

Holy Redeemer Administrative Council Minutes

Tuesday, January 16, 2018 – 7:00 pm

Members: Jeanne Wertish (Trustee); Alma Gasca (2016-2019, __T); Cody Bakker (2016-2019, 1T); David Grund (Trustee); Erin Lippert (Chair) (2016-2019 2T); Jason Rice (Vice Chair) (2015-2018, 1T); Mark Chan (2017-2020, 1T); Jessica Wertish (2015-2018 1T); Lynn Schueller (Youth Min/RE), ex officio; ex officio; Fr. Dennis Labat, ex officio; Sara Anderson, AFC business manager, ex officio, Barb Mathiowetz, AFC Financial Manager, ex officio.

A. Call to Order

1. Opening Prayer
2. Roll Call
 - a. Present: Mark Chan, Alma Gasca, Jessica Wertish, Cody Bakker, Lynn Schueller, Fr. Denny, Sara Anderson
 - b. Absent: Jeanne Wertish, Erin Lippert, Jason Rice, David Grund,
3. Additions to Agenda - New Business #2 added.
4. Approval of minutes – November 30, 2017 - accepted as printed

B. Reports

1. Area Pastoral Council report (reps Diane Adamski, Nancy Standfuss) - No New Meeting
2. Maintenance Report
 - a. Wall - Sara reported her and Doug's visit and Doug's thoughts on the wall. There was discussion on areas of the church that are much colder than the rest of the building and the affects it may be having on the building. It was also discussed that the solution for the wall doesn't need to be the same look as in the past. The council would prefer a more permanent solution if possible.
 - b. Need to follow-up with City Administrator regarding any possible spring concrete work.
3. Financial Report
 - a. July 1, 2017 - Dec 31, 2017 - Overall, the income is at 56% percent of the budget for the year and the expense at 50% for the year. The parish is tracking well. Items that were noted:
 - i. The Rectory Water Bill is much higher than expected. The council suggested we look at the last water bill for any note that counts were estimated. We are not aware of any running toilets at this time.
 - ii. If possible, the reports should be updated to remove the universal collection income and expense accounts and place them below the operating (similar to the cemetery).
 - iii. Custodial Staff expenses are lower than budgeted and will be for the 2017-2018 year. This is due to the AFC Facilities Manager starting in Sept. The salary was budgeted for the whole year. It was also reported that another adjust will be made due to the fact the St. Mary's is down a custodian and the AFC Facilities Manager is filling in for the time being.
 - iv. At the last meeting there was a question on \$599.99 FF purchase, this was identified as the new laptop for Lynn and is now included in the financial notes.
 - b. Parish Fundraisers - Continued discussion on Parish Dinner Fundraiser from the last meeting. The council is interested in finding a solution to having the finances of the parish dinner come through the parish office.

C. Unfinished Business

1. Rectory Phone & Copier - Fr. Denny or Jeanne needs to call phone company and update Sara as an authorized on the account.
2. Transitional Items
 - a. Cooperate Record Book - has in St. Aloysius in the Fire Proof filing cabinet. Cooperate decisions such as Trustee Appointment are found in the Cooperate Record Book.
3. CCF Legacy Planning Presentation - no update, Sara needs to meet with St. Aloysius yet.

4. Parish Census (result of parish self-study) - We would like to have admin members present before or after Mass, we are planning on the first 2 weekends of February and Ash Wednesday. For the 4th: Mark Chan, Jessica Wertish, Alma Gasca 11th: Jessica Wertish 14th Ash Wednesday: Jessica Wertish

Sara needs to compile: completed forms, blank forms, envelopes for corrections

5. Publishing progress of budget deficit - need to put an acknowledgement in the bulletin and announce from the pulpit that the parish has responded well to the ask to increase their giving. Coordinate the announcement for Sunday, Feb 4th.

D. New Business

1. Money Counting at Holy Redeemer - Jessica gave Sara the instruction sheet for the money counters to be updated. After the instructions are updated, a meeting/training with the money counters will need to be set.

2. Emergency Contact for change to one priest weekend - Despite all our efforts to contact the parishioners of all four churches (efforts included: calling liturgical ministers, emailing staff and councils, updating the website, posting on facebook, Mobile App push notification, Radio Station Announcements, word of mouth, posting the one priest weekend signs on all the doors, making announcements at daily Masses, and possibly more) some parishioners still did not receive the message. There was discussion, on using the CCW phone callers to call the circles to reach even more parishioners.

3. How online giving gets reported: Not currently being reported via the bulletin. We will start reporting on a monthly basis on the second Sunday of the month for the prior month.

E. Future Business

1. Next regular meeting – April 17, 2018

2. Agenda items

F. Closing Prayer

Meetings for 2017-2018: 3rd Tuesday of the Month: Aug. 15, 2017; Nov. 21, 2017, Jan. 16, 2018; Apr. 17, 2018