

Minutes of the Finance and Administration Commission Meeting, Tuesday, September 25, 2007

Present : Bill Bergan, Carl Bern, Dick Brown, Ina Couture, Ev Hemann, Anne Krapfl, Bobby LeBlanc, Diane Lyon, Gene Noem, Sara Oftelie, Peter Orazem, Jeff Trende

**Welcome:** Jeff Trende is our new student member.

**Prayer:** Peter Orazem offered a prayer for missions

**Minutes** were amended. Ina will send Peter the updated version to post on the web page.

**Time and Talent:** Bobby LeBlanc reported that he had given the names of volunteers on T&T to the respective chairs of commissions and committees. Everyone should be invited to participate.

**Development:** Kris Egan

- Daniel Acosta has updated the Fundraising and Development web page.
- The committee has been working well on various events.
  - Alumni tailgate for Homecoming on October 20 is planned. Invitations going out on September 27.
  - Invitations for the Burn-the-Debt Campaign Alumni luncheon will go out October 1. The event will be held on Sunday November 4. Parishioners have volunteered to cater and students will serve.
  - The Family Appeal will go out soon after the Family Weekend Breakfast which will be on October 14.
- Consolidated debt stands at \$75K, down \$18K over the past month. There are \$9.4K in outstanding pledges for the Burn-the-Debt Campaign.

**Budget:** Ina Couture

- We are \$13K in the black through 2 months which is very solid compared to past years. Budget envelopes are steady and offertory is ahead of past years. Data are for the months before students came back, so we will see if the trends continue in September.
- Expenses have been moderated by one vacancy in the liturgist position.

**Church Business:** Bobby LeBlanc

- Worship space floor waxing will start next week
- The heat problem in father Dennis's apartment appears to have been fixed.
- The sump pit in the church basement has been cleaned and new floats installed.
- Preparation for the African Children's Choir on Friday November 9 is going well. All have been housed save one group of three children and one adult. Posters have been placed in Ames churches, Café Diem and the library. An article has appeared on Ames 365. Still need volunteers to help with hospitality and the CD sales table.
- Bill Bergan and Diane Lyon will assist Bobby on the internal audit.

- The Archdiocesan property inspection has been completed but no written report has been submitted. Bobby expects that the concrete steps from the church parking lot to the Cardinal House will be listed as needing repair work. Bobby is investigating costs.
- \$11,130 has been collected for the Honduras Mission. John Donaghy is reporting several programs. He is helping to establish a lunch area for street children in a vacant house. Mike McGrath visited and has given two presentations on Honduras.
- Demographics from the Time and talent were distributed.
- Commission web pages are uneven. FAC web page does a good job of listing member names, contact information for chairs, and updated minutes.

#### **Building & Grounds Gene Noem**

- B&G Committee has 5 resident and 2 student members
- Cardinal House Apartment 9 is in need of serious renovations. It is currently vacant. Story Construction has a list of items totaling \$19,355. Gene proposed and commission approved prioritizing work in the range of \$7-8K.
- Cardinal House Apartment 5 had a leak that may be related to siding. There is also work needed in the half bath in Apartment 4.
- B&G has formulated a list of projects which they will be prioritizing. The list includes
  - Cleaning the upper part of the north windows.
  - Dusting the story wall and the light rings in the church
  - Investigating whether the sound system needs to be adjusted or enhanced.
  - Hymn boards which cost \$80-\$550, but may not work well in our church. B&G is investigating a special design that would allow the board to be raised and lowered and that would be visible on both sides of the congregation. Several possible designers were mentioned.

#### **Stewardship: Anne Krapfl**

- Stewardship appeal will be the weekend of October 6-7. Fathers Ev and Dennis will handle the appeal.
- No pledge cards this time. Some discussion of whether they are worthwhile and whether they should be used next year. As before, mixed opinions. Plusses—they may help in triggering discussion about the amount to give. Negative—they can be costly and many do not appear to use them.
- Stewardship prayer will be recited by the congregation after the prayers of the faithful.

#### **Personnel: Sara Oftelie**

- No search thus far for liturgist.

#### **Next Meeting Changed to Monday October 29, 2007**

Minutes submitted by Peter Orazem