

**REPORT – PASTORAL COUNCIL MEETING  
THURSDAY JULY 23<sup>RD</sup>, 2015 - 6:30PM**

**Attendance:** Fr. Charlie Garza, Rey Blancarte, Suzanne Pacheco, Angie Reynolds, Susan Bonner, Patrick Manning, Steve Fournier, Clement Kichuk; Josie Kelly – Finance Council Representative, and Colby Jackson (guest Seminarian)

**Prayer:** St. Martin de Porres.

**Adoption of Minutes from June 18<sup>th</sup>, 2015:** Motion to approve by Steve, seconded by Rey, and passed unanimously.

**Unfinished Business:**

Church building HVAC package unit replacement update

- Original target date for completion was July 4<sup>th</sup>. However, there was an initial 2 week delay on from the Contractor plus some additional delays. Father Charlie to address with the Contractor next week, if needed based on a revised target completion of the 1<sup>st</sup> AC unit by the end of next week.
- Summary of project scope: Includes 2 package units, new duct work extended up into the structure, and inside rework for more efficient air flow.

Parish Fun Run

- Connie Brownson has agreed to be the coordinator for this event. The tentative date is for Saturday May 14<sup>th</sup>, 2016. Team recruitment is targeted later in the year (post Parish Fall Festival).

Parishioner Feedback

- E-mail address set up is complete for feedback through the “Virtual Box”. Susan Bonner will check the e-mail address on a weekly basis.
- The physical Suggestion Box was made by a parishioner and given to Judy and Susan Bonner. Credo Catholic is in the process of laser engraving the wording of “Suggestion Box” for a nice aesthetic finish.
- The Suggestion Box will be placed in the Narthex with the group picture of the Pastoral Council. Angie volunteered to be the owner in charge of the Suggestion Box – check it weekly, document and track feedback in a file (e.g. Excel), bring feedback to the Pastoral Council, ...
- The remaining individual photos and the group photo will be taken at the next Pastoral Council meeting.
- Susan Bonner had Pastoral Council name tags created for each member to wear at the Meet / Greet Mass (recognized by Father Charlie in Mass and then under the portico), which is scheduled to be the weekend of August 22<sup>nd</sup> and 23<sup>rd</sup>. The purpose is to provide visibility to the Pastoral Council and provide feedback on parish concerns through the Pastoral Council.

**New Business:**

Staff Updates

- Father Charlie has hired Laura Zordilla as the Director of Parish Communications.
  - Laura was previously with the St. Patrick’s Parish in Dallas.

- Laura is fluent in Spanish and will be critical in streamlining parish business processes, encouraging and getting communication out to the parishioners: Mass announcements, website updates, FaceBook updates, calendar updates, roll-out and use of the new Parish App, ....).
- The position is a part time (16 hours per week) and is very important in freeing up the Parish staff for focus on other duties: sacramental recordings, assist Father Charlie in Administrative assistant duties, phone screens, ....

Parish Budget update given by Finance Council Member – Josie Kelly

- Overview provided to the Pastoral Council with feedback provided to Josie.
- Father Charlie is targeting the end of August for his Parish Budget communication to Parishioners.

Review / Approve amended Pastoral Council Norms

- Amended Pastoral Council Norms were reviewed and minor edits made per feedback.
- Motion to approve the Pastoral Council Norms as edited was made by Suzanne, seconded by Steve, and passed unanimously.
- The approved final copy of the Pastoral Council Norms will be maintained by Susan Bonner and posted / distributed accordingly.

**Next Meeting:** August 20<sup>th</sup>, 2015 at 6:30 PM.

**Closing Prayer**

**Meeting Concluded at 8:41pm**