

Minutes of the Finance and Administration Commission Meeting, Tuesday July 25th 2006

Present: Peter Orazem, Jane Acker, Kris Egan, Bobby LeBlanc, Anne Krapfl, Fr. Ev, Carl Bern, Ina Couture, Sara Oftelie

New Member Kris Egan new Development Coordinator

Prayer: Fr. Ev

Development: Kris

- Endowment reports were presented
- Upcoming events:
 - Homecoming tailgate – Oct. 21st
 - Minneapolis gathering November 10th
- Working to get new members and ideas for development and community building
- We intend to have a ‘burn the mortgage’ fundraiser where we get about ½ committed from several donors and then go to other alumni for the balance. Intention is also to tie it in to the 60th Anniversary of STA

Personnel: Sara

- All 4 positions are filled:
 - Development – Kris Egan
 - Liturgy – John De Chiaro
 - Youth Minister – Vanessa Pawlovich
 - Bookkeeper – Net Larsen
- Working through the Employee handbook
- Working through the Optimal Staffing
- Updated the Farewell policy

Budget: Ina

- Finished the year in the black \$3500 (lower personnel costs and decrease in debt payments for several months)
- Lower Lounge Renovation ended up borrowing \$15,500 from the archdiocese (and \$40,000 from operating reserve to be paid back with outstanding renovation pledges)

CBA report: Bobby

- Parish Registration and Time and Talent sheets have been separated and will be completed on separate weekends
- Maintenance report shows several projects have been completed and at under the expected cost.
- The Cardinal house concrete project has been quoted and was approved by FAC – because of amount this project needs a proxy
- Approved HVAC pipe/valve repair above boiler
- 2 new copiers are in place including 1 color copier
- Computers at STA have been updated and moved around to give several staff members a newer/better machine

Stewardship: Anne

- The committee is re-forming and looking for new members
- Stewardship Fair set for August 26th & 27th – Commissions to Provide their own snacks, although there are volunteers who do baking
- The Knights of Columbus will assist with moving the tables to and from the basement, but from there each committee is responsible for their own.
- The Sacrificial Giving Weekend is planned for October 28th – Planning to have parishioners speak at each mass on the subject

Buildings & Grounds: Dick – absent

- Cleanup day this fall (we weren't sure of the date)

Other: Peter

- Ministry Fair table, each group represented
 - FAC brochure
 - We need to recruit more students
 - Photo display of areas covered by committee if possible
 - Display greatest “needs” of the committees
 - Need members to volunteer to be present at each Mass
- Fund Raising Policy was discussed and reworded slightly will take to Parish Council – all present that all fundraisers need to comply with policy or be dropped
 - Birth Right and Worldly Goods will be asked to seek FAC approval for any future fundraisers (they have never done this previously)
- Plan to get a Capital budgeting process in place for all equipment in use
- Discussed a long term ultimate staff size
- Discussed the possibility of building for Catholic Community living
- Diane agreed that upon the end of her term on parish council she is the planned replacement for Peter as FAC chair

Minutes submitted by Diane Lyon