

Minutes of the Finance and Administration Commission Meeting, Tuesday, May 20, 2008

Present: Dick Brown, Bill Bergan, Patrick Clem, Ina Couture, David Holm, Bobby LeBlanc, Diane Lyon, Sara Oftelie, Peter Orazem.

Prayer: Bobby LeBlanc offered the prayer.

Minutes were approved.

Development: Diane Lyon for Kris Egan

- 16 STA alumni visited during ISU Alumni days
- Lower Lounge pledge payments are coming in.
- Brochures for the Spring Alumni Appeal went out May 13.
- Kris will attend the Institute for Visionary Catholic Ministry at Notre Dame June 23-27.
- Kris and Ev are visiting St Stephens Catholic Students Center at UNI
- Alumni Dinners at Omaha and Minneapolis are still awaiting more responses before being given the final go-ahead.
- Kris is on the RAGBRAI committee. STA may serve as a vendor for a dinner on July 22nd. Each commission will be asked to help.
- Consolidated debt stands at \$58K.

Chair Items: Diane Lyon

- Kathy White, DRE, proposed an STA Vacation Bible School Silo Project. The project would raise money from participants in the school for a communal silo for farmers in Honduras. The informational component will include programming with the children in Vacation Bible School and a report in the bulletin. Proposal approved.
- Diane introduced Patrick Clem (Parish Council) and David Holm (Stewardship Co-Chair)

Budget: Ina Couture

- Budget was approved by the Parish Council.
- April was a difficult month with expenses leading income by \$18K. Year-to-date, we are still up \$68K with the Supple Endowment allocation yet to be added to our income ledger, and so we are in a good position for finishing the fiscal year.
- The biggest problem this month was unusually small income from envelopes and offertory due to having only 4 Sundays rather than 5.
- Ina reviewed the purpose of the different funds on the Consolidated Statement of Cash Flows.
- Parish tithe is computed as 7.5% of the summed offertory and envelope income from the fiscal year ending two years prior. For the current FY09 budget, the tithe is 7.5% of the income offertory and envelope income received during FY07.

Church Business: Bobby LeBlanc

- Parish Council did not like the five year commitment on the guidebook or the guaranteed renewal. Bobby has been investigating other options.
 - If we produced the guidebook ourselves, 1500 copies would cost \$2200 versus having the guidebook free of charge. We could sell our own advertising to defray expenses.
 - A second company is interested in producing a guidebook and they would also like the contract for the bulletin.
 - Bobby would like to make a final decision by December.
- 14 parishioners including at least 3 students volunteered to receive training for the program, “Living the Mission” on May 31. The training is in anticipation of running the program next fall.

Building and Grounds: Bobby presented for Gene Noem

- Window frames on the north side of the student center have been painted.
- Steps on the northwest of the Cardinal House have been repaired.
- Still checking into hymn board options.
- We will be dusting the story wall and light fixtures.
- We will replace broken stained glass windows.

Stewardship: David Holm

- David Holm and Rick Ennis will share chair responsibilities in replacing Anne Krapfl
- Stewardship will be soliciting for new members.

Personnel: Sara Oftelie

- Todd Flowerday has been hired as the Liturgy/Music Director
- Don Alexander is the new secretary.

Next meeting is June 24, if necessary

Minutes submitted by Peter Orazemd