

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: May 10, 2011

Location: St. Louis Rooms

Members Present: Father Jim, Rick Hoenig, John Nelson, Mark Hansen and Randy Dalhoff (chairperson)

Also present: Steve Heideman, Jerry Greving

Meeting started at 7:05pm.

Added an agenda item to discuss rooms for staff most notably the addition of the Pastoral Associate person due in July.

John will look at getting an appraiser to look at the Jewell property who is not associated with the parish or the buyers.

Mark explained adjustments to the school budget due to the 3rd grade becoming two sections. No change to the parish subsidy is anticipated.

Clarified that the school endowment income is set up to be allocate 85% for the day school and 15% for religious education. The preschool program, by archdiocesan policy, is to be self-sustaining with no outside subsidy.

The meeting to allocate Fund-A-Need funds to the School, Faith Formation and Youth Ministry groups was postponed, so **another meeting will be set up with those leaders by Mark.**

As soon as the parish mission statement is written by the Pastoral Council the long term facilities planning group should be formed, especially to look at the space needs of the parish.

FC members should submit potential names to Father for FC member to replace those members whose terms are up. New appointees should be in place for the July meeting.

The new parish full website should be ready for preview later in May.

There are seven Business Manager applications. Next search committee meeting will be May 18th.

There is a desire by parish organizations to see the parish org chart for the committees, commission and councils as they are now. **Randy will ask Emil if he has materials from the previous organization chart.** It was thought to be a good idea to have the various leaders of these groups to meet every six months to discuss and report on activities.

HVAC for church was in dire need of repairs and should be fixed for the May 14/15 weekend Masses.

Summer facility work:

There will be concrete work done on the north parking lot and near the south kitchen entrance; about \$9,500.

Tuck point work to be done on the church brick.

Handicap entrance to be provided on south side of building at the social hall door nearest the kitchen; about \$3,000.

The school custodian will replace the recently departed church custodian and the school will begin a search for another custodian.

Meeting adjourned at 9:08 pm.

Submitted by Randy Dalhoff