

Minutes of the Finance and Administration Commission Meeting, Tuesday, May 26, 2009

Present : Carl Bern, Dick Brown, Ina Couture, Father Ev Hemann, Anne Krapfl, Bobby LeBlanc, Diane Lyon, Sara Oftelie, Peter Orazem. Kris Egan, Development Director. Guest: Shannon Schroeder

Prayer: Peter Orazem gave the prayer.

Minutes were amended and then approved. Revised minutes are available on line

Fund Raiser for the National Catholic Youth Conference (NCYC): Shannon Schroeder

- High School students are planning to attend the NCYC in Kansas City November 19-21. They propose to sell ice cream after Masses one weekend in June in order to raise money to partially defray expenses. Students will run the sales table and provide information on the purpose of the trip. Proposal was approved.

Development: Kris Egan

- The Supple and Hemann endowments continued to lose modest amounts. For the next few years, the allocation from the Supple endowment will be lower because it is based on the three year average return on the endowment.
- Kris will either collect the last remaining pledges for the Lower Lounge and from the Phone-a-thon in the next month or else close those pledge accounts as unfulfilled.
- The Alumni Days events went well.
- Kris proposed that we create a position for an unpaid summer intern who will help with web design, print layout, writing, editing, event coordination and other public relations work. The position was approved with the expectation that we will review the success of the position at the end of the summer. FAC members emphasized that the internship needs to be a positive academic experience for the intern and not just a source of free labor for the Church.

Budget: Ina Couture

- The Supple Endowment allocation came in, leading to receipts that led expenses for the month by almost \$13K. Year to date, we are \$18K in the black with two months to go for the fiscal year. Ina believes we are in good shape for finishing the fiscal year in budget balance.
- Bobby will put information on electronic giving in the bulletin.
- Ev reported that a development consultant recommended publicly acknowledging all parishioners who donate to St. Thomas in a manner similar to our acknowledging alumni giving. We will decide on this idea at a later meeting.
- Ev thanked the FAC for their guidance and support during his 15 years. FAC thanked Father Ev for his guidance and support during his 15 years.
- It has been decided that farewell gifts for Father Ev will be designated to a scholarship for a student in Religious Studies or Liberal Arts and Sciences.

Church Business: Bobby LeBlanc

- Bobby demonstrated the proper way to replace toilet paper.
- The apparent high cost for the phones is due to the need for seven lines including dedicated lines for the fire alarm and the elevator.
- The Knights of Columbus report to the parish about the use funds they have raised is about one year in arrears.
- Vacation Bible School asks permission to raise money to purchase garden seeds for family gardens in Honduras. This fits the Go Green theme. Proposal approved.
- The elevator broke. Estimated cost of repair is \$2800, but we have a \$500 deductible with the balance covered by insurance.
- The bid for resurfacing the parking lot is still \$28K despite the decline in oil prices. Bobby will get additional information on the cost of resurfacing the Cardinal House lot and crack repair rather than resurface for the Church lot.
- The archdiocese has provided instructions for dealing with vendors. Some of these recommendations seem excessive. We will consider them at a later date. The list is attached.
- FAC decided not to participate in the Diocesan Natural Gas Hedge Fund. The benefits from smoothing out gas price fluctuations seemed too small to justify the cost.

Building and Grounds: Bobby LeBlanc for Gene Noem

- We need to wash windows.

Personnel: Sara Oftelie

- Presented the draft of the Personnel Handbook.
- Will add a section on interns to the Personnel Handbook.

Geothermal: Carl Bern

- ACI is willing to give a more precise estimate than the walk through bid of \$1 million for a geothermal system in case we needed a detailed bid for a potential donor. FAC decided that it would be unfair to seek such a bid until the probability of the project improved. We will defer the offer for now.

Minutes submitted by Peter Orazem

New Directives list from the Archdiocese

- Caterers will need to add us as an additional insured..... check on coffee & donuts
- If we rent a vehicle archdiocese will not cover it, buy additional insurance through the rental car company
- Dept motor vehicle checks for all employees who drive for the church and a recheck done on occasion to make sure they are reporting any bad habits..... i.e. excess speeding tickets, dwi's, etc \$13 through Iowa DOT
- Should keep proof of insurance on file for all major vendors.... electrical, plumbing, etc.
- Anyone who volunteers 52 hours per year in our buildings, regardless of child contact, must have a background check and Virtus training..... many of our volunteers will fall under this... money counters, LYN interviewers, garden workers, etc. 52 hours is a total from all volunteer activity.
- Archdiocesan “abuse reporting” posters need to be posted
- Every volunteer should have a temporary volunteer form on file
- Contractors we use need to be made aware of our abuse policies and guarantee us that convicted offenders will not work on our property
- This year expect an onsite review of Virtus fulfillment and background checks..... which churches will be reviewed is unsure.
- Paychecks may not be sent by mail unless a signed authorization is on file.
- Exempt employees can be asked to use time sheets (though wages will not be paid from them) to verify hours if there is a question concerning their “time on the job”.
- All entrances to the church should have NO SMOKING signs posted.... grounds? Parking lot?
- New health insurance forms will be filled out this year as we now have 500,750,1500 deductible.
- All archdiocesan workshops are to be signed up for online now.
- Raffle tickets cannot be bought on credit cards, put in US mail.
- Archdiocese is looking at a policy regarding credit cards, who can carry, who is authorized, where to be kept, etc.
- No homemade beer/wine can be sold or auctioned... this is bootlegging.
- Avoid liquor at events or get proper insurance and licensing.
- Religious Ed needs policy on collection of RE fees.
- All budgeting should be zero based..... all programs start from scratch and must be justified ... staff used as resource only.... commissions need to be heavily involved in budgets.
- Religious Ed teachers should not get more than 100 in a year..... technically should be employees but if paid volunteer than no more than 100. Labor dept and Social Security have been checking this more frequently. Stipends are for educational institutions..... i.e. ISU, not charitable organizations.