

Minutes of the Finance and Administration Commission Meeting, Tuesday September 26th 2006

Present: Jane Acker, Bill Dilla, Dick Brown, Anne Kraphl, Daniel Acosta, Peter Orazem, Kris Egan, Bobby LeBlanc, Carl Bern, Ina Couture, Sara Oftelie, Bill Bergan, Fr. Ev, Diane Lyon
Guests : John Stafford

Welcome: Daniel Acosta and Bill Bergan

Prayer: Peter

K of C - Fundraising Request – John Stafford

- Presented information regarding a Christmas Card sale, *Keep Christ in Christmas*.
- Fall Parish Pancake Breakfast on Homecoming weekend
- Money to be used for parish/community service projects
- After discussion, both items were approved by Commission

Other Fundraising requests

- Requests from Worldly Goods for a Christmas sale
 - The proposal was discussed, and approved for the next year with the provisions of the reporting and education factors to be followed
- 2 similar requests received from groups wishing to use the lower lounge as the location of a fund raising event for their group, but not involving St. Thomas Parishioners.
 - Request from Puerto Rican Student Association to use facility to raise funds for their organization
 - Request from Wildlife Care Clinic to use facility to raise funds for the care of wildlife
 - These groups are not related to St. Thomas, but need a place to hold a function.
 - The proposals were discussed and approved.
- It was also discussed that the Fundraising Policy should be amended to cover situations like this where the fundraising group is only using our facility and doesn't necessarily involve our parish.

Development: Kris

- Endowment reports were presented
- Upcoming events:
 - Family weekend this weekend
 - Homecoming tailgate – Oct. 21st
 - Fr. Ev's 35th anniversary party – Sunday, November 5th after 10:30 mass

Personnel: Sara

- Committee has continued to review the personnel manual
- The Liturgy/Music coordinator gave his resignation
- John Donaghy's proposal was reviewed

Budget: Ina

- August financials were reviewed. Expenses exceeded income about \$500. Leaving us still with money in the bank.

CBA report: Bobby

- We'll be passing out student envelopes in October
- The Resident envelopes are given out in December, but we've had additional families register, and it's possible we may not have enough envelopes. However, we haven't confirmed the number of families that may have moved away in the last year either.

- Property tax bill have been received – Cardinal House has extra exemptions, so will help cover the tax at Newman House
- The bookkeeper’s computer crashed and had to be replaced
- The old copiers must be returned to the leaseholder. We need a way to get them to Ohio
- There will be a proposal for next year to have a part time paid position to help maintain the gardens
- Several maintenance issues have been taken care of in the last month
 - Repairs in the library
 - Repairs at Cardinal House
 - Cardinal House continues to have plumbing issues that will need to be addressed

Stewardship: Anne

- Sacrificial Giving Appeal to be given by parishioners. Letters will be mailed with information on the highlights of the past year, but there will be NO card to return. We will try something a little different this year.

Buildings & Grounds: Dick

- Cleanup day this fall, Saturday, October 14th

Minutes submitted by Diane Lyon