

St. Mary's Administrative Council Minutes

Monday, August 28th, 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.

Members: Fr. Denny Labat, Fr. George Schmit, Chuck Amberg, Chuck Honzay, Mike Nagel, Summer O'Neill, Glen Rodel, Todd Sheehan, Larry Welsh, Tom Wertish, Tony Ziller, Barb Mathiowetz, Sara Anderson

A. Routine Matters

1. Opening Prayer – meeting was called to order at 7:02 p.m. Larry Welsh led us in prayer. Sara gave the council an update on Fr. Denny. He is back at the rectory in Olivia (as of this afternoon).
2. Roll Call – also present: Tracy Bertrand, absent: Mike Nagel, Summer O'Neill, Tony Ziller, Fr. Denny Labat, Fr. George Schmit,

B. School Report

1. Tour of the School – Tracy took the council on a tour of the school. Blessing of the new floor will happen at the Back to School Blast. Tracy pointed out the many upgrades and technology purchases that have been done due to a grant and the many designated donations received in recent years. Sara updated the council on the custodial staff: Doug Olinger will be transitioning from a temporary employee (hired when Phil Anderson went on military leave) to the AFC Facilities Manager. Phil Anderson and Tucker Fredrickson will continue to work at St. Mary.

2. Daycare Update - Tracy Bertrand reported that there is an individual (Theresa Andrews out of Danube) who seems very serious about running the daycare independently. Tracy has been working with the individual on getting the handbook in place and rate scale. She has provided her email to the parents who are currently using our daycare. Tracy has also been in contact with the families currently using our daycare. Their concerns are if there will be time when there is not any daycare (due to transitioning from one operator/provider to another). Theresa checked with a realtor(s) on the cost to rent in BI/Olivia and was quoted around \$500 a month. She wants to know if the rent could be reduced for the first few months as she gets started. The rent that St. Mary pays is still \$1,000 per month. It was recommended that the rent could scale up to \$1,000 per month by the end of her first year. It was recommended that once the daycare is profitable we would increase the rent so that we receive the \$1,000 by January 1 and that Theresa should meet with the council to review her financials in November. It was mentioned that everything is furnished so she does not have to pay for furniture and supplies. Proposed: \$600 until January with review of financials in November. Sara recommended that her and Tracy meet with Theresa and negotiate with a minimum of \$600 per month and \$1,000 by January.

C. Routine Matters

3. Additions to Agenda - none
4. Approval of minutes – July 17, 2017 – not yet completed, will be provided at a later date

B. Reports

1. Area Pastoral Council Report (reps Mary Jo Schmoll,) - none to give, have not met
2. AFC Handbook Committee Report (Summer O'Neill and Sara Anderson) – June – handbook is being presented tomorrow to all AFC staff at their in-service
3. Maintenance Report - August 21st Meeting – Chuck Amberg reported that there are donors willing to donate the extra cost to keep the Spanish tile. We have the amount required by the diocese to get started on repairing what is needed and would then complete the project in the spring. Spanish tile bid is \$98k. Follow up needs to be done if there would be additional cost if job is done at two different time. Sara mentioned that the donor of the \$30k did not necessarily all have to go to the roof and that we

should try raise as much as we can. The council gave consensus given to proceed with Hill's Construction on Spanish tile. Boiler in parish office: could contaminate church/school boiler system if we tie in so will replace instead. Cost is \$13k for new boiler. Garage shed will be shingled early in September (Chuck confirmed the dates of September 6 and 7 at 5:30 p.m. They are looking for volunteers to help with this (Tracy was to put something in the bulletin on this). Catholic Mutual is requiring us to insulate the playground. Need to get pricing on the different types of approved material. Sand will be added for now. North entry of church is starting to leak. This needs to be looked at and will probably require tuck pointing.

4. Fundraisers Report – Marion Open \$6,555.08 net proceeds this year vs. \$6,500 last year (2016-17 P&L shows \$8,525 of which \$2,025 is for the July, 2017 fundraiser).

5. Finance Report -

a. Budget – Sara informed the council that this is the same as the budget presented in June. The daycare revenue and expenses still reflects St. Mary operating the entire year. The budget will need to be revised once the rent is determined for the daycare. In discussing the budget, it was recommended by the council that we considered contacting the alumni more than once. Sara mentioned that this year, alumni is now been expanded to include anyone who attended St. Mary.

b. Preliminary Year End Financial Statements – The Preliminary Profit & Loss statements for 2016-17 and the Preliminary Balance Sheet as of June 30, 2017 were provided to the council prior to the meeting via email. Paper copies were handed out at the meeting and included the listing of designated donations and their balances as of June 30, 2017. These will need to be finalized for 2016-17 and then will be reported to the parish. Fr. Denny usually provides a letter/note with the report to the parish (which will depend on his recovery). A question regarding the Other Current Liabilities section was asked in regards to the AFC Checking for HR, SA and SJ. It was explained that this the amount that each of the three other parishes in our AFC gave to the AFC checking account to cover their percentage for one month of the AFC expenses so that St. Mary did not have to use their funds to cover. Each month the three parishes are billed for their percentage of the actual AFC expenses incurred. The To/From Hot Lunch liability account was also explained – this is the amount due from SM general checking to SM hot lunch (the money has not been transferred due to the tightness of monies over the summer). Included in discussions in the meeting, was the following financial information: \$6,200.58 has been received so far for the alumni appeal which has been designated for the school roof; \$10,200 has been received so far for the Prokosch matching challenge designated for the school roof; there has been a \$5,000 donation to the school that was recently received with a note that the principal use at her discretion and Tracy has designated it for the school floors (not the roof as mentioned at the meeting); Sara mentioned that Vern did not necessarily want the entire \$30,000 donation to go to the roof.

C. Unfinished Business

1. School Roof – under Maintenance
- 2.
- 3.

D. New Business

- 1.
- 2.

F. Future Business

1. Next regular meeting – November 28, 2017 (4th Monday of the month (Feb, Apr, June, Aug, Nov) possibly May for budget
2. Agenda items

G. Closing Prayer – let by Todd, meeting adjourned at 8:41 p.m.