

Minutes of Parish Council Meeting
November 10, 2009, 7-8:40pm

In attendance: Fr. Patrick Goodwin; Alexandra Murphy; Rick Arellano; Thomas Sullivan; Barbara DeLuca, Paul Canales, Chris Olofson, Mary Kate Hallock

Absent: Eileen Estilo

Guest: Dick Cadenasso – Finance Committee Leader

There were two main parts to the meeting – Draft budget review, and a discussion about Stewardship.

BUDGET: Dick Cadenasso presented the 2010 Draft Budget. He went over each area, highlighting the following comments and details:

- The budget assumes a 3-5% increase in plate collections, which puts us back to where we were in 2008.
- Up until now, we have maintained a small checking account and kept \$200,000 cash in a non-interest bearing account. We will move this money into an interest bearing account and will see some gain there. The Diocese also manages 1 million on our behalf.
- Loss and gains on investments are always budgeted at \$0 because they are unpredictable. In the past, it has been down as much as \$40k, but this year we happen to have seen a gain of \$60k – this was timely because it has offset our deficit.
- Budget for unrestricted donations is purely a guess – past numbers are erratic and unpredictable, too.
- We've conservatively estimated \$30k of income for the event center – we think it will be more, but without a full year cycle we are being conservative. It is hard to know whether or not the building will be a real money maker – we use it so much for our own needs. But we do need to monitor and understand the actual cost of running the place. Paul mentioned the possibility of renting the kitchen to bonded caterers without a kitchen, and will investigate this.
- We likely will not get a Bishop's Appeal Fund rebate this year as we have not reached our goal.
- Projected Income this year at \$677,053.71, but this includes \$60k in investment gains.

- On personnel expenses, there are no merit raises for staff in 2010, and no cost of living adjustments.
- Diocesan Assessment is 12% of our plate collection.
- For this year, we over budgeted for PG&E and janitorial services in anticipation of the new building, but we didn't come close to that, so for this budget, we've reduced it to a conservative amount that allows for increased usage. We have no baseline for winter heating costs, so again, this is an estimate.
- Rectory Living expenses increased because when we wrote the budget last year, we didn't know that Fr. Peter was going to be living here.
- Personnel were asked to cut out continuing education in the budget this year, and stick to the essentials.
- Chris had some questions regarding medical and dental coverage provided by the Diocese. The plan only covers staff; they have to pay for additional family members. Expenses in this area are up 8% - this is a real cost that people in the parish can easily understand, and see the need to help fund.
- Outreach Ministry charitable contributions – Paul took over the discussion at this point to update us on how this money is being spent (listed below).
 - St. Jarlath's \$9.5k to fund an art teacher
 - St Elizabeth House \$7k
 - St. Elizabeth HS \$5k for essential school supplies
 - St Mary's \$5k
- In summary, we will use the entire Charitable contributions budget this year. It was recommended that we keep this amount at \$30k, but with the possibility to dropping it to \$20k after reevaluation in June. There is a careful review process in place, and we need to re-evaluate which projects are more important – is it more worthwhile than a homeless shelter?
- The Charitable contributions budget items led to a more extensive conversation on how we can use what we are doing in this area to sell stewardship, and inspire others to give. We need to educate the parish on how money is being spent and take this as an opportunity to educate and ask for support. Paul will prepare a summary of these contributions.

STEWARDSHIP: Rick and Chris presented the results of their conversation with Debbie Gunn from the Diocese office. For the income level of our parish, our plate collections are very low. Debbie has the knowledge and experience to help us with a campaign to change how we market and collect. There were short term plans and long term, and the council decided to focus on the long term plans. Rick and Chris will set up a more extensive meeting with a Stewardship Committee to pursue some of these ideas.

Chris also presented a draft of her findings when she reviewed the history of plate collections with Cathy Brady. While some of the numbers don't look right, we want to be looking at average donation per donor and how that has increased over the past 5 years. If every family gave just a few more dollars each week (the cost of a latte), we could increase our income by \$20-30k per year.

We also discussed how we can market and guide the expected weekly donation. We should work with Debbie Gunn on this campaign, but we need to consistently market and publish expectations for plate collections – in the bulletin, on the envelopes, in the School Parent Handbook, in the Welcome Packet and on the EFT form. People need to be given a benchmark for giving. Rick, Chris, Alex and Tom have agreed to help get this off the ground.

LITURGY: MaryKate reported that the monthly grade level sponsored liturgies are planned to start in January.

SCHOOL/PARISH: Barbara provided a handout listing the elements of collaboration between parish and school for St. Anthony Year Round School and Corpus Christi School. We will discuss and compare with St. Theresa School for new ideas during our December meeting.

FAITH FORMATION: Eileen recommends that we shift ministry sign up to the start of the school year to synchronize with the appearance of new families, etc. Many parishes do this. We will discuss and hopefully reach consensus in December.

DEFERRED: Discussion of new ministry ideas, eg. Singles, Single Parent, Funeral Reception. Also, ideas for condensing our parish mission statement.

Fr. Patrick said the closing prayer.

Meeting adjourned at 8:45pm.