

# St. Joseph the Worker TEAM Meeting Minutes August 20, 2023

## Opening Prayer:

- TEAM President Peggy Billhartz called the meeting to order at 9:24 am with the opening prayer.

## Approval of Previous Meeting Minutes:

- **Minutes from the Meeting of July 16, 2023:**
  - The Minutes from our July 16, 2023, meeting was presented.
    - A [motion was made](#) by Mary Alice Keith, seconded by Kathy Bednarchik, to approve the minutes as presented. Motion approved.

## Approval of Treasurer's Report:

- **For the month of August 2023:**
  - The bank balance as of 7/31/2023 was \$11,509.80; Checkbook balance was also \$11,509.80.
    - A [motion was made](#) by Mel Kuntemeier, seconded by Brian Stenke, to approve the Treasurer's Report as presented. Motion approved.

## Old Business:

- **TEAM Polo Shirts:**
  - Geoff Davis had previously reported at our September 2021 meeting that polo shirts (cotton / polyester) from Greco will run \$18.95 for small through extra-large. Larger sizes will run a bit more (+ \$2). Greco's can get the green like we have now but are having a terrible time getting supplies.
  - They look nice. Please let Geoff know if you are interested in purchasing one.
- **Deacon Frank Ice Cream Social –was held July 22, 2023, after 4:30 pm mass:**
  - Peggy reported that the event went very well and a good crowd of over 100 were in attendance.
  - Several of Deacon Franks family were in attendance.
  - Many thanks to Daniel and Nancy Snyders for chairing the event again. Job well done!!
- **Reserve / Schedule Church Facilities for Events:**
  - ***Mostaccioli Dinner, Sunday November 5, 2023:*** Chairperson Brian Stenke reported that he has reserved on the Church Calendar, the Friday, Saturday, and Sunday (November 3, 4 and 5) of that weekend.
  - ***Art & Craft Fair, Saturday, October 15, 2023:*** Chairperson Nichole Poss reported that the Art & Craft Fair is ok to go on the church calendar with the Hall also reserved on Friday for set up.
  - ***Pancake & Sausage Breakfast:*** Chairperson Rodger Anderson reported that our event has been *penciled in* on the church calendar (Wednesday, January 10 through Monday, January 15, 2024), pending submittal of more paperwork.
    - The office is still insisting on the proof of charitable organization.

- Several of us pointed out that Finance Committee Chair Bruce Thompson (when he was at our meeting) had said we did not need that for PSB, as Holy Family is already under the Diocese Catholic Charities umbrella and Ball Chatham Food Pantry will be grandfathered in.
  - Hopefully this will be resolved soon so that all are on the same page.
  - Sister Judy mentioned that event chairpersons may want to verify with Sue that all of the requested dates are on the official Church Calendar.
- **Lists for Kitchen Upgrading:**
    - Brian Stenke mentioned that he had heard of a meeting being considered to discuss some of the needs/wants.
    - Rodger indicated that he submitted a list about nine months ago.
    - Neither Rodger nor Mel had heard of a meeting being considered.
- **Art & Craft Fair: Scheduled for Saturday, October 14<sup>th</sup>:**
    - Chairperson Nichole Poss reported that they have 24 vendors signed up for our 32 available spots. Some folks will need more than one spot for their merchandise. Great news!
    - The Pre-School is working on the food and concession part of the event.
    - Set up is scheduled for the Friday night before (October 13<sup>th</sup>)
    - Mel asked if complimentary coffee will again be offered? Yes, so he will take care of it.
    - Mel also offered to handle some of the advertising for the Art & Craft Fair again. He will be in contact with Nichole to arrange the advertising details.
- **Annual Financial Review:**
    - Peggy Billhartz reported that the annual financial review was completed (by Peggy, Geoff, and Mel) on July 16<sup>th</sup> after our TEAM Meeting and was submitted to the Church office.
- **Mostaccioli Dinner – November 5, 2023:**
    - Chairperson Brian Stenke indicated that he thinks we will be ok with supplies this year as far as we know at this time.
    - Brian asked about donating money to the Youth Group for their help with the dinner.
      - A **[motion was made](#)** by Brian Stenke, seconded by Rodger Anderson, to approve making a \$500 contribution to the Youth Group, contingent upon their level of help at the dinner. Motion approved.
    - Brian also talked about maybe considering having a bake sale instead of having the desserts. A brief discussion ensued with the resulting motion:
      - A **[motion was made](#)** by Brian Stenke, seconded by Rodger Anderson, to approve having a Bake Sale as part of the dinner this year. Motion approved.
    - Peggy mentioned that the Bake Sale will need a working cash advance.

