

Minutes of the Finance and Administration Commission Meeting

Tuesday, October 27, 2009

Present: Bill Bergan, Dick Brown, Patrick Clem, Ina Couture, Dave Holm, Anne Krapfl, Diane Lyon (chair), Sara Oftelie, Kay Zytowski. Bobby LeBlanc and Peter Orazem arrived late. Shari Reilly, guest

Prayer: Bill Bergan

Discerning our Giftedness. Shari discussed the Spiritual Giftedness Inventory, a part of the parish charism discernment program. More participants are being encouraged as about 50-75 have taken this so far. A team of 10-12 members present the program which helps to decide how to use the spiritual gifts you have. There will be an all-day workshop on Feb. 20 and she would like to see commission members and others attend. There have not been many sign up for the Busy Person's Retreat.

Minutes were approved as presented.

Alumni Relations and Development: Diane Lyon

- A small committee meets monthly and acts as an advisory board.
- The homecoming tailgate was very successful.
- The 2009 Annual report is in its final phase of production.
- The Fall Alumni Appeal was mailed Oct. 23
- The Supple Endowment board annual meeting will be held Friday, Nov. 13.
- Two volunteers from each commission are needed to help with hospitality. Anyone willing to help should call Kris.

Personnel: Sara Oftelie

- Comments on our Employee's Handbook were received from Lynn Osterberg at the archdiocese and will be reviewed by the committee at a regular meeting.
- A request for a communications intern was made by Kris Egan and is being recommended by the committee. FAC give approval for this communication intern (unpaid).

Budget: Ina Couture

- The first quarter of the fiscal year looks good. We are still over \$16,000 in the black. Work will begin on next year's budget even though some changes will need to be made.

Building and Grounds: Bobby LeBlanc & others for Gene Noem

- Not as much done as usual at the Fall Clean-up Day because fewer parishioners came to help. Several suggestions were made for ways to increase numbers. A list of tasks could be made that a family could do. Let people know what needs to be done.
- Carl Bern and Gene Noem met with Gary Hightshoe & Mike Lanning about the south parking lots. There will be a meeting with Central Landscape Company to look at the entire retaining wall. There seems to be no problem with enlarging the entry to the upper lot, but it is recommended that the retaining wall be replaced.

Stewardship: David Holm

- Dave explained the new procedure for getting pledge cards out for the annual Sacrificial Appeal. The cards will be placed in the pews to be completed during mass. The problem in the past is in getting them back. Very few return them so they were disregarded. Pledges turned in will be recorded and tracked so anyone inquiring would receive up-to-date information on their pledge. The Stewardship brochure will be separate from the appeal. Two parishioners have agreed to present the appeal on the weekend of Nov. 7 and 8.
- The Stewardship Appreciation Party is scheduled for Friday, Feb. 12.

Business Manager's report: Bobby LeBlanc

-Handed out the new Parish Ministry Leadership booklet.

-The stipend statement was presented and approved.

Christian stewardship calls upon each parishioner, student and resident, to freely and gratefully share their time, their talent and their financial resources in the building up of the parish community and in thanksgiving for God's blessings. While appreciation for and affirmation of parishioner stewardship is essential, the use of monetary stipends, given to volunteers within the parish community, for sharing in the ministry of STA and the church, is not encouraged and should be limited to extraordinary circumstances or when required by the Archdiocese.

-Much work is needed in Cardinal House apartment #6. This work has been delayed and put-off over the years opting to rent the apartment as-is. While it is empty it was agreed that the needed work be completed now so it will be ready to rent Jan. 1. Approx cost: \$4500.

-Jackie Conzemius needs help and is not willing to continue unless there is significant help with the gardens and landscape. Gary Hightshoe is open to an internship from his department. The landscape committee needs to be reinvigorated.

-An update on the natural family planning issue was given. Misty Prater is pleased with the response from the Doran Clinic and will provide them with NFP materials. She feels a "teaching couple" should still be pursued for the Ames area.

-Bob Fleege, as a result of his participation in the parish discernment process, has volunteered to be the parish advocate for disabilities.

-The parish web page committee has been working to improve, update and make the STA web page more user friendly and attractive. Problem is that progress is slow and often there is seemingly no progress. Staff and others are impatient for improvements in a timely fashion. FAC has set a deadline, which if not met a new working committee will be formed or we will turn the project over to professional web designers and pay to improve this important parish communication tool.

-The changes to be made within the parish structure were explained in light of the budgeting process. The best way to proceed is to budget as we normally would and shortly after the start of the next fiscal year bring together committee chairs, staff, and the budget committee to make changes and needed adjustments which will reflect the new parish structures.

-At the request of the bishop, it was agreed that STA could act as fiscal agent for grants and donations, from non-parish sources, for the Honduras diocese. Maybe a better understanding of what is expected, as "agent," is also needed.

-Approval was given to two Honduras fund expenditures approved by the Honduras Ministry committee: (1) \$1800 to support a seminarian and (2) up to \$3000 was approved to help purchase a pick-up truck for John Donaghy.

The next meeting is November 17th. A meeting for December 15th was scheduled – if needed.

The meeting adjourned at 8:45 pm

(Minutes submitted by Ina Couture)

The STA Finance & Administration commission wishes to thank **Peter Orazem** for 9 years of faithful (and sometimes humorous) service on FAC. Peter has been member, chair, parish trustee and at all times an economic steward of our parish resources. Thank you, Peter!