

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

Present at the meeting were Mark Sommer, Chair, Sean Rafferty, Kelly Collard, Fabian Lipp, Angie Jones, John Balbach, and Joan Barnell.

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

Minutes of the January meeting were reviewed and approved with minor corrections.

The various committees gave the following reports:

Finance Committee – John Balbach

- The financials through Jan. were reviewed. We are within \$33,000 of budget.
- There is concern that a few current 8th grade families are not committing to stewardship for 2003. Possible solutions were discussed. Consultation with Fr. Breen is needed. It was concluded that the School send letters to current 7th grade families outlining the policy that families not fulfilling their stewardship requirements will be put on tuition.
- Collections for the CSA are about \$17,000 short. The parish will make up the difference before the end of this fiscal year – June30; any such shortfall has not been budgeted for.

Picnic Committee – John Sherman

- The Picnic is still scheduled for June 6th and 7th. There is concern that the snow days may extend the school year until June 6th.
- The committee is investigating the installation of permanent electrical boxes along the Shelbyville Road side of the parking lot to avoid the recurring cost of temporary wiring for the various booths. In the past, Jerry Baker graciously installed the temporary wiring and absorbed the cost. Receptacles would be installed along the school-side of the parking lot next year.
- Ann Steltenpohl has been asked to look into activities for the teenagers. Hopefully, this would reduce the congregating outside the PAC.

Audit and Procedures - - Chair Vacant

- No report; Chair being pursued.

Stewardship – Joan Barnell

- Telephone follow-up on Stewardship cards is continuing. Approximately 60% of distributed cards have been turned in. This accounts for 95% of those pledging last year. Contributions are up 7% over last year.
- A few Time and Talent Committee Chairpersons have not yet turned in their updated committee lists.
- Discussed the seminar for Planned Giving with the Archdiocese. They were very helpful and would provide whatever assistance was needed. With regards to timing, they suggested waiting until warmer weather when people are generally in a better mood.

Parish Council – Nancy Swan, Sean Rafferty

- No report.

Grounds and Facilities Committee – Fabian Lipp

- Work continues on the computer control of the HVAC equipment. Completion is still scheduled for the end of February. Training will begin at that time.
- After installation of the HVAC controls, control of the lighting in the PAC, gym, and HR will be investigated.

School Board –Angie Jones

- The last School Board meeting was January 27.
- The results of the Alcohol and Safety survey are being tabulated.
- The City of Lyndon will not provide traffic control service. Other options are being explored.
- The 6th bus that was added this year was not economical. Therefore, it will be eliminated next year.
- Nominations are being accepted for the School Board.
- The budget process has begun.
- Preliminary review of the Kindergarten Registration indicate we will have full Kindergarten classes next year.

The next Administrative Committee meeting will be March 19 @ 6:30 PM.

The meeting was adjourned at 7:40 PM.

