

**St. Mary's Administrative Council Minutes
November 21, 2016 (Monday) 7:00 pm**

A. CALL TO ORDER-by Todd Sheehan 7:02pm

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

B. ROUTINE MATTERS

1. Approval of Minutes – The minutes from August, 2016 meeting were approved.
2. Additions to/Approval of Agenda-none
3. Election of Officers – Election of officers was held and approved. Chair: Todd Sheehan, Vice Chair: Mike Nagel, Secretary: Summer O'Neill
4. Review of Parish Finances – July 1, 2016 – September 30, 2016. Barb provided reports that were reviewed at the meeting.
 - It was noted that roughly \$20,000 monies for the organ fund were no longer listed on the detailed information. The comment that these monies may have ended up in the unrestricted fund in 2015 was made. Tony Ziller asked if that could be looked into and Barb checked Quickbooks and found that this was removed from the balance sheet. It was requested that this be put back on the balance sheet under the designated checking accounts.
 - Summer O'Neill posed question on coding system used to track expenses and revenues. Business Manager indicated that there does need to be some clarity on this issue. They will be working on it and also trying to come up with a common solution for other office sites too.
 - Fr. Denny, Tracy, Sara and Barb met and reviewed designated donations. A copy of the approved list and notes from the meetings was passed around for the council to review.

C. OLD BUSINESS

1. Audit of parish books – Barb Kirtz- Sara Anderson was seeking information from the council to get a better picture of what the council goal is in having Kirtz to audit. Initially, it was to her look over it monthly but now that there are more checks and balances going into place with the new hire of the business manager the need may not be as great. Every five years is what the goal is for the diocesan audit.
2. Waddell and Reed Funds-Cindy @ Edward Jones has clarified that we can move the funds. Paper work is ready to be signed. On a second note, Follow up is needed to check on clarity of the account names within Edward Jones due to transaction confusion. Office staff is suggesting eliminating the “endowment” word and just using a general St Mary's title.
3. AFC Business Manager – AFC Staff- Fr. Denny indicated that the job is going well. It is his goal to get all the four parishes on the same page with the business manager position, as well as Barb's position.
4. 2016-17 Budget- Budgets were reviewed by the council. Sara pointed out that some of the designated income is budgeted to cover operating expenses which once actually received will be used for designated expenses not in the budget which will in turn increase the loss for 2016-17.

D. NEW BUSINESS

1. CM Insurance, Safety Inspection Report, Rebate Program and Capital Repair and Replacement Program-Sara has applied for an insurance rebate for the parish. It was approved

and we will receive an estimated rebate of \$3,000. The last one completed was in 2012 so they did not have to start completely over with the application which was a plus.

2. Representative to AFC Personnel Handbook Committee- Sara is working on getting a common handbook for the sites. She asked that we have representation from our council for this committee. Summer O'Neill will be filling that role.
3. Parish Self Study- Was completed in September.
4. Year End Report to Parishioners-This still need to be complete. Sara would like to get it down to one page similar to Holy Redeemers and St. Johns.
5. Website, Online Giving, Church Envelopes-Looking to get a unified four parish logo for the site. Also, they are working on setting up auto pay.

E. REPORTS

1. Area Faith Community Pastoral Council – minutes September 15, 2016
2. School – minutes of September, 2016 meeting-Will try to get rep to communicate back to council. They are going over goals and objectives.
3. Building & Maintenance Committee – no meeting
4. Cemetery Committee – no meeting
5. Liturgy Committee

F. COMMENTS & CONCERNS

G. FUTURE MEETING

1. Next Meeting - Date, Time, & Place – **February 27, 2017** - 7:00 p.m. - parish office basement meeting room – possible meeting in May for budget
2. Future Meetings – 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

H. CLOSING PRAYER & ADJOURNMENT- Closing prayer was led by Fr. Denny and then meeting was adjourned at 9:15pm

Submitted by Summer O'Neill, Recording Secretary