

Minutes of the Finance and Administration Committee Meeting Tuesday November 28th, 2006

Present: Peter Orazem, Diane Lyon, Ina Couture, Sara Oftelie, Bobby LeBlanc, Bill Bergan, Dick Brown, Anne Krapfl, Kris Egan, John Donaghy, Freddy (?), Carl, Dick Brown,

Prayer: Peter

Catholic Charities

We watched a video produced for Catholic Charities describing their services over the years.

Fund Raising Proposal

- We listened to a presentation by a group of high school students requesting permission for have a fundraiser for their trip to Africa.
- A total of 30 high school students from are going with 7 of the students from STA, Bridget Brown, Joey Dobson, Clark Ennis, Bob Hunter, Katie Orazem, Madeline Paschan and Anne Today.
- They would be selling bags of coffee to raise money for the money to purchase the building supplies and pay the wages to workers, as well as to fund the trip for the students.
- A 1 lb. Bag of coffee sells for \$10
- After discussing the proposal, the committee approved the request. The group will work out dates with staff.

John Donaghy proposal

- John's connection to STA seems like it may be a missionary with ties to STA and an opportunity for students and parishioners to travel and work in Honduras.
- Fundraising Options – John is planning to begin fundraising once a mechanism for funds transfer has been established
- No one has spoken to a representative from the diocese in Honduras so we can discuss the setup of a process for transferring funds for John's work down there.

Development – Kris Egan

- Endowment reports were presented
- Upcoming events:
 - Alumni events in Minneapolis and Kansas City were cancelled due to bad weather and low interest.
 - Planning underway for a ISU Catholic Faculty event
 - Burn the Debt Campaign brochure getting put together
 - Phone-A-Thon to be held in March

Buildings and Grounds – Dick Brown

Weather-stripping continuing
Repairs to dishwasher and sink in beverage nook complete
Looking a window washing equipment

Stewardship – Anne Krapfl

Reported on Stewardship Weekend and the feedback given – generally positive.
Stewardship party to be held February 17th

Personnel – Sara Oftelie

Meeting in January

Budget – Ina Couture

- Income Vs Expense, we're in the black with a small amount over our expenses.
- Meeting the 3rd week in January to start the budgeting process
- Need priorities from Parish Council

Fundraisers – assessment

- Recent fundraisers have gone well
- The Pancake Breakfast caused people to stay longer than usual, so parking bill was a bit higher.
- A Fundraising CHECKLIST was created for groups to use in preparation /compliance with rules.

CBA Report – Bobby LeBlanc

- We were giving a packet of information about our envelopes and possible changes.
- Memorial Union to change the method of allowing us to pay for parking.
 - We discussed various ways and felt the best for STA would be the Thermal Validation Machine that we would own
 - The switch over date has been set right now, probably some time in January.