

**St. Margaret Mary Parish
Administrative Committee
April 20, 2004**

Attendees: Mark Sommer (Chair), John Balbach, Fabian Lipp, Joan Barnell, Sue Gregorowicz, Kelly Collard, John Sass, Doug Voet, Judi Hickerson, John Sherman, David Todd, Regina Parrill, Bob Coyle, Mark Crush, Tim Beard, and Don Schuler.

The meeting was called to order at 6:30 P.M. After a brief introduction by Mark Sommer, the Big Question was discussed. Minutes of the March meeting were reviewed and approved.

New Business:

Finance Committee – John Balbach

- The Proposed Parish Budget was distributed for review; monthly financial report was also given.

Stewardship – Joan Barnell and Regina Parrill

- No Report

Athletics – Mark Crush

- Asked for approval to put a SMM logo over the entrance door to the gym. Athletics was requested to complete the appropriate paperwork and submit for approval. The Administrative Committee approved the project contingent upon submitting the paperwork and the school principal's approval.
- The Fish Frys were very successful this year.
- Requested approval to install posts and chains around the athletic field. Athletics was asked to submit the proper paperwork to Grounds and Facilities.
- All coaches are now required to attend a CSAA safety program.
- A draft of a policy concerning the use of athletic facilities by outside groups. Athletics was requested to survey other schools to determine their policies with regards to this. The policy was sent back to Athletics for formal approval.

Grounds and Facilities Committee – Fabian Lipp

- No Report

PTO – Sue Gregorowicz

- No Report

Website – Tim Beard

- Beginning to implement a Content Management tool to facilitate the scheduling of events.
- Developing a survey to determine parishioner needs of the website.
- Mark Sommer requested the website incorporate quick links for interested parties to email the working committees at SMM.

Picnic – John Sherman

- No Report

School Board – Doug Voet

- The School Budgeting Process was described and discussed, and tentative numbers presented.

Compliance, Audit and Procedures – Pam Terwilliger

- No Report.
- Pam Terwilliger is moving and therefore must resign as Chair; Mark Sommer will begin the search for a new Chair.

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

- Bob Coyle presented an update on the Parish Plan. He distributed the Progress/Milestone Worksheets applicable to the Administrative Committee. He requested that these be returned by next meeting with the Progress/Milestone filled-in. Mark Sommer will review the documents and distribute to the appropriate members of the committee.

Technology – Jeff Vonderheide

- No Report

The next Administrative Committee meeting will be May 25, 2004 @ 6:30 PM.

The meeting was adjourned at 8:00 P.M.