

Minutes of the Finance and Administration Commission Meeting, Tuesday, April 28, 2009

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

**Prayer:** David Holm gave the prayer.

**Minutes** were approved.

**Development:** Kris Egan

- Ten students at the Last Supper for graduating seniors. Event went well. Thanks to the Knights of Columbus for a good meal.
- Snag for Alumni Days as Ames Best Pies is out of business. We are looking for parishioners to prepare the meal.
- The Twin Cities and Kansas City Alumni dinners will also be a farewell tour for Father Ev. The Omaha event will be a welcome for Father John and will also include incoming students as well as alumni.
- Spring Alumni appeal is going well.
- Kris raised a few questions regarding our Alumni records
  - Should we keep graduating students who were not active in Saint Thomas Aquinas on the mailing list?
    - Seems we should at least give them a chance to tell us they do not want to receive *News and Views*. We may not know whether someone was active if they did not participate in Church events.
  - Should we include students who were active but did not graduate?
    - Yes.
    - We should be moving toward on-line *News and Views* and the *Annual Report* to lower mailing costs.

**Parish Council:** Diane Lyon

- Complaint from Parish Council that on weekends, and especially those with big events (first communion, weddings), bathrooms can back up and paper towels and toilet paper can run out. Should we have a janitor on staff on weekends?
  - No. We could have notes in the bathrooms that extra paper and plungers are in the nursery.
  - We should educate the sacristans, staff, mass coordinators, and hospitality ministers where the supplies are. Hospitality ministers can check the bathrooms for adequacy of supplies as part of their responsibilities.
  - We should consider adding a janitor fee for weddings and assigning janitors for large gatherings.
- Parish Council questioned the large line item in the budget for phone - this is the actual expense. Bobby LeBlanc will be investigating options to lower costs this summer.

- Recent large gifts were allocated to the Supple and Hemann endowments and to a scholarship fund.

**Budget:** Ina Couture

- Expenses led receipts by almost \$9K for the month of March. For the fiscal year, we are about \$5K in the black. Our year-to-date balance is behind where we were at this stage in each of the past four years. Ina's assessment is that we are in reasonable shape looking ahead to the rest of the fiscal year, once the second installment from the Supple Endowment is received.
- Parish Council approved the budget.

**Church Business:** Bobby LeBlanc

- To be consistent with diocesan guidelines, from here on in, quorum for Finance and Administration will be a simple majority of members.
- Knights of Columbus will paint the Deacon's office, a hallway in the basement, and the Cardinal House garage.
- Bobby was directed to get an updated bid on resurfacing the parking lot. The new bid should be lower than the previous \$28K bid as petroleum prices have fallen considerably.

**Building and Grounds:** Bobby LeBlanc for Gene Noem

- The spring Church Clean-up has been put cancelled. FAC hopes that the clean-up will not be discontinued as it is a good opportunity for fellowship.
- Costs for structural work & removal of part of the garage at Cardinal House mean that in the Cardinal House fund, expenditures have led receipts thus far in the year.

**Personnel:** Sara Oftelie

- Revisions to the Personnel Handbook have been completed.. Sara will present it to the Parish Council at the June meeting.
- Youth Minister search ongoing
- All job and position descriptions have been collected, and Personnel is now starting to assess which tasks are priorities and which might be dropped.

Minutes submitted by Peter Orazem