

ST. MATTHEW PARISH COUNCIL
MEETING MINUTES
April 23, 2007

Council Members Present: Karen James, Micki Klappa-Sullivan, Matt Knorr, Michael Kuick, Tom Marciniak, Blanche McQuitty, Clifford Shelton, Fr. Bill Stanfield, Fr. Steve Stradinger, Sharon Tehan, Phill Unti.

Guests: Alice Hatzenbeller, Troy Fields, Maria Schulner.

Meeting Minutes: The March council meeting minutes were approved with the following change: T. Marciniak to be added to the list of council members present at the meeting.

Chair's Report:

- Saturday, April 28th is the Parishioner Appreciation dinner.
- The Planning Commission has disseminated ten issues for review. Each parish council needs to review the list and select the top three issues they deem most important to focus on. M. Knorr will email the list to the council members. All council members are to email M. Knorr by the end of the week with their recommendations of what should be the three issues to focus on and include an explanation as to why these are the most important issues. M. Knorr will report our recommendations at the APC meeting in June.
- Information was distributed regarding the upcoming Catholic Charities annual golf outing.

Pastor's Report:

Fr. Steve:

- A new school principal has been hired. Julianne Barber has accepted the position.
- To date, all but one teacher has signed the contract that has been extended for next year.

Fr. Bill:

- The Parish Council Agenda Planning Committee needs to submit to the parish office the dates for council meetings/events by May 2nd.
- Three priests are scheduled to be ordained in the near future. Two of them will be assigned within the archdiocese of Milwaukee. There are 5 priests from other countries who are in orientation at Sacred Heart. They are also learning English as a second language.
- St. Stephen Parish hopes to be breaking ground on their new church in July 2007.

Recommendation from Phase II Building Committee:

- The recommendation from the Phase II Building Committee, in response to the proposed Archdiocese Capital Campaign, is to ask that St. Matthew roll out the Archdiocese campaign at the conclusion of our current capital campaign, which will be in Spring 2011. The council unanimously approved this recommendation. A letter will be sent to the Archdiocese of Milwaukee in the near future.

Formation:

SWOT Analysis

- A lengthy discussion took place regarding whether the SWOT analysis was the appropriate tool to use for gathering information about parishioner's perceptions of the current state of affairs at St. Matthew. The SWOT is merely one tool that could be used and it is one way to gather information to assist with the strategic planning for the parish.
- There has been much confusion amongst the council members and parish staff about what the SWOT categories are and why the SWOT analysis was requested.
- A discussion took place regarding the use of the SWOT analysis during the last strategic planning process used by the parish council over 5 years ago. The evaluation of that process showed that the SWOT analysis wasn't as helpful as originally predicted.

- At the staff meeting held recently, a suggestion was made to consider utilizing a different tool, such as the one that was presented at a strategic planning workshop a couple years ago, which offered a more positive approach to doing strategic planning.
- The role of the council as a visioning body for the parish was reviewed.

Recommendations:

- Take the information from the SWOTs we have received to date and compare it to the current strategic plan.
- The council needs to identify what tool will be used for gathering information. Once this tool is identified, it needs to be disseminated to the parish staff and committees with a complete explanation of what the tool is and how it is to be used. In addition, clear information regarding a timeline, as well as an explanation that the information is being used for strategic planning purposes also needs to be communicated.

Decisions:

- The SWOT analysis will be placed on hold.
- M. Knorr will email the current strategic plan to the council members. All will review it.
- Fr. Bill will be invited to a future Parish Council Agenda Planning meeting to assist the group with honing in on what direction to take with regard to strategic planning (e.g. what end result do we want to achieve? What tools should be considered? What is our timeline?).

Open to All:

- A. Hatzenbeller announced that A. Bissel will be working with members of the Southern Cross parished to put together a prayer service for Respect Life.
- In May, a meeting of the Human Concerns groups in the Southern Cross Collaboration will be held at St. Mary's by the Lake parish. Throughout the last year, the location of this large group meeting has been rotating amongst the parishes in the collaboration.

Old Business:

- M. Kuick gave an update from the Finance Committee regarding the question that was raised as to whether money could be budgeted on an annual basis, for a set number of years, and designated for the purchase of books for the school. If the budgeted revenue is achieved then it would be acceptable. If the budgeted revenue is not achieved, then it would not be acceptable. M. Kuick to put this response in writing and have the Finance Committee submit it to the Board of Education.

March Financial Reports:

- The March financials were reviewed.
- A request was made to have a 3-5 year comparison of the income statement disseminated to the council members. Fr. Bill recommended that information regarding the capital campaign giving also be included in this report.

Decision:

- M. Kuick will take the recommendation back to the Finance Committee.
- A report will be created to include information from the annual reports from the past 5 years, as well as the income received from the capital campaign for the past 5 years.
- The report will be disseminated to the parish council.

Parish Council Discernment:

- There is 1 individual considering discernment for parish trustee.
- There are 4 individuals considering discernment for the parish council in addition to C. Shelton and P. Unti.
- K. James to submit the names of the individuals to the parish office this week. Their biographical information will be published in the bulletin. Once this information is published in the bulletin, we must allow ten days for others to come forward.

Respectfully Submitted by:

Blanche McQuitty
Parish Council Secretary