

Minutes of the Finance and Administration Commission Meeting, Tuesday, March 24, 2009

Present : Bill Bergan, Carl Bern, Dick Brown, Ina Couture, David Holm, Ann Krapfl, Bobby LeBlanc, Diane Lyon, Sara Oftelie, Peter Orazem. Kris Egan, Development Director.

Prayer: Peter Orazem gave the prayer.

Minutes were approved.

Development: Kris Egan

- Supple Endowment has lost \$170K year to date. Hemann Endowment is down \$6K.
- Only a few Lower Lounge pledges remain outstanding. Kris asked whether to close the accounts. Consensus was to write one last reminder and then retire the pledges if there is no response.
- The Alumni Phone-a-thon contacted 667 alums. 21 students participated in the phone-a-thon. \$2700 pledges received compared to \$6300 last year. Key lessons
 - Do not use post cards to contact alums—use letters.
 - Do not run phone-a-thon during Spring Break
- Last supper for graduates being planned. Knights of Columbus will prepare the meal.
- Planning is in progress for Alumni Days and for the Omaha, Twin Cities and Kansas City Alumni dinners. The latter will also invite incoming students and their parents.
- Karen Bergan is planning the farewell celebration for Father Ev.

Budget: Ina Couture

- Expenses led receipts by almost \$16K for the month of February. For the fiscal year, we are about \$14K in the black. Our balance is behind where we were at this stage last year but ahead of FY 2006 and FY 2007. Ina's assessment is that we are in reasonable shape looking ahead to the rest of the fiscal year, provided we get the second installment from the Supple Endowment.
- Ina summarized the latest draft of the proposed FY2010 budget. Highlights
 - To cover the requested raise, we will transfer \$8.8K from the Building Renovation Fund. Concern was expressed at using one time monies for recurring expenses. Ina assured FAC that the FY2011 plan will take the problem into account.
 - Ina thinks we have a sufficient cushion with \$5K in equipment and \$33K in capital improvements to provide us some downside protection if income is down in FY2010.

Church Business: Bobby LeBlanc

- Bobby presented a PowerPoint sent by the Archdiocese concerning how the church could accommodate the needs of people with disabilities.
 - FAC discussed various things STA does for people with disabilities. While we have informal efforts to make those with disabilities feel welcome, we do not have an advocate for the disabled. Parish Council should look into finding someone willing to staff that effort on a voluntary basis.

- Suggestion that we name and pray for the parishioners who receive communion at the hospital or at home.
- Wiring has been repaired for the Font lights.
- The third quarter financials will be in the upcoming bulletin.
- Bobby presented a summary of the book, “Why Catholics Don’t Give.” Suggested that he put a paragraph from the book on electronic giving in the bulletin.
 - See the forthcoming book, “Why Catholics Don’t Read the Bulletin.”

Building and Grounds: Bobby LeBlanc for Gene Noem

- Church Clean-up is coming up, but it will not be on April 11.
- Bruno Leonardi will be doing an energy use evaluation for the church to identify possible energy saving options.
- The moveable walls in the Lower Lounge are damaging the plaster walls. B&G is considering options.
- Broken stained glass in the Mass Chapel will be repaired.
- We have need of an expansion joint in the processional pathway.
- The fence is up for the Cardinal House.

Stewardship: David Holm

- Stewardship Appreciation party went well. About 135 attended including a large number of students.
- Stewardship will be reviewing the book “Why Catholics Don’t Give” for ideas for next year. A focus will be on developing a strategy to increase income.

Personnel: Sara Oftelie

- Still need job descriptions from several staff members in order to evaluate optimal staffing.
- Youth Minister Position update
 - One person interviewed but not hired
 - Continued search ongoing
 - We will try to have one joint activity with the St Cecilia’s program every month
- Personnel is evaluating a Campus Ministry Intern position that would work with undergraduate and graduate international students. Intern would work four hours per week for 32 weeks.
 - Will seek funding from Burns-Donovan, Supple, or St Jude
 - Person willing to do the job for free
 - This position is not a fifth peer minister
 - FAC approved the position provided that the expenses would not come from the operating budget.

Minutes submitted by Peter Orazem