

# Parish of Saints Joachim and Anne

## Parish Council Minutes

Tuesday, April 1, 7:00 pm

**Council members Present:** Father Peter Wittman, Greg Stoks, Julie Bennett, Mark Bury, 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, Jim Fiedler

**Opening Prayer:** Father Peter Wittman

**Approval of Minutes:** A motion was made to approve the minutes from March 4, 2014. Motion carried. The minutes were approved.

**March Comments:** Greg Stoks. The council discussed the following comments:

- Deacon Bill shared the discussion from the most recent Families and Individuals Sharing Hope (FISH) meeting. The meeting focused on population trends related to aging, services needed for seniors, and current options offered by Scott County.

**Deacon Bill submitted copies of the following:**

- A request that went out from FISH to the community regarding a housing need for a high school student.
- A notice from a new pro-life ministry called ICU Mobile Twin Cities that supports women faced with unplanned pregnancies. They are looking for volunteers.
- Diane provided a brief update on discussions occurring at SACS regarding increasing enrollment and the need to make changes to the configuration of the building. She noted this is work in progress and details will be communicated to parents and the community.
- Garrick Comeaux, Director of Liturgy and Music, informed the council that St. Mary's now has two new microphones. This should resolve the issues caused by the old microphones.
- Jim Weiland, Finance Council Chair, noted that parish ministry leaders will present budgetary recommendations for the 2014-15 fiscal year at the April 22 Finance Council meeting. He also

recommended that members of the Finance Council be apprised of Greystone's analysis of St. Mark's school building when it becomes available.

**Communication Log:** Kathy Kupfer

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

- Festival Transactions: Julie noted that Judy Rein serves as the contact person for compiling and communicating festival guidelines. Julie will provide Judy with the updated information regarding financial transactions (e.g., when checks should be cut) so she can add it to the guidelines.
- Diane noted the process for updating the parish mailing list has been completed. This item will be marked as such.
- Garrick has been creating standardized intentions for the masses. Concerns were raised regarding the addition of "unauthorized" intentions at recent masses. Diane will relay these concerns to Garrick.

**Administrative Updates:** Diane Lee

- Diane reviewed a communication from the Archdiocese regarding capital campaigns. The letter outlined required procedures that must be met prior to conducting a capital campaign. Diane stated the information will prove useful should we have a future need.
- Diane reviewed the communication plan for the GROW survey results. Three different articles will appear in the bulletin regarding findings and next steps. Key themes include a greater need for parish education and communication. The GROW committee will use upcoming meeting time to create parish goals which will be shared with the parish and finance councils.
- March financials were above budget. Year-to-date financials, however, are below budget.
- Department heads are currently working to create a budget for the 2014-15 fiscal year. If there are financial needs in the future, we may need to conduct a capital campaign or communicate needs for envelope collections. The Maintenance/Building envelopes have been generating revenue.
- The job description for a potential Marketing position has been completed.

**Buildings and grounds:** Diane reported Greystone's analysis of St. Mark's school building will not be completed until May. Greg raised concerns about this date and the need to make a decision in the near future regarding heating needs.

- **Action:** Brian Luce and Dick Stoks will meet with Kevin O'Brien from Greystone to discuss whether or not the part of the building being saved can accommodate HVAC elements on the

roof. If this can be accomplished, we will move forward with obtaining bids for the HVAC system. Diane or Julie will continue to update the current tenants.

**Council Roles and Membership:**

- This is Diane Lee's last meeting with the council due to her changing role. THANK YOU Diane, for your many contributions to this council. You have been a vital part of its operations and communications!
- Greg stated July will be his last month as council chair. He stated the council needs to consider whether new officers should be elected or selected. His concern focused on ensuring we have officers with the necessary skill sets. Council members interested in serving as officers (chair, vice-chair and secretary) should let Greg know as soon as possible.
- The council also noted three council members will end their terms in July. It is important to begin the recruitment process as soon as possible. It was suggested an article be placed in the bulletin. New members are welcome from any church; membership should not exceed twelve.
- **Action:** Diane will work with Judy to post an article in the bulletin.

**Closing Prayer:** Marco Soto

**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:

May 6, 2014

June 3, 2014

July 1, 2014

August 2014: Summer break