

Minutes of the Finance and Administration Commission Meeting, Tuesday, August 25, 2009

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

**Prayer:** Bobby LeBlanc gave the prayer.

**Minutes** were approved.

**Alumni Relations and Development:** Kris Egan

- Mary Ann Dilla will serve as chair of Alumni Relations and Development.
- Discussion of how to designate new donations to the Supple and Hemann Endowments. Last time we recommended “Change in Value” but that is not quite correct because the amount does not reflect changes in market value of the endowment over the month. Suggested to just drop the report as it is included in the Consolidated Statement of Cash Flows.
- The Omaha Student/Alumni had over 50 attendees. Kris will be expanding the events using the combination of students and Alumni as a model.
- Kris shared her evaluation of intern, Emily Haydon. She feels the internship is going very well for both STA and Ms Haydon.
- News and Views, the Parent Appeal, the Faculty Staff Social and the Homecoming Tailgate are all coming.
- Kris asked if STA should participate in the Diocesan Planned Giving in which we share names and the Diocese sends each prospect information on planned giving at our expense. FAC could think of no benefits but several negatives STA would derive from the program. We decided to decline the invitation.
- Kris will be investigating the Constant Contact Email service. FAC recommended she check into a few other options as well.

**Chair Items:** Diane Lyon

- We finalized staffing of the FAC Ministry Fair booth on August 29-30.
- We decided against devoting meeting time to an AMOS house meeting.
- Prayers are set. September: Carl. October: Peter. November: Anne. December: Diane.

**Budget:** Ina Couture

- July statement is fine with a net income of \$2K against a deficit last year. Envelope giving was very solid. Possible this is from Father Ev’s farewell and Father John’s arrival. We will know next month if the giving remains solid.
- Budget Planning starts in October.

**Church Business:** Bobby LeBlanc

- Bobby is compiling information on who gets a stipend and why. Information will be used to evaluate whether we have a consistent rationale.
- Father Richmond moved to a bigger apartment. This will increase the payment owed Cardinal House by \$1000 for the year.

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

- Carl is investigating with landscape designers about changing the configuration of the parking lot.
- Fall cleanup will be October 24.

**Stewardship:** Bobby LeBlanc for David Holm

- Stewardship appeal will be done by a parishioner.

**Personnel:** Sara Oftelie

- Lynn Osterberg will review the Handbook to make sure it is clear and complete.
- FAC reviewed clarifying language on payroll policy, vacation policy and other statements regarding benefits.
- Personnel used information on job descriptions and position descriptions to determine that there is enough work for the number of FTEs. The Budget Committee will be evaluating whether the positions are paid properly with respect to the market and the position descriptions and whether we have enough resources to pay all 10 FTE going forward.

Minutes submitted by Peter Orazem