

St Joseph Administration Commission

February 2015

Present: Richard Lawler, Jeff Hawkins, Jerry Roth, Tom Dahlback, Tom Meaden, Chris Hugunin, Ola Spiess, Tom Arata, Father Paul

Opening Prayer

Approval of January Minutes: Minutes were approved

LEAF Presentation: Parish Life Commission presented the position description for LEAF (Engagement Team). Their hope is to have one representative from each commission join the group.

Building and Grounds Committee: Position description will be included in the next week's bulletin. It was also included in last Wednesday's email blast.

Cemetery: Jeff Hawkins met with Jake from Brandtjen Property. They will have a development plan of the area around the Highland Cemetery plan ready in 3-4 weeks. The goal is to get help from Brandtjen Property and share costs of adding fencing around the cemetery. Jeff will discuss the conservation easement (it means St Joseph Church will not develop this part of the property in the future) possibility during his next meeting. Jeff will report more details about pricing and design of fencing during next Commission meeting.

Father Paul suggested blessing the part of the cemetery where graves of people who committed suicide are located. Administration Commission has no opposition to this. Richard Lawler will discuss this idea with Cemetery Committee.

Security Committee: Tom Meaden met with Scot to review the quote for 3 expandable (7-12') security gates. Their cost is \$3,762 including freight. Scot believes that these gates are a good fit for our needs. They are portable, can be stored away and be used for multiple events (Parish Picnic, KC, gym rental). They are not planned in the current budget, so they can become wish list items or we can find money in a current budget if this is a priority. Tom Meaden recommended purchasing the gates now. The rest of the Commission members agreed. Tom Dahlback will ask KC to support the gates purchase. We will move forward with the purchase. The intent is that the account will be reimbursed from KC contribution or as a Wish List item from one or several donors.

Once Security Committee is established and starts putting a plan together, we can create a budget for any future purchases of necessary equipment.

Tom Meaden also received a quote from Advance Wireless from Lakeville for a walkie-talkie system that works well in concrete/metal buildings. Basic system (6-8 units with battery, FCC license) is approx. \$2,000. However, it can be expanded to include panic buttons, front entry system, etc. Commission concluded that we should have a Security Committee in place first, so that such systems can be

evaluated and have a strategy put in place. The existing walkie-talkie system that Church has will suffice for now.

Finances: Jerry presented the statement of activity to show that budget and expenses track fairly well. Our background checks costs are going up. This is due to Archdiocese requirement that all volunteers who work with children and vulnerable adults are subject to background check.

Cemetery income and expenses are looking good, no risks.

Overall income is down from the plan, but it has improved from the previous month.

School income might be off due to timing of tuition payments. TADS offered the automatic payments withdrawal system to collect school tuition.

Capital Campaign Update: Capital Campaign concluded its official part. It was successful with over \$1.5 mil pledged. The campaign was well accepted by the parish – it was appreciated that it focused on the new givers. 238 families that never contributed to CC answered (including denials). Campaign achieved 28% participation rate with \$2,600 average gift. Steir Group that helped with the campaign received \$98,000 for their services. We already received \$25,000 from the Archdiocese to help with the consulting costs. We have also asked for another \$25,000 grant now that the campaign is finished.

Fundraising Policy: Finance Committee drafted the policy. If Administration Commission approved, it will be presented to Parish Council for approval. Adm. Commission members should read and consider the policy. Jerry requested any feedback before our meeting in March.

Archdiocese Meeting: Officials from Archdiocese met with parish's leadership. Our parish was represented by Father Paul, Jerry Roth, Tom Arata, and Tom Joseph. The purpose of the meeting was to give an update on the bankruptcy. Presentation was given and the questions were answered:

- Chapter 11 bankruptcy was filed with a goal of fair distribution of money between the victims;
- Archdiocese does not believe that parishes are in jeopardy;
- St Joseph Parish is not aware of any concerns of abuse in our Parish;
- Parish does not owe the Archdiocese any money.

There is a low probability that there will be a direct impact of the bankruptcy on the Parish. Also, all affiliated groups should not be impacted. The Archdiocese will operate as usual and hopes to quickly resolve all the claims (expected timeframe is 2 years –quickest to 5-6 years – longest).

Parish Logo: Communication Committee presented a new Parish logo design. Their goal was to design a logo that is relevant, easy, and will work well large and small. Committee researched other logos of churches in the area. Most developed logos around a key architecture component. They analyzed Strategic Plan and Mission Statement. They also created a feasible roll-out and planned the steps to build the brand. 2 logos were presented: school and church variant. Committee has chosen the stained glass window as a key element. Feedback was requested by February 9.

Closing Prayer