

Finance & Administration Commission
Meeting Minutes
March 31, 2008

Members Present: Carl Bern, Ina Couture, Anne Krapfl, Bill Dilla, Diane Lyon, Father Hemann, Gene Noem, Bobby LeBlanc, Peter Orazem

Guests: Kris Egan (Development Coordinator), Galdriel Comito, Annette White, Kathy White

Honduras Fundraising Proposal (White, Comito, White):

- Religious education re-worked and re-submitted a proposal to raise funds to help pay for religious education books in Honduras.
- Dollar amounts were more realistic and there was a component for STA student involvement, plus the proposal was submitted to the Honduras Ministry committee before coming to FAC.
- Proposal was enthusiastically approved.

Development (Egan):

- Reminders on Lower Lounge and Burn the Debt going out.
- 2006-2007 Annual Report has been mailed – 1,000.
- Thanks to Amy Swenson for a wonderful job in design and page layout.
- Ann Staniger working with Spring Appeal design.
- Phone-a-thon: mailing worked better than actual calls. Investigating how others conduct phone-a-thons.
- *Last Supper* for graduates coming soon.
- Alumni Dinner in Minneapolis being planned for June 6.
- Coffee & Tea reception for Alumni Days being planned.

Budget (Couture):

- Although February was \$10,000 in the red it was a good month in relation to previous Februaries.
- Both offertory and budget envelopes are well ahead of normal.
- Budget draft was presented – total budget of \$930,551 with a 3% salary increase.
- There are still questions about some budget lines, Fr. Ev, Ina, and Bobby will meet to review these before budget draft is sent on to parish council.

Buildings & Grounds (Noem):

- Gene presented options for the removal or repair of the Cardinal House garage that have been reviewed by the Buildings & Grounds committee – FAC will review in terms of making a decision at the April meeting.
- Spring Clean-up Day will be April 19th.

CBA Report (LeBlanc):

- Need to review the Capital Reserve budget item:
 - Separate fund?
 - How to spend from it?

There was some discussion as to whether this is even a needed/wide item in the budget. Will discuss at April meeting.
- Will need to order sacrificial giving envelopes for 2009. Reviewed categories on special monthly envelope.
- Development coordinator should review analyze the impact of selective development giving (designating endowments) on general alumni giving (which goes to operating budget).
- Recent maintenance items:
 - Replaced hot water heater that feeds dishwasher in kitchen
 - Replace shaft in kitchen exhaust fan
 - Motor in second kitchen exhaust fan need to be repaired
 - Coil replacement completed for pathway air handler
 - Ceiling repair completed in processional pathway (will be less than quote)
 - Concrete & step repairs between upper parking lot and Cardinal House to take place in mid-May.
- Document on Finance Councils, approved by the archdiocese was reviewed. It does change the FAC to a degree, member's terms being the biggest change. Pastor has to 2010 to implement.
 - Whether Finance Council (FAC) chair is automatically a corporate trustee is missing for the document. Ev will have to pursue.

Stewardship (Krapfl):

- Fiesta was a success & everyone had a good time.
- A very positive event for the parish. 149 parishioners in attendance.
- Work of campus ministers and peer ministers evident in number of student in attendance
- Religious ed has included a stewardship lesson plan in all of its classes and will continue to do so.

Personnel (Fr. Ev for Oftelie):

- If STA begins the *Living the Mission* program, a staff person will need to take responsibility for its coordination
- 4 applicants for Liturgist. 2 qualified. An offer has been made to one.
- Personnel committee needs to look at staffing needs (optimal staffing) salary scale and possibly revise – are we too low across the board?
- Just wage
- Single vs married applicants and salary offers

Next Meeting: Tuesday, April 29th, 7:00 PM

Minutes: Peter Orazem/Bobby LeBlanc