

St Joseph Administration Commission DRAFT



October 6, 2016

Present: Pat Upton, Kathy Gergen-Mandel, John Peterson, Joe Faeh, Ola Spiess, Paul Cridlebaugh

Opening Prayer

Approval of June Minutes: Minutes of September meeting were approved.

Introduction of quests:

Kathleen's brother and sister-in-law.

Financial Development Committee:

Examples of other parishes fund raising efforts; Omaha had 200K increase, Rapid City, and MN Parishes OSV contract was signed. No loss guarantee, cost is 21k. If we don't exceed the 21k, we don't owe the difference.

Building and Grounds: Scott put a very impressive schedule together. Ann will provide Cemetery needs. Schedule breaks down repair needs well categorized. Uses a common software program to build schedules using future \$. Goal is to not tap into the operating budget and build reserves. Proactive instead of reactive. Site Plan is intended for enhancements that parishioners would like to be done. Goal is to build a reserve here also. Determine costs and priorities.

Wish List:

Small items different ministries would like to have. Example outdoor tents, hymnals. Attach the list. On website under Giving it mentions that commissions will provide two items each but it is empty. John wrote a process for this to happen and include in minutes as 'draft'.

Kathy – as part of end of life process include list of memorials.????

List of committee liaisons. (get from John's October update). John would like minutes or update from committee meetings sent to him for updates to meetings.

Pre-School:

Pre-school 3-5 year olds, two rooms 3-4, 5: New space will be created by changes to the school library and technology room. Lib coming upstairs and technology will be put on carts.

Full day, wrap around hours, similar to daycare. John working with Kelly and Randy on logistics of daily timetable and schedules.

Communications committee is getting restarted. First order of business will be to elect chair. Need to get moving on Stewardship, 150th anniversary committee, RRU etc.

Kathy mentioned security concerns with school. Pat will be attending John and Richard meeting. First draft was sent to Randy and Kelly. John stated current process is kids will be dropped off downstairs, met by staff and escorted to class and reverse at end of day. Ola confirmed that it is how her pre-school was done. Done on a very one on one basis with drop off and pickup.

Fundraising activities:

There is a need to coordinate all of these within the parish. Harvestfest was discussed on how to expand activities. Ola mentioned that Charity Form for fundraising is on the website that Jerry Roth put together. Require all fundraising activities to use the same form.

Discussion about checking with nearby parish festivals (city of Eagan) on partnership

John mentioned to have Committee chairpersons from big 6 attend commission meeting on a rotational basis. Last meeting, we would have Joanie attend and prep for next year.

Committee chairs would get exposure to commission as we also need replacements each year.

Nov: Jeff Hawkins (B&G)

Dec: Chuck wood (FDC)

Jan: Ann Volkert (Cemetery)

Feb: TBD Communications

Mar: Joe Duffy (Tech)

Apr: John Wollersheim (security)

May: Joan Somes (Council)

Ask for Kelly to do monthly update at Monthly large group meeting.

Financials:

John and Randy have met and stewardship is needed to cover losses and rebuild reserves. We have two mortgages, 600k high interest, payoff eoy 2017. Leaves 4.8M which will require capital campaigns to pay it off. John stated we can't get to site plan additions until debt is paid off. This could require 2 more 3 year campaigns.

Joe brought up gym rental moving forward, check with Randy.

Ola found the wishlist.

Kathy, last parish council meeting they wanted the school committee to talk to admin commission and has been taken care of with Randy, Kelly and John.