

## ADMINISTRATIVE COUNCIL

### Meeting Minutes

January 30, 2018

Present: Fr. Mark Bentz, Jeff Ross, Christine Beldner, Brian Gesik, Charlie Burnham, Steve Killgore, Louie Liberante, Ferdinando Montes. Absent: Suzanne Graf, Don Nau, Ken Mischel

- I. Brian called the meeting together and Fr. Mark opened with prayer.
- II. Brian moved to have November, 2017 meeting minutes approved, Charlie seconded, council affirmed minutes approval.
- III. Financial Report—Christine
  - 1099's have been submitted
  - Catholic School Grant for \$8200 submitted
  - High level review of Balance Sheet, July-Dec. P & L, P& L previous year comparison, Budget vs. Actual July-Dec.
  - Review of Restricted Fund Balances
  - FY Cash Flow
  - Offertory History: By FY, By Month, By Week; takeaway is that Offertory is up 24.5% year over year for same time period. This is an excellent increase, which bodes well should trend continue.
  - While Offertory is up, we are still well short of Offertory budget.
- IV. Stewardship Update—Christine, Charlie, Fr. Mark
  - Total responses: 152 from registered families, 15 from unregistered families, total is 167, up from 142 in November.
  - Total pledged: \$20,278.79 vs. budget expectation of \$50,000.
  - Registered Families: 961, 2017 tax letters: 329, with around 80 visitor letters
  - EGiving: 36, up from 21 in November
  - All documents have been translated into Spanish

- Phone call results: General discussion as to how calls went & what to do with all the out of service phone numbers. Additional concern around those Admin Council members who did not carry out phone call assignment and the fact that no Hispanic calls have been made. Ferdinando committed to getting those done ASAP with help from 5 other Spanish speaking parishioners.
- Homework assignment for Admin Council: Research successful Stewardship programs, be prepared to share ideas at next meeting.
- Path ahead: Fr. Mark reviewed actions when facing a budget deficit, which includes review of all variable costs, possible program & staff reductions, and prioritizing what can and can't be done. Since approximately 50% of the Parish demographic is Hispanic, the consensus of the Admin Council is that it is critical that the Hispanic Stewardship calls get completed and that Norma Ouelette is made fully aware of the financial status of the Church and how that relates to the education program.

V. Pastor Report—Fr. Mark

- Christine is leaving, a possible replacement has been identified, but vetting needs to occur
- [REDACTED]  
[REDACTED] (Redacted due to confidentiality.)
- In an effort to reduce expenses, consideration is being given to staff reorganization with possible lay- offs.
- Fr. Mark is giving strong consideration to hiring a property management company to rent out his resident house as a source of additional revenue. This will have no negative impact on Fr. Mark's living arrangements.

The meeting was adjourned with Fr. Mark offering closing prayer.

**Next Meeting: February 20<sup>th</sup>, 7:00 PM**