### **New Business:**

- **Need to Update Bylaws:**
  - The change in our TEAM Bylaws is necessary due to St. Joseph the Worker Catholic Church changing the check approval/signing process.

- The three check signers now are: Fr. Joseph Molloy as Pastor; Bruce Thompson as Finance Committee Chairperson; and Paula Black as a member of the Finance Council.
- Anything dealing with the check approval/signing process (i.e., # 11) will need to be changed to align with the new SJW policy.
- Mary Alice commented that she would like to see the part about every confirmed member of SJW is a member of TEAM deleted.
- Peggy responded that Section IV states that all members of the parish are members of TEAM.
- Current Bylaws require that the TEAM checking account balance requires that the balance should not fall below \$2,000. Brian suggested maybe change to read balance should not fall below average year expenditures.
- After some further discussion, Peggy said she will put it on the agenda again for our September meeting, as there was not enough time today to make the updates.
- Please review the existing document included in your handouts today and bring any proposed changes for us to discuss at our September meeting.

• **Other:**

- **Investing of TEAM Funds in a Certificate of Deposit:**
  - Rodger asked if investing some of our TEAM funds in a CD of some kind is a possibility.
  - With the recent change in check approval and signing, it is unclear if that is a possibility.
- **Choir Notebooks:**
  - Mary Alice mentioned that some of the electronic devices that the choir uses to sing from are wearing out.
  - John Kennedy would like to purchase a used one from Service Pro to try out. The cost for a used one would run about \$175; new is around \$700.
  - Brian asked if we could purchase something like this? The answer is yes since it is not considered a capital expenditure.
  - Considerable discussion followed, including, but not limited to, the following:
    - More information is needed; if the trial one does not work out, then discussing more is a moot point.
    - Has there been any discussion of the various groups getting together to discuss needs?
    - The Church needs to make some decisions and announce thereof on the previously mentioned Capital Campaign.
    - The general consensus of the group is to table until know more information about the Capital Campaign

**Breakfasts:**

- **Today:** our thanks to Mel Kuntemeier
- **September Meeting:** Sister Judith Pfile

**Upcoming Events:**

- ***Next TEAM Meeting: Sunday, September 17<sup>th</sup> at 9:15 am in the Resource Room.***
- **WATCH RETREAT DAY:** Columbus Day Weekend: Oct. 7, 2023.
- **Art & Craft Fair for 2023:** October 14, 2023
- **Mostaccioli Dinner for 2023:** November 5, 2023
  
- **2024 Pancake & Sausage Breakfast:** scheduled for Martin Luther King, Jr. Birthday Weekend (pending Finance Council approval):
  - Sunday, January 14, 2024
  - Kitchen & both halls to be reserved for Wed. Jan. 10 through Monday, Jan. 15th.

**Meeting Attendees:** Peggy Billhartz, Mel Kuntemeier, Charlene Vollmer, Kathy Bednarchik, Mary Alice Keith, Nichole Poss, Brian Stenke, Rodger Anderson, and Sr. Judith Pfile.

The meeting adjourned at 10:20 am with the St. Joseph Prayer led by Peggy Billhartz.

Respectfully submitted by:

*Mel*

Mel Kuntemeier

TEAM Secretary

St. Joseph the Worker Catholic Church

Chatham, IL