds – Dick**
 - Capital budgeting
 - a. Dick & Peter did small item inventory
 - b. Still need to inventory larger capital assets
 - c. Want to apply a depreciation amount and period to create a capital budget
 - Roof estimate
 - a. Estimate of about \$1200
 - b. Request was made & granted
 - Bricks on side of building need to be replaced
 - Paint needs to be taken off wall by the Delta Upsilon Fraternity
 - Other Projects

- a. Ceiling fans
- b. Retaining Wall Ties
- c. Electric Load

8. Personnel – Fr Ev

- Will have a search committee to replace Jen Fliehler
- Meets 8 pm Monday, November 22, 2004

9. CBA Report – Bobby

- People working with minors undergo background check. STA will have to pay for future background checks, ~70 per year, \$12 per background check. Who should pay – commission or administration?
 - a. Will be kept under administration
- Voice Mail system --- \$2110 for a system -- will take it out of capital improvement fund
- Free will offering – will make room users return to pick up deposit check – will attach freewill offering envelope

10. Other – Peter

- Next meeting – January 24, 2005
- Prayer – Diane (January), John (Feb), Peter (March)