

Admin Council meeting
Feb 28, 2008

In attendance: Catherine, Kristin, Fr John, Ted, Jim K

Agenda:

- Business Managers report
- Update on church construction project
- 3-yr Financial plan – update
- 08/09 Annual Budget - update & next steps

Business Mgrs report (Kristin):

- Mardi Gras – don't have the final figures yet; Kristin collecting the final bills for expenses and such. To date, (ballpark) gross receipts are ~\$19K and the expenses to date are ~\$11K. Appears that Mardi Gras was more successful than last year from an income perspective.
- Facilities update: windows in USH are on order; steel doors in the gym are in the process of being replaced. There are two boilers in service currently; one boiler is being replaced, one is being retired.
- Two staff positions are open – one for Middle School/Children's ministries (combined Children's & Edge); the high school youth program ministry position will be posted shortly. Kristin has already had several applications/postings to the MS/Children's position.
- Kristin is in contact with the Archdiocese Loan Commission and looking to get on the April agenda. Per Father John, the requirements have changed; it used to be that 60% of capital needed to be raised before applying for a loan; new requirement is only that pledges are out and money is in the process of being raised. Kristin and Jim have the set of documents outlining the loan application and submittal process.
- No word yet on ACA results; Kristin will advise via e-mail once the final numbers are in.
- The bill from Dominic arrived and will be paid; roughly \$8K to date. Invoice indicates "billing to date", though we had discussion/questions on whether or not this is the final bill. The dates for the billing may give an indication; if dates are inclusive of billing date than this would be Dominic's final bill, unless we ask for more work to be done.
- Regarding the church interior spending so far (in addition to Dominic's fees), permitting fees with the city have been paid, amounting to approx \$8K. Some outstanding amounts with the architects have been paid.. There is about \$3K left in the church construction account. We think that ~\$25K was set aside initially (Kristin to confirm); we do need to allocate additional money to pay for additional/upcoming expenses. The artist who will be creating the large crucifix behind the alter needs to visit to view the church (from Minnesota, I think). There are likely to be other expenses with fees, documents, services (possibly additional money for Dominic) etc. We agreed that we should allocate something in the neighborhood of \$10K to \$20K to take care of short-term project expenses. Agreed to set aside an additional \$15K.

Father John then raised several questions/concerns from staff (Al):

- Al is concerned with the "constraints" document .. is this being prepared too soon? We haven't asked the contractors to bid yet, so it seems too soon in the process. Answer from AC: definitely not. We need to agree/align on the constraints in terms of the opened/closed dates of the church, as the Owners Rep & Gen'l Contractor will all base

their bids/costs on availability, degree of disruption/clean-up (to them), etc. AC understanding is that the decision has already been made that the sanctuary will be closed from June 15th to Sept 15th.

- Al feeling nervous about timing .. need to select general contractor soon before their schedules fill up. Agreed in general. Not sure what Al's recommendation would be, other than or in addition to work that is already ongoing in terms of job descriptions, interview schedules, constraint document .. a lot is in process already.
- Meeting is planned with Judy Corwin regarding leading the capital campaign committee, for Tues evening at Catherine's; a lunch meeting with Catherine, Jim & Father John was scheduled for Monday to discuss and agree on the approach. It's not been decided or determined if the Capital Campaign chair would be volunteer only or a paid fee.
- Tara Robinson has had discussions with Fr John, and is willing to be involved as a coach and providing advice; not sure if Tara has interest in taking on a broader role.
- Fr John indicated that the property on 23rd St is up for sale -- Jean Bucola is the realtor. Had some discussion on need/interest, though the price is somewhere above \$1M. Agreed we should at least consider (e.g. investigate) the property, though there are concerns with intended use, affordability, and whether or not a significant purchase would need to be incorporated into a capital campaign.
- Newman Center update. All property and buildings will be owned by the archdiocese. St. Mary's is responsible for all facility/operating expenses and staffing costs. Newman Center Foundation is operating independently.
- Jim raised a question to Fr John regarding the upcoming reorganization of parishes within the archdiocese as a result of the bankruptcy process. (note that reorganization of the parishes under civil law was a requirement set by the bankruptcy settlement, to be completed no more than one year from the bankruptcy settlement date). Fr John indicated that the bishop is working on this and expects it to be complete by the end of April.
- The financial State of the Parish (SOP) bulletin has been pulled together though not yet published. Kristin has arranged to have the SOP inserted into the bulletin. Also, suggested that the summary be posted on St Mary's website along with a brief announcement be made to parishioners.
- Ran out of time to discuss the 3-Yr Financial Plan and upcoming budget. Discuss in next meeting (focus of March meeting)
- **Next meeting – pull up to Mar 20 at 7:00 (place -- new coffee bar, Enoteca)**

Action Items:

- Confirm bill from Dominic to see if this is final for work done to date (e.g. should be no more unless we ask Dominic to do more) -- **Kristin**
- Note that we did not review/approve previous meeting minutes. Add to next agenda – **Jim K**
- All Council members were asked to provide comments/inputs on the proposed Objectives for the Council – **All Council members** provide input by next meeting
- Advise results/response from Leonard (at the Archdiocese) regarding questions on reorganization – **Jim K**