

**Women of Pax Leadership Board Meeting
Thursday, May 26, 2016
Pax Christi Catholic Church**

The Women of Pax Leadership Board met at 6:30 pm on Thursday, May 26, at Pax Christi Church. The following people were in attendance: MJ Jones, Gail Keidl, Mary Mataitis, and Carol O'Connor.

MJ Jones led us in an opening prayer.

Minutes: Mary Mataitis presented the minutes from the April 28 meeting. They were approved as presented.

The financial report: Gail presented the financial report for the month. She has paid additional tea expenses. Total expenses last month were 54.72. We received an interest payment of \$2.40. Our current balance is \$5387.12.

Updates

Food Service Certification: Mary reported on the class she took on May 21 called *Supervising Food Safety with Volunteer Workers: House of Worship Training Options*. The class was offered by Touch Point Resource Pool. The class was approved by the Minnesota Department of Health as providing training for organizations affected by the 2011 "Church Lady Law." She attended the class with Mark Marreel from the Men's Club. On Wednesday, May 25, she and Mark met with Tim Shea and Bill Groslic to discuss changes that should be made at Pax to make sure that food served in the Pax kitchen meets these guidelines. She reported that the half day course covered an almost overwhelming number of topics, but she put together a list of those that seemed important to Pax Christi for the Wednesday meeting. She explained some of these points.

- ◆ According to what is called the "Church Lady Law," faith-based organizations are exempt from the licensure and inspection laws that govern public food and beverage establishments. However, these organizations are required to have a certified food manager or a volunteer trained in a food safety course that oversees food service. This volunteer should in turn train those people who are involved in food preparation in safe food handling processes. It is recommended that a "paper trail" be established, listing those volunteers who have participated in this training. This paperwork would be important if there is ever a lawsuit involving food served from our kitchen.
- ◆ Aside from any legal issues, Mary emphasized that we have a moral obligation to make sure that the food we serve is safe. None of us want someone to become ill because of food served at Pax.
- ◆ Mary reported that the University of Minnesota Extension Service provides extensive material as well as a video that can be used to train other volunteers at Pax. She said she is willing to prepare and present the information needed to ensure that we all understand what we must do to make sure that food served at Pax is safe.

Discussion of Food Safety at Pax: Mary provided a list of changes that she believes we need to make at Pax. (See attached list.) After discussing the changes and touring the kitchen and refrigerator, we decided that we needed to concentrate on the following:

- ◆ Cleaning the kitchen, inspecting all equipment and utensils and eliminating those that are damaged.

- ◆ Cleaning refrigerator and freezers, and establishing guidelines for food storage and labeling. (Mary and Carol will do that before the Beer and Brat Feed in June. Considering the presence of mold in the refrigerator when we inspected it, they will try to get this done soon!)
- ◆ Designating the back sink for hand washing only.
- ◆ Training volunteers: While we would like to see everyone who works in the kitchen receive this training, we decided that we would begin with those groups that involve Women of Pax: the Funeral Workers, the Tea Committee, Faith Formation meals.
 - ▶ We will consider offering this both as part of a meeting and as a separate class.
 - ▶ We will offer to do this for a Men's Club meeting.
- ◆ Make sure all major events have at least one volunteer who has had this or other food service training.

June Meeting: MJ will lead the opening meditation, "Ice Cream Social." Ice cream will be served as refreshments. Joyce Kellen will speak about CEW for the Ministry Moment. Father Chinnappa will be the main speaker. Mary reported that he has agreed to speak about his life in India and his vocation. We will conclude the meeting by praying the rosary in the Grotto.

Father McCauley's 60th Anniversary of Ordination: Mary and Carol reported on the meeting they attended on May 18 to discuss the party for Father McCauley. Tim Shea and Jim Kelly visited with him. Father want us to keep it simple with beer. Marcy Witter and Judy Kerlin attended the meeting and plan to do decorations and displays about Father's 60 years of priesthood. The Men's Group will prepare brats and hot dogs. The Women's group will prepare lemonade and help with serving. Mary will send requests for cookies and bars to the Bakers List. Tim will order food and paper products needed. Many people will be needed to make this a success, but we do not believe that will be a problem.

New Business

- ◆ Mary reported that she paid \$35 to take the food safety class. The board agreed to reimburse her for that amount.
- ◆ MJ received a letter from Dana asking if we would be willing to make breakfast for the group that will be staying at Pax for the Senior High School Service week from June 27 to July 1. The youth group is willing to pay for the food, but they need someone to prepare and serve it. She suggested that we do it on Thursday, June 30. After discussion, we decided that MJ would talk to Dana and get more information. Perhaps the parents of these students could do this.

Upcoming dates: MJ reported briefly on the future meetings.

- July: *Celebrate* - Celebrating the gift of our lives. Activity - cake decorating.
- August: *Sharing* - Sharing our God given Talents. Bring your latest project and teach others.
- September: No meeting
- October: Laurie Marreel will present the program *Become a Dementia Friend* that was canceled because of weather in February.

- November: Habibo Haji will speak. The meeting will be held on November 15 instead of the first Tuesday because of All Saints Day on the first, and the election on November 8.
- December: Joint meeting with the Men's Group. The Lourdes Music Department will present a concert.

◆ **Consideration of possible service projects**

- Serving Christmas Dinner at High Pointe
- Preparing and serving a Sunday dinner at St. Francis
- Committing to an adoration slot
- Ongoing commitment to prepare Wednesday night meals for faith formation classes

The meeting adjourned with a prayer at 8:45 pm.

Mary Mataitis

Secretary

Women of Pax Financial Report

May 26, 2016

May 26, 2016	Income	Expenses	
Starting balance			5439.44
Payment to Jane Schmidt for additional Tea Expenses		47.67	
			5391.77
Payment to Sandy Timm for May meeting expenses		7.05	5384.72
Interest on checking	2.40		5387.12
Balance May 26			5387.12