**St. Thomas More Pastoral Council Meeting**

 June 14, 2018; 7:00 pm Final

1905 Call to Order

Members in Attendance: Father Chuck Adam, Pam Bourjaily, Grace Christopher, Tracy Clapp, Dimy Doresca, Ann Elsbecker, Ann Houlahan, Keith Less, Bill Mausser, Cathy Nepola, Marijke Nielsen, Tony Ringgold, Leigha Rios, Kim Schmitz, Shirley Schneider, Norma Ward

Members Excused: Charles Heine, Larry Posey, Annette Goodheart

Members Absent: None

Guest: None

1. **Sunday Scripture** - Prayer provided by Ann Elsbecker at the beginning and end of our PC meeting.
2. **Introduction of all Pastoral Council members** – name tags provided.

Orientation for new members occurred prior to meeting. Welcome Dimy Doresca, Tony Ringgold, Shirley Schneider and Marijke Nielsen. Annette Goodheart was excused due to a prior commitment.

1. **Review of May 10th meeting** – Council reviewed and recommended two changes. Under Welcome Ministry development sub-committee, it was Tracy Clapp not Ann Houlahan who asked when PC might expect to get our Welcome Ministry up and running. The second change, in the FY 18 PC election section, the statement “This year all three of these positions are open” was recommended to be removed.

Bill will make these changes to the May meeting minutes. Motion for approval of the May meeting minutes with these changes was by Tracy Clapp. It was seconded by Ann Houlahan to accept council minutes as revised. Vote, all in favor, no nays, and motion carries.

1. **Comments from Father Adam**

Fr. Adam shared that Katie Schneider from the Finance Council would be coming tonight to present the STM 2018-2019 Budget that was just approved during their last finance meeting. Secondly, Katie will also be reporting on our initial survey results also presented at the finance meeting, concerning our Parish Expansion project. Both discussions will need an endorsement by vote, during PC meeting tonight.

1. **Election of Pastoral Council Officers 2018-2019**

**Discussion:** Father Adam has approved these nominations:

* Bill Mausser for President of the Pastoral Council 2018-2019
* Ann Elsbecker for Vice-President of the Pastoral Council 2018-2019
* Kim Schmitz for Secretary of the Pastoral Council 2018-2019

In addition, Father Adam interviewed and gave his blessing to Tony Ringgold as a replacement for Larry Posey, who we are sad to announce, sent a letter of resignation to Norma this past month.  Larry and his family have moved to Arizona.

Tony went through the RCIA process the previous year and is a current member of the Social Action commission.  He was/is involved in the Active Shooter training for the Parish Office as well as RE staff/volunteers.

Also, congratulations to our newly elected Pastoral Council members: Dimy Doresca, Keith Less, Shirley Schneider and Norma Ward; our newly appointed youth representatives Grace Christopher and Marijke Nielsen; and Annette Goodheart as our newly elected St. Thomas More member to the Regina Board of Education. Orientation and training of new members occurred tonight prior to our regular PC meeting.

Lastly, we also want to acknowledge a note of heartfelt appreciation to the outgoing Pastoral Council members Cathy Nepola, Charles Heine, Larry Posey, Anne Kelly (Regina Board of Education) and Riley Brunk (youth representative) for their service to PC these past years.

**Action:** Norma made the following motions:

* Nomination of Bill Mausser to become the President of the Pastoral Council 2018-2019, seconded by Pam Bourjaily; Vote, all in favor, no nays, and motion carries.
* Nomination of Ann Elsbecker to become the Vice-President of the Pastoral Council 2018-2019, seconded by Ann Houlahan; Vote, all in favor, no nays, and motion carries.
* Nomination of Kim Schmitz to become the Secretary of the Pastoral Council 2018-2019, seconded by Bill Mausser; Vote, all in favor, no nays, and motion carries.
* Asked for a motion to accept Fr. Adam’s recommendation to have Tony Ringgold complete Larry Posey’s term on our council. Dimy Doresca motioned and Ann Elsbecker seconded; Vote, all in favor, no nays, and motion carries.

Lastly, Norma is compiling an email folder that will include elections process information that will be forwarded to next year’s election committee. **(closed)**

1. **Update from Keith and Tracy on “Expansion Committee”**

**Discussion:** Tracy and Keith shared that there has not been another meeting since the committee last met a month ago. They shared that the two open meetings for parishioners was well attended with about 50 plus parishioners at the first meeting and about 75 parishioners at the second. Discussion was good. Common themes include but were not limited to handicap access, parking concern as well as overall positive discussions related to the two church options.

Father Adam shared that we have about 325 survey results returned by parishioners, which pleases Andy Gaertner, our diocese facilitator. An unofficial analysis indicated that about 93.2% of respondents are in favor of a capital campaign with 96.8% of the respondents indicating they would support a capital campaign project.

With respect to the parking lot, Father Adam visited with the Coralville Mayor and learned that a gravel parking lot is not permitted. A parking lot must have either cement or an asphalt base due to runoff, drainage and other specifications etc. STM will need to get an engineer to develop a formal plan and submit a proposal for its construction. The finance council is still in favor of progressing forward with a parking lot, but unfortunately it will not be as easy as anticipated.

The finance council did at its last meeting approve moving forward with a motion into the next phase of the planning process. Fr. Adam will start formal discussions with the diocese to get approval for moving forward, but PC does need to endorse this plan as well.

