

St Joseph Administration Commission



December 3, 2015

Present: Jerry Roth, Richard Lawler, Kathy Gergen-Mandel, John Peterson, John Wollersheim, Joe Faeh, Ola Spiess

Opening Prayer

Approval of November Minutes Minutes: Minutes of November meeting were amended and approved as amended. They will be resent along with the December minutes.

Financial Development Committee Update: A document was prepared by Chuck Wood with five focus areas for the committee to work on. The plan is not annual but year round. Growth in participation is also stressed in the plan. Using the tools for communication to share the good things that happen here is also a focus point of the plan. It was pointed out that the why is very important to emphasize with the parish. All of the ministries need to be involved in the discussion of stewardship. Jerry would like our opinion tomorrow, if you have one, on his *The Clock is Ticking* article.

Core Values Article: The committee reviewed the values composition by Kathy. Ideas for further improvement were discussed. Kathy will forward another draft to the group prior to the deadline.

Preschool Update: John P. updated the group on the progress of pre-school. John reported that most of the information says that pre-schools are good feeder schools into traditional k-8 schools. There is a consultant advising the committee. John anticipates pre-school will serve ages 3-5. Ola had some corrections to the data. John asked Ola to send corrections to him and he would pass it to his committee. Kelly had given a pre-school survey to the parish. We will get a full report once it closes down. The estimate of \$50,000, there is not a good foundation for that number. Tom Joseph is getting good estimates for when we go out for bid in March. We may need to do more work on the structure than was originally thought on the structure. We should know more about this by the end of this month. Bids in March, contracts in May, work in the summer is the plan. There will also be operating and supply costs. It needs to be at least break even. There are a lot of factors that need to go into the final presentation. John says all of the archdiocese he has seen data have from have shown healthy pre-school programs. Ola asked John and the committee to keep in mind that this program will not be attractive for families where both parents work. Jerry pointed out that there will be other uses for this room outside of pre-school as well.

Building and Grounds Committee: John P reported first meeting met on November 18th. The first priority is to come up with a repair and maintenance schedule over 10 years. It looks like we will need about \$200,000 per year to support this plan. We will need to fold this into the parish financial plans. We currently have \$186,000 in the parish repair fund. It is not on the scale we need.

John volunteered to be the conduit to the finance committee for our commission. Jerry recommended we ask them what that would look like. The finance committee would help determine what John's role would be. Jerry recommended this discussion take place once the new administrator is on board. The Commission was in agreement on this.

Communications Committee: They approved starting up at a Twitter account. Kathy's niece will be working on this. There is also interest in a blog. Bill Bradley would be interested in this. Father Paul is interested too. Jerry asked the commission to approve \$350 in start-up costs for the blog. This was approved. Having a gathering space monitor near where the pictures are that shows what is happening for the day and scrolling ministry is another idea. Also for funerals we could play videos. Wedding videos a possibility to. The commission gave the Communications Committee permission to explore options.

Security Committee: Richard made corrections to the rating matrix and emailed it to the commission this afternoon. There are questions coming from Joe Duffy and Tom Meaden questioning the validity of the committee because we are not chartered. Also wanting the staff to validate the rating of issues on the safety lists. This commission has authorized this committee. Our priorities are to first, propose a plan to secure the perimeter. Second, put a security plan together. The Administration Commission will get feedback on the proposals of the Safety Committee from the Saint Joseph Staff.

Cemetery Committee: We have some money in a CD that come available in March. We will listen to the Catholic Community Foundation on options to invest, and then make some decisions. The date, time and place of this meeting will come to use from Richard soon.

On a fencing issue, we received the rules from Lakeville. That may play a role in our plan. Proposed white picket and rail is \$16,900 with half being paid by Traditions. The Cemetery Committee will continue to work on this plan.

Financial Update: Sunday envelopes, \$20,000 below plan. Auto deposit is \$10,000 ahead. We made our annual payment on our debt. The taxable loan balance after our November, 2015 principal payment of \$175,000 is \$552,813. The tax exempt loan remains at \$4,775,000. The new financial software has been a challenge. Some letters were not correct and have been reissued. Year-end letters are coming up.

Other: No additional discussion.

Closing Prayer: Skipped