

## **Minutes of the Finance and Administration Commission Meeting Tuesday, November 25, 2008**

**Present:** Dick Brown, Bill Bergan, Ina Couture, Ev Hemann, David Holm, Anne Krapfl, Bobby LeBlanc, Gene Noem, Sara Oftelie, Peter Orazem.

**Meeting called to order:** Bobby LeBlanc presiding in place of Diane Lyon

**Prayer:** Peter Orazem read Psalm 111

**Minutes** were approved.

**Development:** Bobby LeBlanc for Kris Egan

- As we get the remaining outstanding pledge payments, they will be put in the Operating Reserve. We can use this to help with our current expense deficit later if necessary.
- The endowment has taken a serious hit this fall, although the accounting as of the end of October has only shown a decrease of about 6%. We are getting the full distribution from the Supple Endowment for the fall.

**Budget:** Ina Couture

- The full distribution from the Supple Endowment will amount to about \$37.5K which puts our current expense balance in the black.
- Without the endowment distribution, our year-to-date balance is -\$23K. For October, expenses led income by \$6.5K.
- There was a difference of opinion as to whether the financials over the first four months signal a need for retrenchment. Budget envelopes year-to-date are down about \$6K from a year ago, while expenses are up \$33K. Ina says we are still ok.
- The last comment notwithstanding, the Budget Committee will be looking at contingency plans to trim the budget mid fiscal year if necessary.

**Church Business:** Bobby LeBlanc

- The partial Cardinal House garage demolition is completed. A fence will be put in the place where the garage was to prevent individuals from walking through the property.
- Repairs on the remaining garage are underway.
- It appears that the Cardinal House will be fully rented for the Spring term.
- Knights of Columbus painted the St Martin room. They will paint the garage when the weather warms up and have agreed to do interior painting on an ongoing basis in consultation with the business manager.
- .Worship and Spiritual Growth asked for feedback on the Prayer Garden. Comments include:
  - It is a quiet place where we see people sitting and meditating on occasion.
  - It would be nice to have better seating under the pergola as some object to sitting on the limestone.
  - We should try to keep it cleaner—no orange cones or piles of mulch bags or hoses which give it a working garden look. Occasionally, animals are put to death in the waterfall.
  - It is pretty. Lutherans take wedding pictures there.

**Building and Grounds: Gene Noem**

- We had 38 volunteers for the Fall clean-up, about ten less than last time. Building and Grounds is looking into ways to increase numbers. On Time and Talent, the Clean-up is the second most commonly item checked.
- Bill Bergan reported on the status of the Delta Upsilon House. Apparently the property will be offered for sale.
  - Three possible uses for the property have been identified:
    - A Catholic sorority or Catholic intentional living house
    - Multiple use facility including apartments for staff, a lounge, and office space
    - Raze the building with the land being used for green space and parking.
  - We are engaging knowledgeable people for cost estimates for the various options.
  - Following the summer floods, the Archdiocese has an official policy that funds can only be used for emergency purposes. Unofficially, they may be able to make an exception for this purpose.
  - If we get a loan approval from the Archdiocese, we will make a bid.

**Stewardship: David Holm**

- Discussion regarding the pledge cards continues. Topic has shifted to whether the cards should be made more important, perhaps by making them part of a commitment that would be monitored.
- Comments:
  - Some thought we need to reiterate the importance of sacrificial giving. Perhaps we are too comfortable emphasizing Time and Talent, and not Treasure.
  - Maybe we need to rethink the timing of Time and Talent, the Sacrificial Giving Appeal, and the Ministry Fair. The three should reinforce each other better.
  - The Treasure commitment should be done in the pews as we do for Time and Talent.
- The Stewardship Appreciation Party will be Friday February 27, 2009.

**Personnel: Sara Oftelie**

- The Employee Handbook revisions are done. It will be submitted to the Parish Council for approval.
- The Committee is taking up the issue of optimal staffing again. Staff members are updating their job and position descriptions. The job descriptions exist but have never been centralized.

**Announcements:**

- Unless emergency develops, there will be no December meeting
- Upcoming Prayer Assignments:
  - January: Sara
  - February: Ina
  - March: Gene
  - April: David
  - May: Peter

Minutes submitted by Peter Orazem