Pam inquired if anyone had contacted the diocese to see what might have been observed/learned with other capital campaigns within the diocese that might assist us in moving forward. Is there any pattern within capital campaigns that might be useful as we progress forward?

**Action:** Norma made a motion, seconded by Bill to “receive PC endorsement for the finance council to move into the planning phase and obtain diocesan approval thus moving forward with a capital campaign.” Vote, all in favor, no nays, and motion carries.

Fr. Adam will reach out to Andy Gaertner to assess if he has any insight in past campaigns within the diocese that might benefit us. Lastly, he will also be getting the STM “expansion committee” back together to discuss next actions with them as well.  **(open)**

1. **Update from Pam Bourjaily**, **on Welcome Committee/Leigha Rios Subcommittee**

**Discussion:** Pam shared that with her increased work commitments and Stephen Ministry responsibilities, she will not be able to continue as chair of the Welcoming Committee. Our new chair will be Leigha Rios, but they are still in need of a co-chair to assist with this committee. Presently, this committee is at a standstill. Norma pointed out the co-chair does not need to come from within the PC committee itself but can be an external individual.

**Action:** Leigha is taking over the welcoming committee immediately. She requests assistance especially from PC/new members if interested as we play an active role in its development and outcomes. If you know of anyone or PC members want to assist, please contact Leigha at Leigharios5494@gmail.com **(open)**

1. **Pastoral Council 2017-2018 Action Summary**

**Discussion:** Norma handed out information on the FY 2017-18 action summary from STM committees. She was impressed by all that STM offers.

**Action:** Norma requested that PC members review the list and contact her by email by June 21 if anyone can think of anything that might have been missed. Her email is nkkw@mchsi.com. **(open)**

1. **Membership Roster and Calendar of PC Meetings.**

**Discussion:** Norma passed around both the FY 2018-19 membership roster as well as a calendar listing of our next year’s meeting times. Members were asked to review their personal information and change where warranted. In addition, new members, if you have not already done so, please pick a commission you wish to participate in during this next year. A listing of meeting times was also distributed to PC members, so we could see what fits into our schedule if we are thinking of switching committees this next year.

In addition, Norma shared that our PC committee does not usually meet in July, so our next meeting will be August 9th. We only need to meet quarterly as defined in our Bylaws. Fr Adam indicated that we also usually take the month of December off due to increase seasonal activity, but we will wait until November before cancelling the December meeting.

**Action:** Informational, Bill will be following up with members prior to the next meeting so an updated list can be provided. **(open)**

1. **Old Business/Reports and Commission Meeting Minutes—PC Liaisons share information from their commission’s meetings**
	1. Church/Family Life Meeting
	2. Finance Council Report—Katie’s presentation
	3. Regina BOE Update—Father Adam
	4. Religious Education—Summer vacation
	5. Social Justice/Action—no May meeting
	6. Worship and Spirituality- Meeting Minutes
	7. Youth Ministry Report—currently on their mission trip
2. **STM 2018-2019 Budget presentation by Katie Schneider.**

**Discussion:** Katie Schneider, chair of the finance council, shared with PC the approved STM budget for FY 18-19 passed by the last finance council meeting. She is presenting this information for FYI as well as our endorsement of the plan.

There was a lot of information provided but if PC members review the May 16, 2018, finance meeting minutes they will find a brief explanation of what was covered tonight.

Additional questions include the impact of the Regina assessment percentage on our budget as it relates to what other parishes in the area are assessed. Fr. Adam shared that presently, our Regina School Assessment is based on 35% of ordinary income from our 2016-2017 (green envelopes, loose collection, holiday envelopes) collections. Other parishes in the area are assessed around 60% of their ordinary income from 2016 -2017. If we add our religious education program expenses that other parishes do not have/fund, that amounts to around the 60% that other parishes pay.

In addition, the impact of the ADA was also asked. Since this has variable income/expenses, it varies between years. We are hoping to see a refund this year if parishioners fulfill their pledges.

Katie reminded our PC members that we are a nonprofit organization, thus we strive to be fiscally responsible to our parish.

**Action:** Keith Less made a motion to approve the proposed budget for 2018-2019, second by Bill Mausser, Vote, all in favor, no nays, and motion carries

Unanimous.

1. **2018-2019 STM Pastoral Council Agenda Timeline:**
	1. Update to Stewardship form and possible Stewardship Fair—Fall 2018
	2. Final version of PC Membership Roster—updated by the PC Secretary and provided to Maricarla Rohret—August 2018
	3. Meeting calendar for 2018-2019—August 2018
	4. Update to Stewardship form and possible Stewardship Fair—Fall 2018
	5. Review of Election process—Norma and Kim—Jan 2019
	6. Possible Addendum to By Laws regarding terms of Commission Chairs---Spring 2019
	7. Coordinate May election weekend with Worship and Spirituality Commission Chair—Feb 2019
	8. Stewardship form updates deferred to August meeting.
2. Closing prayer— Ann Elsbecker
3. Party at Gus’ in Coralville—friends, significant others, and spouses are also invited. Ask for the party room reserved for STM. Appetizers have been ordered, so please come hungry. Non-alcoholic drinks are also being provided! Please celebrate a successful end to 2017-2018!
4. Sunday Scripture reading and prayer assignment for next meeting, August 9th meeting TBA.

Meeting adjourned at 2017.