

**St. Margaret Mary Parish  
Administrative Committee  
January 21, 2003  
Corrected Version**

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

The meeting was called to order at 6:40 P.M. and opened with a prayer.

Minutes of the previous meeting were reviewed and approved as presented.

Mark Sommer was welcomed as new Chairperson of the Administrative Committee. Fabian Lipp graciously agreed to continue serving as Secretary for the coming year.

The various committees gave the following reports:

**Finance Committee – John Balbach**

- The financials through Dec. were reviewed.
- Dec. was a very good month for collections. We are still approximately \$14,000 under budget for collections. Overall, we are within \$5,000 of budget.
- The Budget Committee will be co-chaired by John Balbach and Mark Sommer. The timeline for the Budgeting Process is as follows:
  - 2/1 Budget worksheets sent to each group, committee and organization.
  - 2/1 to 3/1 Fr. Breen to meet with staff members individually.
  - 3/1 Proposed Budgets due back to Parish office.
  - 3/16 to 4/1 Budget Committee reviews.
  - 4/7 to 4/10 Budget Committee questions groups on budgets.
  - 4/14 Budget Committee meets with Fr. Breen for approval.
  - 4/15 Budget approved by Finance and Administration.
  - 4/15 to 4/30 Finalize any necessary Budget changes.
  - 5/1 Send Budget to Parish Council members.
  - 5/20 Parish Council votes on approving Budget.
- Collections for the CSA are about \$20,000 short. The parish will make up the difference. Kelly will check on when this is due to the Archdiocese and advise accordingly..

**Picnic Committee – John Sherman**

- No Report

**Audit and Procedures - - Chair Vacant**

- Looking for committee chairperson.
- Name may be changed to Audit, Procedures, and Compliance.
- First job will be to do a physical audit of equipment, furniture, and inventory.

### **Stewardship – Joan Barnell**

- Planning telephone follow-up on Stewardship cards. Approximately 50% have been turned in.
- Time and Talent Committee Chairpersons have been asked to follow-up with those who have signed up to verify their commitment.
- On Tuesday Feb. 4, there will be a Good Leaders Meeting for all Committee Chairpersons.
- Discussed the seminar for Planned Giving. Undecided if the timing is right for the program.

### **Parish Council – Nancy Swan, Sean Rafferty, and Greg Kosse**

- Discussed the Parish Strategic Plan. Greg would like to have it completed by the end of March. The Admin. Committee will meet on Feb. 5 @ 6:30 PM to develop additional, 3 to 5 year Objectives.

### **Grounds and Facilities Committee – Fabian Lipp**

- Work is in progress on the computer control of the HVAC equipment. Completion is scheduled for the end of February.
- There is a need for long-range planning for facilities, classrooms, storage, etc. This task could be coordinated by the Grounds and Facilities Committee with input from the various committees.
- Committee needs to investigate conducting a physical inventory of furniture, equipment, etc.

### **School Board –Angie Jones**

- The last School Board meeting was held in November.
- The Parish Council approved the Alcohol and Safety survey.
- Looking into the City of Lyndon providing traffic control service.
- Discussed dress code violations.
- Teachers have been CPR certified.
- Point of Sale system in the cafeteria is going very well.
- The bus service contract expires this year. May eliminate the 6<sup>th</sup> bus.

The next Administrative Committee meeting will be February 18 @ 6:45 PM.

The meeting was adjourned at 7:55 PM.

