

**St. Margaret Mary Parish
Administrative Committee
April 15, 2003**

Present at the meeting were Mark Sommer - Chair, Sean Rafferty, John Sherman, Kelly Collard, Fabian Lipp, John Balbach, Nancy Swan and Joan Barnell.

The meeting was called to order at 6:40 P.M.

Minutes of the February meeting (no March meeting) were reviewed and approved.

The various committees gave the following reports:

Finance Committee – John Balbach

- The financials through Mar. were reviewed. We are close to budget.
- Dr. Wittenberg and Fr. Breen are reviewing the issue regarding the lack of stewardship commitment by a few 8th grade families.
- Collections for the CSA have exceeded our assigned goal. Therefore, no supplemental contribution will be needed from parish funds.
- The Budget for next fiscal year is nearly complete, but will be a challenging year.

Picnic Committee – John Sherman

- Setup for the Parish Picnic has been coordinated with the school office and will begin on Tuesday evening, June 3.
- An expenditure request for \$4,500 has been submitted to the parish office for the installation of permanent electrical outlets along the Shelbyville Road side of the front parking lot; previously similar charges were donated.
- Capital Prize chances will be distributed beginning this week.

Audit and Procedures - - Chair Vacant

- Mark Sommer has begun to identify a potential parishioner to fill the vacant Chair position.

Stewardship – Joan Barnell

- Approximately 1200 out of 1950 cards have been returned. This is about the same pace/number as last year.
- The Time and Talent lists are still being updated. A few Chairpersons have not turned in their current committee lists.
- A suggestion was made to match the Time and Talent lists to the skills of the parishioners.

Parish Council – Nancy Swan, Sean Rafferty

- The Parish Business Plan is close to being finalized.
- God's Housekeepers has been reformulated and a new Chair appointed. This committee will be moved from Administration responsibility to another coordinating committee.
- 11 families are participating in the Financial Peace program. This program will be offered again in the fall.
- Consideration is being given to forming a Church Hospitality Committee.

Grounds and Facilities Committee – Fabian Lipp

- The new HVAC control system is working well.
- The separate water meter for the irrigation system is a priority project. Maintenance is trying to obtain bids for installation.
- Recommendations from the Safety Committee were given to the Grounds and Facilities Committee for review and comment.
- Recommendations from the School Office were also given to the Grounds and Facilities Committee for review and comment.

School Board

No Report

New Business

Mark Sommer distributed the following 2 items:

Alcohol Policy – The Alcohol Policy received from the Parish Council was distributed. Concerns were addressed by various members concerning the approval process. Sean Rafferty will forward these concerns to the Parish Council.

Safety Recommendations – The Safety Survey was also distributed. Committee members were requested to review these and be prepared to discuss at the May meeting.

The next Administrative Committee meeting will be May 20 @ 6:30 PM.

The meeting was adjourned at 7:35 PM.

