

**St. Margaret Mary Parish  
Administrative Committee  
August 18, 2003**

Present at the meeting were Mark Sommer - Chair, Kelly Collard (SMM), Fabian Lipp (Grounds and Facilities), John Balbach (Finance), and Joan Barnell (Stewardship).

The meeting was called to order at 6:45 P.M.

Minutes of the June meeting were reviewed and approved; no July meeting held.

The various committees gave the following reports:

**Finance Committee – John Balbach**

- The financials through June were reviewed. Results are slightly favorable. The financial changes to be implemented by Archdiocese due the settlement of the lawsuit concerning alleged sexual abuse were discussed. The monetary impact of these changes on the parish is not known at this time but will be studied.

**Compliance, Audit and Procedures - - Chair Vacant**

- No Report

**Stewardship – Regina Parrill**

- No Report

**Parish Council – Bob Coyle, David Todd, and Don Schuler**

- No Report

**Grounds and Facilities Committee – Fabian Lipp**

- Kelly Collard requested a group be formed to periodically clean, weed, etc. the property.

**School Board – Chair Vacant**

- No Report

**New Business**

- The Graphics and Seamstress Committees will be migrating from Administration to the Service Committee.
- The following committees will continue to report to the Administration Committee and because of monthly operations should be present at ALL meetings:
  - Finance – John Balbach, Chair
  - Grounds and Facilities – Fabian Lipp, Chair
  - Compliance, Audit and Procedures – (Chair Vacant)
  - Stewardship – Regina Parrill, Chair

- The following committees will continue to report to the Administration Committee and should attend meetings AT LEAST ONCE PER QUARTER (hopefully, the Quarterly Coordinating Meetings), but are welcome to attend all meetings:
  - God's Housekeepers – Judi Hickerson, Chair
  - Parish Picnic – John Sherman, Chair
  - Telephone – Lisa Grimm, Chair
  - Parish Office Volunteers – Lisa Grimm, Chair
  - Website – Tom Osborne, Chair
  - Technology – Jeff Vonderheide, Chair
  - Collection Counters - Maria Meyer, Chair
  
- The following committees are asked to send a representative to ALL Administration Committee meetings:
  - Parish Council – Bob Coyle, David Todd, and Don Schuler
  - School Board – Representative Unknown
  - Athletic Association – Mark Crush
  - PTO - Sue Gregorowicz
  
- An ad will be run in the Parish Bulletin seeking a Chair of the Compliance, Audit and Procedures Committee.
  
- The Parish Council has asked that the Administration Committee develop a Fund Raising Policy; this will be discussed and assigned/staffed at the September meeting.

The next Administrative Committee meeting will be September 16 @ 6:30 PM.

The meeting was adjourned at 7:30 PM.