

ST. MATTHEW PARISH COUNCIL

MEETING MINUTES – OCTOBER 27, 2008

Parish Mission – *“We follow Jesus as a welcoming Catholic community of believers, fostering a life of active prayer and worship, sharing God’s word through education and action and reaching out in service to those in need.”*

Present: Fr. Pat O’Loughlin, Cliff Shelton, Blanche McQuitty, Matt Knorr, Marie Schulner, Karen Franckowiak, Phil Unti, Mike Kuick, Jeff Menz, Mike Hofmann, Troy Fields

Excused: Sharon Tehan,

Question of the Week: Fr. Pat discussed and solicited comments

Opening Prayer – Matt Knorr

Open to All – Fr. Pat provided brief comments on status of the Gym Proposal.

Phil Unti provided PC with information regarding CFC. Presentation centered on responsibilities of standing committees with an emphasis on the budget process including:

- *Standing committees are responsible for their budget with a six month budget cycle
- *Encourage budget planning in terms of 1-3 cycle and should include accountability and due diligence
- *Budget should be reviewed and fine tuned and then sent to Parish Council
- *There is no requirement that the budget be on a cash basis per archdiocese regulations; budget can be prepared on an accrual basis or a hybrid cash/accrual basis

Parish Council supports CFC’s efforts to pilot the budgeting process within the control of CFC. The budget is to be reviewed and fine tuned. Parish Council will follow-up on the budget process piloted by CFC and will communicate with other standing committees regarding the success of CFC process.

Pastor’s Report – Fr. Pat commented that he discussed with Parish staff that PC will be more involved with a review/oversight process of the budget. Parish Council needs to be able to exercise leadership in determining priorities together with the Finance Committee.

The Archdiocesan Capital Campaign will need the involvement of a large number of parishioners to organize the process. As more information is received regarding the campaign suggestions of appropriate parishioners will be needed.

Parish Financial Review was done by Katie Hoeller from the Archdiocese. Overall it was a positive review and the parish will be provided with a written report. The parish will need to look into fire proof file cabinets for storage of important records.

Liaison Reports

CFC – Matt Knorr provided PC with information on expenditures from the approximately \$9,000-\$11,000 available from the Auction as follows:

- (1)Maps for Mr. Keane’s classroom

(2) Projector

(3) Ten (10) Whiteboards

(4) Balance to be used for library books

The Board of Education provided Parish Council with a proposal to provide a Tuition Reimbursement Rebate which will allow a family's SCRIP profit dollars to be split 50/50 between St. Matthew School and the eligible school family. This will be tracked and allocated through the use of our current SCRIP PRO program and will apply to the following year's tuition. Consensus vote for approval of proposal was taken with Phil Unti and Cliff Shelton abstaining.

Proposal is being sent to the Finance Committee to clarify an issue on how Tuition Reimbursement would be handled in situations in which tuition is in arrears. Mike Kuick will follow up.

Prayer & Worship – No meeting.

Christian Formation – No meeting.

ASCB – Discussion took place on liaisons for the multitude of sub-committees under ASCB. Issue was tabled until November meeting.

Social Ministry – No meeting

Finance – Mike Kuick introduced a proposal from the Finance Committee to pay off the remaining \$22,000 mortgage on the gathering space as it would be a better use of Parish funds and would allow us to save mortgage interest rather than the low interest currently provided on CD's. Consensus without objection was reached and the Finance Committee was requested to act on the proposal.

Chairperson's Report – Cliff Shelton encourage liaison's to use the new format provided for keeping PC informed. He requested brevity and that the information be provided to council in advance of the meeting via e-mail.

New Business – The budget process, as well as liaison for Building and Grounds, Athletic Association and Stewardship Committees were included in discussion held earlier in the meeting .

New Boiler Proposal was discussed. It was determined that one to two additional quotes should be obtained. The project should it move forward would be better implemented during summer when children are not present. Council looks forward to more information on the proposal for future action.

Old Business

CFC Bylaws received temporary approval with future review

Closing Prayer was provided by Marie Schulner.