

St. Mary's Administrative Council Minutes

Monday May, 22, 2017 – 7:00 pm

Our Mission: We, the people of St. Mary's of Bird Island, share the mission of Christ through worshiping, Gospel teaching, and reaching out to others in loving concern.

Call to order by Todd Sheehan, Chair Person – 7:10 p.m.

A. Routine Matters

1. Opening Prayer - Fr. Denny led us in prayer
2. Roll Call - Present: Fr. Denny Labat (Pastor), Chuck Amberg, Chuck Honzay, Mike Nagel, Glen Rodel, Todd Sheehan (Chair Person), Tom Wertish, Tony Ziller, Sara Anderson (Business Mgr), Barb Mathiowetz (Financial Mgr), Tracy Bertrand (Principal), Mary Jo Schmoll (AFC Pastoral Council rep)
Absent: Fr. George Schmit (Senior Associate), Summer O'Neill, Larry Welsh
3. Additions to Agenda – Mike Nagel requested to add DMA and effect to school under New Business
4. Approval of minutes – February 27, 2017 – correct heading to state “Minutes” instead of “Agenda”, motion made and seconded to approve minutes with this correction, motion passed

B. Reports

1. Area Pastoral Council reports (reps George Stadther, Mary Jo Schmoll) – Mary Jo Schmoll reported
 - a. Lifetouch – people have been signing up, dates are listed in bulletin, can sign up on-line or by calling the office, can take portrait at any location
 - b. AFC Logo – four designs submitted, cross with heart was picked, already on new website
 - c. Goals and Objectives – passed out at meeting, need to enter timeline and who
2. Education Committee Report – March, April and May – Tracy Bertrand reported on:
 - New hiring of staff completed except still need to fill 7th/8th grade teaching position, have not had any applicants which is very unusual. School calendar approved at Education Committee meeting.
 - Accreditation completed, received envelope from them today (has not opened yet). Overall received very positive feedback.
 - 7th/8th grade DC/NY trip just returned. Trip went great. Next trip will be in 2019.
 - Daycare – Sara Anderson presented the following – Cindy Woelfel (Daycare Provider) was present at Education Committee meeting held this evening. She presented numbers for the summer months. Need 8 full time for summer to be profitable. Decision was made to not be open on Fridays during the summer. Numbers look good in June and decrease after that. The Education Committee wants to look at other daycares in area for rates and marketing – especially since they themselves have experienced the difficulty in finding daycare for their own children. The Education Committee wants to keep this operating. They will be revising the rates for the fall. Todd Sheehan commented that the Sheehan family (landlord) is willing to work with us to make this profitable. Mike Nagel expressed his concern that the daycare should be able to make a profit with reasonable rent and whether a request should be made to reduce it just to make the daycare profitable. He also felt that a firm date should be set for this to become profitable (or it should be closed). Tracy Bertrand stated they know they need to restructure the rates and that making meals onsite would also increase profitability. Sara asked the question of what is considered being reasonable rent (what would we charge if we were to rent this house to an outside party)? Mike asked that a plan be presented at the Administrative Council meeting to be held August 28, 2017. The Administrative Council set the deadline of January 1, 2018, for the daycare to be profitable.
 - Glen Rodel asked what the effect would be to St. Mary if the public school was not across the street. Tracy said that currently our students go across the street just for band and that this is beneficial to BOLD as they receive funding from the state for those students.

3. AFC Handbook Committee Report 3/17 & 5/21– Sara Anderson and Summer O’Neill – Sara reported that the committee met in March and yesterday. They are approximately 75% through the policies and will finish at the last meeting set for early in June. Sara is consulting and will need to consult with the Diocesan Human Resource Consultant for his approval of the new handbook and then the handbook will be presented to the Pastor and the individual Administrative Councils in the AFC. Benefits will be same for all employees in the AFC as all employees will be employees of AFC (paid holidays, sick, vacation, etc.). The handbook will also include some general policies, in specific, a weapons policy. The handbook committee requested the weapons policy be brought to the individual Administrative Councils. Sara asked for the Administrative Council’s feedback on whether or not there should be a weapons policy for the AFC. It was brought up that the Knights of Columbus carry swords for Mass and at funerals there can be gun salute. The school currently has a weapons policy. The council recommended that Sara talk to the diocesan attorney on this.

4. Maintenance Report – March 14th Meeting - Chuck Amberg – Main project is the school roof. Doug Olinger was to check after rain fall. They have received three bids starting at \$98.5k. Fair estimate to replace is \$125k. Additional clarification is needed on the bids – what they include (removal, replace, what material, etc.). Countrywide Lumber and Krause to submit bids. Maintenance Committee is favoring steel. Rain is causing substantial damage to boys bathroom upstairs. Insurance will cover damage costs but not until problem is fixed (roof is repaired). Will schedule another Maintenance Committee meeting in June and present their recommendation to the Administrative Council. This will need to be submitted to diocese for approval/proxy and a majority of the funds will need to be in place to begin project.

