

Admin Council meeting Oct 30, 2007

In attendance: Kristin, Fr John, Barb, Ted, Judie, Catherine and Jim K

MEETING MINUTES

- Minutes from May meeting were reviewed and approved “as is”.
- YTD income expenses:
 - Insurance (actuals) are down 18% from budgeted amounts
 - No word yet on whether or not the archdiocesan “credit” (for contributions to bankruptcy legal fees) will be forthcoming from the archdiocese. Still believe there will be some type of credit or reimbursement though this is not final just yet
- We have ~\$350K in Money Market + checking combined. Kristin raised the issue that the archdiocese policy is that once we exceed 3-months’ operating expenses, we should be putting the money into an ALIP fund. 3-months’ expenses for St. Mary’s amounts to about \$250K, so the issue is what to do with ~\$100K “excess”.
 - The recommendation is to keep the money local, placed in a liquid/accessible account (earning maybe 5% interest) and spend the money on the church (or other facility repairs) as soon as we can.
- Business Managers’ Report:
 - Transferred \$40K to Building Fund (from one of our ALIP accounts), mostly for architects’ fees earlier this summer. An additional \$60K was transferred later (using short-term cash), adding up to the \$100K that the AC had initially set aside for the church interior work.
 - \$87K has been paid to date with the architects. The architects are looking for 10% to 20% additional (according to Patricia’s message). Need to clarify the amount and have the B&G Commission look into the justification for the increased amount being requested by the architect
 - Kristin has gotten several inquiries relating to the activities from vacant staff positions; some parishioners have commented that “Poor Fund money is gone, no longer available”, etc. Fr John clarified that this is not the case, but instead has made arrangements to utilize We Care to help identify people in need and to get money to those people. Fr John is working on establishing priorities/parameters for determining contributions, as there seems to be no set priorities or parameters used to determine who qualifies, what the need/means test is, etc.
 - Carpeting in the Pastoral Office was replaced this past summer. Painted the Pastoral Office, refinished the gym floor and USH floor. Removed rotted awnings around Pastoral Office by parishioner volunteers. Kristin has contracted with person to do web site redesign, ready to “go live” in early Nov. Next repair project/priority is replacement of the USH windows.
 - There is a quote to install a sound system in the gym, for around \$17K.
 - Had a quick discussion around this – AC position is to spend the money (Kristin doesn’t need further approval to spend this money), although it would be good to check with B&G on any technical details.
- Church interior update:
 - Church interior renovations are totaling ~\$1M.

- Fr John is ready to start going on the church interior
- Recommendation is to make sure we have a construction supervisor, either hired explicitly or parishioner volunteer. Preference is to hire a Construction Superintendent, separate from the architect (even though the architect has offered this service – this provides better oversight and someone who has a vested interest in a successful outcome/completion on behalf of the parish). Should add 15% to 20% to the church interior work from a budgeting perspective for this position.
- Need to establish the implementation plan for the church interior. Had some amount of discussion on this – the implementation plan would include:
 - Need to develop a long-term budget and financing plan (assuming contingencies, debt servicing, long-term parish income/expenses, etc)
 - Need a communication plan .. how to get the architects' plan visible to the parish every Sunday (need more than just a one-time meeting)
 - Need a very tangible/explicit vision and emotional connection for folks .. address the very fundamental question of “why give?”
 - Need a Capital Campaign Committee (though tied very closely to the AC, this is not the AC. Individual AC members may likely be on the Campaign Committee)
 - Need a Capital Campaign director
- Fr John wants to continue contributions to Interfaith Caregivers and Pastoral Counseling Center. Quick conversation indicated support for this.
- Fr John Wants to hire two staff members: one staff position to look after Youth & MS Ministries, and another for HS
- Fr John requested a Financial State of the Parish summary
- Also – we are not going through the Bannon “commitment” process this year.

OPEN ISSUES:

- Newman Center land (status?). This was discussed before the summer though we need to discuss current status at our next meeting.

ACTION ITEMS:

1. Asset & investment plan for St. Mary's (Restricted funds, ALIP accounts, etc) .. get on the next AC agenda – **Jim K**
2. Meet with Kristin to look into details around the Restricted Funds etc – understand what the limits and constraints are – **Ted**
3. Electronic copies of church interior objectives out to the AC – **Kristin**
4. Get phasing & timing of construction from architects for church interior to AC – **Kristin**
5. Use the above phasing/schedule to identify the statement of work and planned duration (to select Construction Superintendent) – **Catherine**
6. Prepare Financial State of the Parish summary – **Jim K**

NEXT MEETING:

- Tuesday mornings are generally good (except the 1st Tues of the month - Judie)
- Best start time is **7:00 a.m.**
- Plan on meeting weekly (starting on Nov 6th) to align on critical path elements for the church interior project.

- We should meet weekly (Tues at 7:00 a.m. @ the Rectory) until a well-defined plan for the church interior is developed.
- Upcoming meeting plans:
 - 1 hour weekly meeting on Tues mornings at 7:00 a.m. until plan is firmed up. Planned meetings:
 - Nov 6th (note the Ted and Judie will not be available)
 - Nov 13th
 - Nov 20th (targeted date for completion of critical path)
 - Then revert to monthly AC meetings, 4th Tues of the month, 7:00 to 8:30 a.m. (starting Nov 27th)