

St. Matthew Administrative Council

Meeting Minutes

March 17, 2014

Attendees: (X = Present)			
X	Duncan Hart, Council Chair	X	Fr. Peter Arteaga, MSpS, Pastor
A	Curtis Dunckley, SAC Representative	X	Becky Smith, Business Manager
X	Jeannie Ray-Timoney, Principal	A	Maureen Balanesi, Member
X	Andrea Irvin- Jones, Member	X	Loïc Dufresne de Virel, Member
X	Wendy Krutka, Member	A	Sunil Nazareth, Member
X	Mark Hopman, Member		

Minutes	
<ul style="list-style-type: none"> • Call To Order: Duncan • Opening Prayer: Duncan • Roll Call – attendance was as noted above. • Review and approval of December Meeting Minutes. Motion made and passed to accept minutes with correction of current meeting date. 	
Principal's Report	Jeannie Ray-Timoney
<ul style="list-style-type: none"> • The new school budget was reviewed. A motion was made to recommend Fr Peter approve of the proposed 2014-2015 school budget. Motion passed with 4 Yea and 1 Abstain 	
Business Manager Report	Becky Smith
<ul style="list-style-type: none"> ○ Offertory is up 1%; no update on Fundraising income ○ Applying for a safety grant to install a 4 ft. gate between the school and pastoral center, and the pastoral center and the office. Parish Master plan includes interior to be enclosed ○ Electricity and lights for school garden in progress. 	
Pastor's Report	Fr. Peter
<ul style="list-style-type: none"> ○ Fr Peter is moving into transition, which means there will be no new “big” projects, and unfinished projects will move along in progress with a goal for completion. ○ Fr J. Ortega, moved to part time hours ○ Richard Hodgeson is now helping with youth groups; his hours have been increased ○ Enough adults have signed up for the Youth Group trip to Alaska, which is planned to be self-financed. Plans for a fundraiser to contribute to the cost of this trip are to make a silent movie/dinner event. <p>Pastoral Council</p> <ul style="list-style-type: none"> • Mission Statements in bulletin- no feedback. • Working on getting ready for pastoral plan to be passed on to the (new) Pastor • Will plan to share demographical data obtained from the 2014 Pledge data with Pastoral Council to help with future plans for the church, pointing out that data trends may be helpful. Mark Hopman to work with Becky on a more complete analysis. • Fr. Peter is working towards having a transition plan in place for the new Pastor 	
Sub-Committee Updates	
<ul style="list-style-type: none"> • CMC- No report • FACILITIES- Becky Smith: no report • FUND RAISING: Becky said there were no updates on the “dine around” dinner events. 	

- **SAC:** Curtis Dunckley: absent.
- **ACA:** Wendy: A good start. There were not enough volunteers to provide a final dollar amount. Would like to plan ahead for the projector/screen in 2015.
- **Capital Campaign:** Mike Pranger/Marc Dickenson: After reviewing and discussing parishioner response from the letter mailed in November, and considering information that reveals that the current congregation at St. Matthew reflects a turn-over in parishioners, a proposal to re-contact parishioners was presented. Main highlights from this discussion follow:
 - The rationale for re-contacting parishioners was that the current situation of being short funds to complete the School Science Lab would be new news to some people; that the economy is better; that some parishioners last year wanted to be contacted in a year
 - Mike suggested that the current request to parishioners would include that the school community is fronting 90K (assumed to be a strong, positive message to non-school affiliated parishioners) and that the goal has dropped in scope, and that the boiler has failed. Fr. Peter suggested more detailed information that showed progress be presented in brochure form; Mike added that after Mass coffee/donuts time could be used. Mike/Marc both proposed going into parishioner's homes to "tell the story". Fr. Peter supports; will help make calls. Testimonials to support the plea, such as how parents are making decisions to choose private schools and how Jesuit High School staff appreciate incoming St. Matthew alumni.
 - 85-90 letters from the November mailing were returned with definite answers, and suggested that another "ask" might be aggressive.
 - Brief review/reminder (for Mike and Marc) that the currently failed boiler replacement cost is 90K short; that unrestricting funds from the Capital Campaign would not cover this shortage; and that replacing the boiler was now a necessary priority (having undergone a necessary \$2500 repair)
 - Recalling the Admin Council's recent recommendation to cover the cost of the boiler, Jeannie stated that SAC's overall feeling was to not request a loan, adding that the committee would if they had to. SAC explored the following options:
 - set \$ aside for the gym roof (10-12K/year); the roof will need to be replaced in (minimum) of 4 years. (risk in roof needing repair)
 - Draw down the contingency fund
 - Raise tuition (tuition rates have already been set for next year)
 - Cut funds elsewhere (staffing is 80-85%; projected profit is on target)
 - **The above options resulted in SAC's recommendation to the Admin Council- To pull 90K from profit on 225 children (conservative estimate) from 2014, minus the endowment**
 - **The motion was not passed; due to previously approved percentages for school budget 2013/2014. A motion was made to amend previously approved percentages. Motion was passed.**
 - A discussion followed, exploring the suggestion for SAC to pursue their preferred plan to drawing down the contingency fund and shifting budgeted savings for the upcoming roof repair for 3 years, gradually restoring the roof replacement fund
 - Securing a loan has advantages by providing a firm structure of paying back;

Without a quorum, the decision on how the school would fund the \$90k was left for Fr. Peter to decide- and he said he needed more time to discern.

New Business

- Succession Planning: Loic 1 yr. extension. Goal for the council to have an even rotation that synchronizes with the church budget. Members of the council should reflect the diverse community that characterizes St. Matthew Church.
- Fr. Peter introduced a confidential topic for discussion. Once AC talks through all the concerns, options, etc, the topic will be made public.
- **Next Admin Council Meeting: Monday, April 28; 4-6 pm.**

Outstanding Follow-Up Tasks	Assigned To	Assigned On	Completed On