5. Fundraisers Report – Prime Rib Dinner – Next year’s date is set for Saturday, March 24, 2018 (Palm Sunday weekend). The last report that was provided to dinner committee on May 5th by Barb Mathiowetz showed a net profit of \$42,244.81 vs a net profit of \$39,220.37 for the event held in the Spring of 2016. Need to deduct for an additional \$126.43 in expenses that came in since then.

6. Finance Report

a. April 2017 – Barb Mathiowetz handed out and reviewed a separate report of financial notes at the meeting (see separate attachment). We continue to use designated revenues to float operating expenses. The 2016-17 budgeted net deficit is \$85,908.61 when accurately including designated expenses for the designated revenues reported. For the period of July 1, 2016 through April 30, 2017, the net deficit due to operating revenue less expenses is \$39,636.48 of which \$22,882.45 is from the daycare.

-Balance Sheet: RE Endowment Fund and Unemployment Comp Fund – Sara Anderson asked that Barb check with Edward Jones to see if the dividends from the Religious Education Endowment fund at Edward Jones that are currently being reinvested could remain in the money market for this fund. Edward Jones said that this could be done. It was then discussed as what the monies in this fund could be used for. Tony Ziller reported that the intent of this fund was to use the interest, dividends and increase in value (but not the initial investment) for expenses of the school. Barb Mathiowetz will check with Edward Jones to see what documentation they have on the fund. Sara also questioned why we have the Unemployment Compensation Fund and it was discovered that the diocese requires us to have Unemployment Fund. As a non-profit organization, we are not required to contribute to the state and federal unemployment but we have this fund under the directives of the diocese.

b. -Budget 2017-2018 – Fr. Denny, Sara and Barb met to complete the Church revenue and expense account budget amounts. The adult envelopes budget is less due to the current downward trend. The religious education and daycare revenues and expenses need to be completed. The school budget has been reviewed and approved by the Education Committee. There are a few clarifications needed on the school budget. The Education Committee did decide on new tuition rates which decreased the amount of decrease in tuition for the second, third, fourth and so on child in the same family. There no longer is a different tuition rate for non-Catholics. Barb completed the calculation for the total tuition under the old tuition structure (with a \$50 per child increase) and the new tuition structure and the new tuition structure resulted in a slightly higher total tuition for the fiscal year.

-Designated Projects/Fundraisers -

C. Unfinished Business

1. Online Giving, Website, Parish App, and Bulletin Printing

a. LPI – Pricing on Website, Online Giving, and Parish App - – Sara Anderson reported on-line giving is up and going. As reported in this past weekend's bulletin, eight people from the AFC have signed up. There are fees that the church incurs (these are deducted from the donations made on-line). The new website is up and going (www.heartofjesusafc.org). LPI is in the process of calling for bulletin ads (their representative is doing this from the Olivia parish office). This is a time saving for our staff as they do not have to contact the businesses. There will also be a paper saving cost and copier lease savings. A question was asked if the on-line givers will get a notice for special collections like the Fall Collection. An email would need to go out from the parish office to notify those who have signed up any time a new collection is added to on-line giving (there is not an automated process in place at this time).

2. OSV – Parish Envelopes 2018 – Starting in 2018, parishioner envelopes will be periodically mailed (every two months). Those participating in on-line giving will not need to receive envelopes.

3. ParishSoft Conversion – Our parish census data conversion will be done over the summer.

D. New Business

1. Special Collections Schedule – Sara reported that St. Mary has Tuition Assistance, CCW, Diocesan United Fund, Fall Collection as special collections. She will be removing Propagation of Faith since this is a universal church collection that sends their own envelopes. The council was asked if they would like to add an envelope for Maintenance Projects. The council recommended adding a quarterly envelope. The diocese is recommending that the second collection universal church envelopes be added to the parish envelopes instead of inserting them in the bulletin. Sara asked the council if they are OK with this recommendation. The council agreed to follow the diocesan recommendation.

2. Can Recycling – We are going back to the previous vendor (Can Man Recycling) since Phil is no longer able to take the cans. It was also mentioned that the taking of the cans by Phil was not done correctly (payment was made to Phil directly and as an employee he should be compensated for his time and travel).

3. DMA collection and school funding – Mike Nagel reported that he is working with Fr. George on drafting a letter to the diocese on the portion of the financial support received through the DMA that is for the schools should go directly to the schools. Mike and Fr. George will bring it to the council before it is mailed for their feedback and support from those who are in agreement.

E. Schedule of Upcoming Events – Marion Open is Saturday, July 15, 2017

F. Future Business

1. Next regular meeting – June 26, 2017

2. Agenda items

G. Closing Prayer – led by Fr. Denny and meeting was adjourned at 9:55 p.m.

4th Monday of the month (Feb, Apr, June, Aug, Nov) possibly May for budget – agenda item:
February 27, April 24, May 22 (budget), June 26

Submitted by Barbara Mathiowetz – Acting Secretary