

Parish of Saints Joachim and Anne

Parish Council Minutes

Tuesday, February 4, 7:00 pm

Council members Present: Father Peter Wittman, Greg Stoks, Mark Bury, Jim Fiedler, Brenda Henning, Brian Kane, Kathy Kupfer, Donna Lane, Diane Lee, Brian Luce, Marco Soto, John Weckman and Jim Weiler.

Trustees: Fred Jurewicz, Dick Stoks

Absent: Don Beno

Guests (Festivals and Calendar Chairs): Julie Haller, Dan Haller, Sue Jeurissen, Dan Jeurissen, Michael Lattery, Rose Menke, Mike Menke, Michele Pitschneider, Sue Wagner, Steve Wagner

Opening Prayer: Father Peter Wittman

Introductions: Introductions were made by parish fundraiser leaders and council members.

Approval of Minutes: Donna Lane made a motion to approve the minutes from January 7, 2014. Jim Fiedler seconded the motion. Motion carried; minutes were approved.

January Comments: Greg Stoks. The council discussed the following comments:

- Garrick Comeaux and the Liturgy Committee created a survey for altar servers. Suggested changes to the survey questions should be given to Greg, who is a member of this committee. Garrick also noted that additional servers will be recruited from SACS and the youth ministry.
- A message was received from Julie Welch, who, along with others, visited the St. Mark's school to determine if a portion of the building could serve as a day facility for Families Moving Forward. The parish is waiting for a response from this group.
- Concerns were raised previously by the council regarding the need for consistent mass intentions. Garrick has begun composing the intentions for all weekend masses.
- A parishioner submitted a letter with questions and comments regarding the council minutes from December 10. Greg and Diane will forward the various questions to the person who can best respond.

Festivals: Brian Luce. Brian led a discussion regarding the festivals at St. Marks and Marystown and the calendar fundraiser. Discussion focused on what was working well and where process changes needed to be made. Discussion focused on the following:

- Mailing List/Database
 - Raffle communications for both festivals will be mailed to all parishioners this year.
 - The parish mailing list is being updated to ensure accuracy.
 - Hard copy of mailing list / labels / raffle ticket numbers need to be made for proofing labels and retained for raffle chairs.
 - Printing and mailing of the festival communication (communication letter, sign-up form and raffle tickets) will be done by the parish using the school's bulk mailing. Mailing lists and labels will be printed one month prior to the scheduled mailing dates.
 - Adult volunteers will be needed for both festivals to stuff the envelopes and track raffle numbers.

- Julifest mailing will be scheduled for mid-May while the Marystown mailing will be sent in mid-June.
- Returned forms, money and raffle tickets will be done through church collections.
- Should plan to highlight "all raffle tickets need to be returned" on tickets themselves and through pulpit/bulletin messages.
- **Finances:**
 - Julifest chairs stated the financial processes for negotiating, purchasing and awarding raffle prizes have been challenging due to lack of immediate funds.
 - Festival chairs will review the value of raffle prizes since the cost of raffle tickets will be the same at both churches.
- **Volunteers:**
 - Julifest uses sign-up forms included in the mailing as the primary source for volunteers.
 - Marystown assigns work to parishioners but can use additional volunteers and will include a sign-up form in their mailing.
 - Julifest needs to recruit a new raffle chair person.
- **Calendars:**
 - Sales went really well this year; the mailing list was very accurate.
 - Calendars are mailed each November; winners are selected January through December.
 - The calendar fundraiser net \$30K this year; profit increased by \$10,000 due to distributing to all parishioners.

Actions: An example of the communication letter and sign-up sheets will be sent to Greg prior to the March council meeting. The Finance Council will provide guidance to the festival chairs regarding financial transactions.

Communication Log: Kathy Kupfer

Kathy reviewed the council communication log and members discussed the following:

- The council discussed the need to standardize pulpit announcements and prayer intentions. As of Ash Wednesday, Garrick will compose the prayer intentions for weekend masses. Marilyn Brustad organizes the announcements and will ensure the process is standardized.
- Council members noted the location of readings is not being consistently announced at the Masses. Although signage may work in the smaller churches, this is not a solution for St. Marks. Although a process was previously developed, the council will request that Garrick send a reminder.

Administration Updates: Diane Lee

- Work on the Marystown steeple should be completed within the next 5 days.
- We are behind budget by approximately \$3,000.
- Approximately 210 GROW surveys have been submitted thus far. The survey will run online through February 23rd.
- The Vicariate report has not yet been received. How/if it can be published will depend on the report format.
- The Catholic Service Appeal for 2014 has been distributed. The Archdiocese established a 501C3 to maintain appeal funds in a separate account. The parish will communicate details through the bulletin and other verbal venues. The video will not be shown.

St. Mark's School Building: Greg Stoks. The council reviewed the building summary that Greg compiled. Short term and long term needs were discussed:

- The most urgent need relates to heating and the condition of the aging boiler.
- Tenant leases are up for renewal in June, so decisions need to be made in the near future.
- Several long-term options were reviewed, including, retain use of cafeteria and the six classrooms above without tenant leases; retain cafeteria and the six classrooms with a tenant lease; retain cafeteria, six classrooms and the gym, thus retaining both tenants; restore entire building for future parish and community use; retain cafeteria, six classrooms and demo the remaining building.
- After discussion, the consensus of the council was that, at a minimum, the cafeteria and the six classrooms above should be maintained. Due to the fact the boiler will need to be replaced, this would require a baseline investment of \$200,000.
- All options depend on a structural evaluation. Diane noted that Greystone submitted a proposal to conduct a thorough evaluation of the building. Their review would assess hazardous materials/asbestos, structural engineering, mechanical and electrical systems and architectural work. Greystone's evaluation and related cost estimates will focus on four options:
 - Retain current use of cafeteria and six classrooms above.
 - Retain cafeteria and use three classrooms for preschool tenant.
 - Use existing gym space for dance studio tenant.
 - Demolition of unused building.

Actions: Diane, together with Brian Luce and others, will proceed with meeting with Greystone to launch the assessment. Diane will review current classroom needs and update the current tenants on our discussion and next steps. Greg will communicate potential financial needs to the Finance Committee to include in the next fiscal year budgeting process.

Closing Prayer: Brenda Henning

Meeting was adjourned.

Council members welcome any interested parishioners to attend parish council meetings at St. Mark's at 7 PM on the following Tuesdays:

- March 4, 2014
- April 1, 2014
- May 6, 2014
- June 3, 2014
- July 1, 2014
- August 2014: Summer break