

## Administrative Council meeting Dec 13, 2008

Attending: Kristin, Judie, Ted, Catherine, Jim K, Fr John

### MEETING MINUTES:

- Approved the minutes from prior meetings – both the Oct 30<sup>th</sup> “regular” Council meeting as well as the special session on Nov 5<sup>th</sup> (regarding the church interior project)
- Income/expenses -- YTD we're doing pretty well, \$13K ahead YTD including the depreciation charge.
- Business Manager's Report:
  - Michi Gonzalez has been hired as the Social Justice Coordinator, at 30 hrs/wk
  - Building fund update: \$100K was allocated by the AC initially, with roughly \$8K left unspent, though additional ~\$8.6K is needed for the architects. (Kristin has the detail – all charges seem reasonable and in line with requests for work)
  - In the last AC meeting we discussed the additional money in short-term savings/checking (roughly \$100K excess); based on the above, we agreed to allocate an additional \$25K from the short-term savings/checking to the building fund
  - Regarding the church interior, we need to get drawings from Dale Ramsey. Dale has the only copy available. (the drawings we have are not yet revised to the most current discussions/decisions with the architect. RM&B has been slow to respond to multiple requests for “final” drawings & specs)
  - We've received a bid for \$17K for sound system in the gym; a parishioner is involved in the review process; soliciting input from the B&G Commission as well as another bid. The sound system is necessary to conduct large group meetings like Miracle etc in the gym
  - Replacing windows in USH; no mention of specific timing. (this project is overdue, as windows showed signs of leakage several years ago)
  - Mardi Gras plans are moving along; Home Life & St Mary's are the two beneficiaries of Mardi Gras fundraising. Raffle tickets, tables and entry fees are available for sale from Kristin or at the Pastoral Office.
  - St. Mary's new web site is up and running; intend to post the AC minutes on the web site (though not the budget); may need to establish policies as to what gets published/posted and what doesn't .. need to balance transparency of info versus “need to know” and privacy concerns (with salary info, etc)
  - New child safety training program has been launched by the Archdiocese; this 3-hour program that will be required to be completed before the end of the school year. Three parishioners have been trained, and will train all of the catechists before the end of the current school year
- Pastor's update:
  - Reviewed church interior pamphlet; wants to get going on getting the word out in January
  - Didn't do the tithing campaign (Bannon) this year; the thinking is that we should take a year off with the upcoming capital campaign for the church interior

ACTION ITEMS – AC meeting:

1. Next meeting – the AC would like an update on the Newman Center from Fr John
2. Need to review Current Assets (types of funds, restrictions, principal/interest specifics, etc) – Jim K to add to next meeting agenda
3. Need to establish a policy of having one set of master drawings/specs in the StMary's office at all times (along with Rev control .. very important) – Kristin
4. Send out updated list of AC meeting dates/times etc – Jim K
5. See if we can post approved AC minutes to the new web site – Kristin

### **Church Interior meeting**

(held immediately following the regular AC meeting)

Attendees: the AC members mentioned above, Fr John, Patricia DePetrillo, Dale Ramsey, Al Begin, Dominic Puccinelli (Andersen Construction)

#### **ACTION ITEMS:**

1. Provide pdf file of most recent construction drawings to Catherine – Kristin or Patricia
2. Statement of Work and agreement draft to Dominic; set NTE amount for services – Jim K & Kristin
3. Provide most current set of drawings from RM&B to Dominic – Patricia
4. Provide access by Dominic to current facility (to inspect roof, recesses, etc) – Al
5. Request three quotes from Dominic:
  - a. Pre-construction estimate
  - b. Estimate based on Dominic taking on Construction superintendent role
  - c. Estimate based on someone else taking on Construction superintendent role
6. **NEXT MEETING: Tues Jan 15<sup>th</sup> at 7:30**