
ST PAUL CATHOLIC CHURCH
Administrative services committee

April 13, 2008

Present : Doug Batzler, Doug Emmenecker, Mike Schoendorf, Roger Varner, Jim Dunlap, Rosemarie Etzel, Bill Pledl

Excused : Al Kluz

1. **Agenda reviewed**
2. **Minutes approved**

Building and Grounds This year we have had an unusual year with snow plowing and energy costs. Our Snowplowing was budgeted at 10,000 and as of February we are at \$17,000 Our gas and electric is budgeted at \$68,000 and as of February we are at \$68,000.

We are looking forward to spring to get outside and have a parish cleanup to help restore some of the areas that have been disturbed over the winter. We need to set-up a Spring cleanup after the ground dries out.

An Eagle Scout is looking for an outside project to do for his badge. It is suggested that he focus on the area in front of the parish office and in between the office and PLC.

There will be a meeting for signage for the entrances and corner on Tuesday, April 15 at 6:30PM in the parish office. Anyone wishing to help is invited.. We will need to go to the town to get approval. We hope to find a way to get lighting out to the corner area.

We have had numerous problems with people parking on the circle drive to the east of the church and then trying to back up and getting stuck in the grassy area. At least a dozen people have either driven through or dug up that area. We will have to reconfigure or put up some sort of fence line.

The realtor for the home on Hwy 83 called regarding the fact that the outbuildings are on our property and asked if we had an agreement with the previous owner. We do not. We realized that the buildings were encroaching on our property when the survey was done for the new church. Jim Dunlap will talk with the town planner, Jeff Herrmann and ascertain setback requirements and future impact if we want to add a second drive off of Hwy 83.

We have had a number of requests from club sports teams that want to rent our facility at times when our own sports teams are not using it. We are also receiving more and more requests from other outside organizations wishing to use our facilities. It was felt that it is necessary to scrutinize who we rent to and establish a uniform fee for use of the facility.

Director of Development Bill brought us up to date on the Communications committee and website. Bob Janc is still willing to manage the website. Bill talked about the current special gifts campaign, which is coming to an end with a dedication donor plaque and celebration sometime in October. Bill indicated that approximately \$870,000 in pledges are still outstanding. Mailings will be going out in the next month to remind pledgers that we would like to get the pledges complete by the end of 2008 or early 2009. Bill will provide a breakdown of donors and remaining amounts at the next meeting. It is also suggested that the financial picture for both stewardship and building fund be put in the bulletin on a monthly basis. Bill is putting together a calendar of activities and duties that his position requires in preparation for the job duties to be taken over by volunteers or assimilated into other job descriptions of existing employees. We have received names of people who have expressed an interest in the fundraising and stewardship committee. The Personnel Committee is working on the Liturgist job description to incorporate a biblical stewardship program into the position.

Jim Dunlap distributed the results of nomination Sunday. Calls will be made next week contacting those who were nominated.

Updated Budget – Need to present balanced budget by May meeting. Discussion was held regarding bringing the 2008-09 into balance. It was determined that Building and Grounds expenses would be reduced to balance the budget. It is felt that the line item allocations remaining in the B&G budget are much less than we would like them to be in light of rising energy costs, snowplowing, larger complex maintenance needs, school roof leak, etc. It was determined that if an emergency arises, then we will need to use funds from the Building Contingency fund. Funds used will need to be replaced through the following year stewardship drive. We hope to incorporate a portion of the monthly mortgage interest in upcoming budgets to assist with the debt reduction plan.

School is still struggling with balancing budget and is projecting a \$43000 deficit based on 130 students. Even though they are budgeting 130 students, they still have not had commitments from all families. Currently they have 109 student registrations with down payments 15 registered students with no down payment and 8 student families who are undecided. They are doing ongoing marketing and calling for new kindergarten students.

A balanced budget proposal will be sent to Parish Council for approval at its May meeting.

6. Financials

Monthly stewardship

budgeted income	\$61,613
Actual	\$74,004
YTD actual	(\$32,223)

March Building Fund

Income	\$12,819.84
Expenses	\$21,015.85
Chkbnk Balance	\$8,619.47

Mortgage **\$3,867,202.99**

Next meeting: May 12, 2008