

**St. Margaret Mary Parish
Administrative Committee
September 16, 2003**

The meeting was called to order at 6:35 P.M. and opened with a gospel reading and discussion. (See the attached list for attendees.) Minutes of the August meeting were discussed and approved. The week's gospel was read and discussed.

Mark Sommer, Chair, thanked and welcomed all attendees and explained that increased and more timely communication is the reason for the expanded invitee list. Mark led the discussion on the following:

- The Parish Council has expressed a need for a fund-raising policy. A committee will be formed to develop this policy.
- The School Drama group has requested a sound system for the PAC. After some discussion, Fabian Lipp, Chair – Grounds and Facilities, was asked to coordinate a response on that project.
- The Parishioner database should be updated to enable the talents of the parishioner to be better utilized -- this will be studied.
- A draft proposal for the use of the Athletic Facilities by non-parish teams was reviewed. Athletics was asked to provide written support for the proposal and return to the Committee.
- The shortage of facility space, both now and in the future, was discussed. Everyone needs to be aware of this and take this into consideration in future planning. An ad hoc committee has been formed by Fr. B.J. to review the problem.

The various committees gave the following reports:

Finance Committee – John Balbach

- The financials through August were reviewed. Results are slightly unfavorable.

School Board – Doug Voet

- Looking at long-range planning and use of facilities.

Stewardship – Joan Barnell

- Those parishioners setup on automatic withdrawals have not been receiving envelopes for contributions such as Alive in the Spirit, Record, etc. These parishioners will be receiving envelopes in the future.

Athletics – Nick Morley

- A request for installing a chain barrier around the athletic field will soon be submitted for approval.

Grounds and Facilities Committee – Fabian Lipp

- A Grounds cleanup has been schedule for Saturday, October 4. All parishioners are being invited to participate. Also, a replacement maintenance person has been hired. This person's primary responsibility will be the Grounds.

Compliance, Audit and Procedures - - Chair Vacant

- No Report

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

- No Report

The next Administrative Committee meeting will be October 21 @ 6:30 PM.

The meeting was adjourned at 7:30 PM.

