

## **St. Mary's Administrative Council Minutes – August 22, 2016 (Monday) 7:00 pm**

### **A. CALL TO ORDER** – by Todd Sheehan at 7:03 p.m.

1. Prayer – Fr. Denny led us in prayer.
2. Roll Call: Present were: Fr. Denny Labat, Chuck Amberg, Summer O'Neill, Todd Sheehan, Tom Wertish, Tony Ziller, and Barb Mathiowetz.  
Absent were: Fr. George Schmit, Chuck Honzay, Mike Nagel, and Larry Welsh.

### **B. ROUTINE MATTERS**

1. Approval of Minutes – The minutes of the June, 2016 meeting were approved.
2. Additions to/Approval of Agenda – none
3. Review of Parish Finances – The following reports were reviewed at the meeting: Profit and Loss statements (for the church and school combined) compared to previous year and compared to budget was sent out for the period of July 1, 2015 through June 30, 2016; Balance Sheet (for the church and school combined) as of June 30, 2016.
  - It was noted that the amount of the Catholic Community Foundation account balance per the balance sheet does not match the balance per the statement from Catholic Community Foundation. It was explained that the difference is due to checks in the amount of \$3500 in donations from the general checking and \$7114.62 from the Edward Jones School Endowment Fund that were issued by June 30, 2016 but had not yet been deposited by Catholic Community Foundation by June 30, 2016.
  - The total amount of the enrollment and credit card discount fees still need to be recorded for 2015-16. This amount is provided by the school. This expense amount is offset by recording tuition income (These fees are deducted by FACTS from the tuition payments made by the families before the amount is electronically transferred to St. Mary.)
  - Waddell & Reed fund still needs to be sold.
  - There was a question regarding the daycare enrollment for 2016-17. Todd Sheehan will follow up with Tracy Bertrand on this.

### **C. OLD BUSINESS**

1. Audit of parish books – Barbara Kirtz has agreed to audit the books.
2. AFC Business Manager (formerly reported as Administrator) – Sara Anderson has accepted the position and will begin her employment on September 1, 2016. She is currently the Business Manager for Guardian Angel Catholic Church in Chaska.
3. 2016-17 Budget – Needs to be completed and sent out via e:mail.
4. New member for council – Glen Rodel has agreed to be on the council

### **D. NEW BUSINESS**

1. MN Catholic Conference Catholic Advocacy Network – handout – Sept 17-18, Sue Ebbers rep – Fr. Denny provided a handout and presented information to the council.
2. Catholic Charities grant for flood victims – There is grant money that will be coming from Catholic Charities for the flood victims in Renville and Kandiyohi counties. There will also be a second collection taken up in our diocese. The grant is available to any resident in Renville or Kandiyohi counties. A committee will be formed to determine the distribution of the grant

monies for Renville County and will consist of Fr. Denny and two other members (one each from St. Aloysius and St. Mary Administrative Council). The money for Renville County will come to St. Aloysius and will be paid out from there. The council recommended that an ad be run in the Shopper and that all churches in Renville County be contacted.

#### **E. REPORTS**

1. The Area Faith Community Pastoral Council – no report, next meeting is in September
2. School – minutes of June and August, 2016 meeting were provided at the meeting
3. Building & Maintenance Committee – no meeting
4. Cemetery Committee – no meeting

**F. COMMENTS & CONCERNS** – Fr. Denny mentioned that there have two applicants for the custodian position that is open.

#### **G. FUTURE MEETING**

1. Next meeting - Date, Time, & Place – November 21, 2016 - 7:00 p.m. - parish office basement meeting room.
2. Future Meetings – held on the 4<sup>th</sup> Monday of the month (February, April, June, August, November, May for budget only if needed): February 27, April 17 (moved from April 24 since Easter is April 16), May 22 (budget), and June 2, 2017

**H. CLOSING PRAYER & ADJOURNMENT**– Closing prayer was led by Fr. Denny and then meeting was adjourned at 8:15 p.m.

Submitted by Barbara Mathiowetz, Recording Secretary, Subject to approval