

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

## January 26, 2006 Meeting Minutes

In Attendance: Carl Bern, Ina Couture, Wayne Gregoire, Diane Lyon, Peter Orazem, Amy Radloff, Lisa Stephany, Megan Weiler

Prayer: Bobby led us in a Meeting Prayer

Minutes: Approval of November meeting minutes

### Development – Lisa

**FRD Chair:** There is no chair as of now. A meeting will be held February 1<sup>st</sup>. We are in the midst of recruiting more members (students and residents) for the committee. The new Time and Talent surveys have not been looked at for this.

**Funds/Endowments Report:** Copies were handed out. As of December 31, the Lower Lounge fund actually has \$124,579.17. The total needed is \$350,000. There was no alumni appeal in the fall. One will be done in February.

### Lower Lounge Appeal:

*Fundraising:* Father Ev is visiting with people. The first round letters have been sent out. The second round will be sent out this week. This weekend, there will be speakers at the masses asking people to participate. There are two people (architecture students) on the committee making posters that will be displayed in the student lounge. A letter to the rest of the parish will be sent Monday. We need to be aggressive during the month of February because 60% is needed in hand to begin construction (~\$210,000). This means additional commitments of \$90,000 are needed. Pledges over a three-year period will be welcomed. The student portion will also begin next week, and there will be updates in the bulletin each week. Father Ev's initial push consists of 20 individuals/families, of which he has contacted 12. We're hoping his visits will result in \$75,000-\$80,000.

*Construction:* If we don't reach 60%, technically, the renovation would be postponed, but realistically, the Archbishop would waive the requirement. Story Construction starts on the lounge February 20<sup>th</sup>. It is set to be finished April 14<sup>th</sup>, Good Friday, so that an Easter Celebration could be held. Mardi Gras is cancelled; instead there will be a Spring Luau the weekend after Veishea.

### Upcoming Events:

Mailing for Peer Minister and Alumni Appeal

March: Phone-a-thon

April: Dinner for grads

Summer: Alumni dinners in Minneapolis, Kansas City, possibly Omaha

### Archdiocese building loan:

Peter questioned the amount. Bobby thought it was actually closer to \$323,000. Not sure if this included the tax loan. The archdiocese has not asked about increasing the interest on the debt.

### Renovation - Peter

Construction will start in mid-February and at Easter "the lower lounge will rise again."

## **Budget – Ina**

### **Review of Financials:**

Budget envelopes are not too far below projections. Money is still coming in from last spring's alumni appeal; this is helping, as the offertory has not been as good as in previous years.

Expenses are down, primarily in personnel because of the absence of a youth minister.

### **Debt Payments:**

In November we deferred payment on debt by email. This was done in January as well. Last year this time we were \$10,000 better. We are that amount behind on budget envelopes. Christmas and the last Sunday of the year are usually big Sundays for giving. With Christmas falling on the last Sunday, we missed a weekend, which could be equal to the \$10,000 we're behind.

Because of the \$10,000, Peter proposed that we continue to pay \$4500 in February as we have in the past two months. Bobby also mentioned that we have two more high utility bills coming.

### **Budget Committee:**

The committee has been meeting. Commissions are to return reports to the committee.

## **Stewardship – Wayne**

A "Spring Luau" stewardship appreciation party is planned for Friday, April 28.

The Archdiocese Stewardship meeting went well.

## **Buildings & Grounds – Bobby (with Dick's notes)**

### **Balcony Fans:**

The Buildings & Grounds committee is in favor of one, hopefully two, fans in the balcony. These fans would be strictly for comfort, not for energy savings. If they are installed while the lower lounge is renovated, Nelson Electric can install them for \$1750 per fan. This money would come out of Capital Improvements. Each fan would have a speed control. They would be installed at two different elevations and run at two different speeds because of the slanted ceiling. This will be brought back to the next meeting for decisions.

### **Lower Level:**

In the religious education office, the mechanical room, and the youth minister office, there are six old (pre-renovation) windows. The DRE office is fifteen degrees cooler than the rest of the lower level, and Kathy White runs an electric heater. There is currently plastic film over the windows to keep the wind out. Bobby met with the small jobs crew from Story Construction. Story said that the windows are okay, but the interiors were not caulked properly. Story can take out, clean, reassemble, and re-caulk the six windows for a price not to exceed \$850. This would result in energy savings and increased comfort for the people who use these rooms.

### **Decisions:**

FAC is in favor of the fans. FAC is also in favor of the window refurbishment.

### **Future:**

Buildings & Grounds will discuss the possible painting of all exterior window frames in the basement and first floors.

## **Personnel – Ina**

### **Youth Minister:**

The personnel committee has not met.

## **Business – Bobby**

### **Heating Bill:**

No good news to come.

**Library Shelving:**

We've wanted to replace the shelves on the west wall of the library and add one new unit for about four years. Someone from State Center can do this for \$980. The library budget could absorb this cost, or a grant could be requested from Burns Donovan.

**A/C Disconnect:**

We can sign up with the City of Ames to have the A/C disconnected for five minutes during peak times in the summer for a savings of \$5 per month. This will be discussed with Carl.

**Font:**

The artist is creating a new center piece of glass for the font. This will cost \$200. The center piece needs to be taken out and sent to the artist and she will send it back. This will take one week. Ray Reilly is working on the project.

**Giving Envelopes:**

Currently, 725 boxes cost \$1300. Typically 300 boxes are not picked up. 250 people use their envelopes on a regular basis. Three alternative options are: 1) no envelopes, 2) mailing program (envelopes are mailed to homes every two months), and 3) provide envelopes at entrances. Ideally, we would like everyone to use envelopes. One box costs \$2.50. This needs to be looked at as we order 2007 envelopes in April.

**Chair – Peter****60<sup>th</sup> Anniversary:**

April 2007 is the 60<sup>th</sup> Anniversary. Should there be more in the budget for a celebration? Father Ev wants new stationery with artwork. Fathers Geary and Herzog's 50<sup>th</sup>/60<sup>th</sup> anniversaries are approaching – fund out of development.

**Parish Meeting:**

Diane will speak at the meeting March 26<sup>th</sup>. Topics addressed will include the lower lounge, debt progress, and stewardship. The meeting will be in the Gathering/Worship space this year because of the lower lounge renovation.

**Spring Break Fundraiser:**

Campus ministry has asked to have a bake sale fundraiser to subsidize service spring breaks. FAC will approve this now and discuss a standing annual approval for fundraising. FAC recommends that if this is an annual occurrence, it should be in the budget. There also seems to be a discrepancy with resident parishioners being denied a request for a bake sale before the request came to FAC.

**Prayer:**

February – Amy

March - Peter

April – Bobby

May – Diane

June – Megan (No meeting usually)