

PARISH COUNCIL MEETING MINUTES

St. Bridget's Parish Council Meeting was held on Tuesday, May 9, 2017 at 8:00 p.m. NOTE: There was not a Parish Council Meeting held in April 2017. The meeting was called to order by Jim Poch, Chairperson. Fr. Jerry did an opening prayer.

The following is a list of who was present at the meeting:

Scott Lindall, Bob Casey, Linda Romberg, Fr. Jerry Harris, Hannah Pechacek, Vicki Cobian, Sue Steckbauer, Lori Moran, Ryan Miller, Jim Poch, Kyle Brunner, Katy Pupungatoa, Roxanne Lovell-Olson.

**Approval of Minutes and Agenda:** The minutes from the March 14, 2017 meeting were reviewed and no changes were needed. Scott Lindall made a motion to approve the March 14, 2017 meeting minutes as written. Lori Moran made a second to the motion. The Parish Council unanimously approved the minutes. The agenda for tonight's meeting needed no changes.

**Pastor/Administrator Report and Discussion Items**

- Cemetery Guidelines – Sue asked if everyone reviewed the revised Cemetery Guidelines discussed at the last meeting and if there were questions or changes. Nobody had anything to change so Sue will go ahead and make copies for appropriate distribution.
- Price Increase for Cemetery Lots – Sue reported that the Finance Committee recommended an increase to the cost of cemetery lots. The current cost is \$450 and has been since 2011. The recommended cost would be \$800 starting July 1, 2017. St. Bridget's is way below other area cemetery lot costs. For example, Greenwood cemetery charges \$1,200 for one lot. Sue recommended the new price be effective July 1, 2017. There will be an announcement made now to the parish so people have a chance to buy a lot before the increase. The cost is divided by 85% going to general care and 15% to perpetual care. The interest from the perpetual care account is used for mowing and upkeep. Also if we run out of the general care funds we can use the perpetual care funds.

**MOTION AND APPROVAL:** Vicki Cobian made a motion to approve an increase to the cost of a cemetery lot to \$800 as of July 1, 2017. Ryan Miller made a second to the motion. It was the unanimous decision of the Parish Council to approve the motion.

- Handicap Parking – Sue asked the councils opinion on if we need more handicap parking. There are currently six handicap parking spots. There is a sign for Senior Parking next to the curb on weekends. One suggestion was to paint the curb blue for handicap and senior parking but it was pointed out that a blue curb is a legal symbol for handicap. The senior people will think they are not welcome to park in the blue area. It was agreed that the Handicap Parking is not well marked and will be improved.
- Sanctuary Lighting – All of the Sanctuary lights will be replaced with LED lighting. The project will start May 22<sup>nd</sup>. Also it has been found that the speakers are cracked around the outside. There has been a recall and after checking into it, they will be replaced at no cost.
- Policy for Announcements/Speakers After Mass – Sue handed out the revised Guidelines for Post-Mass Announcements/Speakers to reflect what was discussed at the last meeting. They were reviewed by everyone. Kyle asked if there are written guidelines for what can be printed in the bulletin. Sue replied that was a good point and she will work on it. There are basic guidelines as to topic, length, etc. Everyone agreed on one change – where "Father Harris" is used, it should be changed to Pastor or Parish Life Coordinator.

**MOTION AND APPROVAL:** Scott Lindall made a motion to approve the Guidelines for Post-Mass Announcements/Speakers per the above wording change. Kyle Brunner made a second to the motion. It was the unanimous decision of the Parish Council to approve the motion.

- Parish Council Meet in June? – Sue asked if it would be necessary for the Parish Council to meet in June. The Finance Committee will not meet in June or July and others also commented they will not be meeting. Sue proposed to have a social gathering for the Finance Committee and Parish Council members instead of a formal meeting. Everyone agreed to the idea.

- Chairperson for 2017-2018 – This will be the last meeting for Chairperson Jim Poch. We will need to replace one person on the Parish Council and Sue has the name of the next person that was on the last election list. It was decided that Katy Pupungatoa will be the chairperson and Ryan Miller will be the Vice-Chairperson. Sue thanked Jim for his time on Parish Council and wished him well with his move.

## **COMMITTEE REPORTS**

**Finance Committee:** Scott Lindall gave a report for the committee. The April financial reports show we are in really good shape with about \$200,000 net income. The committee discussed and approved the budget. They had been working on it for four months and are happy with the process used. A person from each department on the budget met with a Finance Committee member and put together numbers. The committee discussed creating marketing materials to educate the parishioners about gifts of stock, etc. They will be discussing the topic at future meetings. Fr. Jerry thanked Sue and the Finance Committee for their work on the budget and how it is very well put together.

Sue passed out a summary sheet of the budget for each cost center. She pointed out that it is a balanced budget which is what we strive for. There have been very few years that this is a positive number and for the coming fiscal year is at +\$17,259. Sue wanted everyone to note that at the bottom of the sheet, the cost center of Debt Retirement is from the building fund. Linda Romberg commented on how well the mortgage note is doing. On April 1, 2014 it was at \$964,000 and today it is down to \$476,000. It may be paid off in three years. Sue also noted that the cost center Scrip is blank because it is a new cost center. It is hard to determine numbers for this since we have a lot of Scrip on hand and don't know when it will sell and it varies week to week.

**MOTION AND APPROVAL OF BUDGET:** Scott Lindall made a motion to approve the 2017-2018 Fiscal Year's Budget and to send it on to the St. Bridget's Corporate Board for their approval. Hannah Pechacek made a second to the motion. It was the unanimous decision of the Parish Council to approve the 2017-2018 Fiscal Year's Budget.

**Social Justice Committee:** Lori Moran reported for the committee. After the tithe recommendations for tonight's approval, there will be \$1,400 left in the account and it will be used as Fr. Jerry's emergency fund for the summer and into fall.

Recommend a tithe of \$1,000 to HALO. Their main office is in New Richmond. The organization supports families that have lost children by helping with expenses, counseling, etc.

Recommend a tithe of \$1,000 to the food pantry.

Recommend a tithe of \$1,000 to Sexual Assault Response Team (SART) in River Falls. They refer victims to counseling, etc. They did not fully complete the application form.

Fr. Jerry suggested that for the SART request, we send back the request form and ask for specific details. Everyone agrees that we have to make sure people completely fill out the request form so we are sure of their intention for use of the tithe.

**MOTION:** Hannah Pechacek made a motion to approve a \$1,000 tithe for HALO and a \$1,000 tithe for the food pantry. Also approval of a \$1,000 tithe for SART per receiving more specific details for their use. Vicki Cobian made a second to the motion. It was the unanimous decision of the Parish Council to approve this motion.

**Strategic Planning Committee:** Ryan Miller and Scott Lindall reported. They have gone over the plan and tracking spreadsheet that was put together. Overall, we have made very good progress towards our goals and will continue to update that sheet. Scott reported that the Strategic Planning committee was not working out quite the way he had envisioned since there are several areas that need more volunteers or a person to oversee that goal area. The committee/process needs to have more members and could possibly pull from the original group. Scott stated that there is not enough discussion needed to warrant meeting monthly or even quarterly in his opinion but that there should be more of an annual review, maybe in the fall to cover the previous fiscal year.

**Facilities Planning Committee:** There was not a report for this committee.

Parish Council Meeting Minutes  
May 9, 2017  
Page 3

**School Committee (Education Committee):** Katy Pupungatoa stated there was not a report for this committee yet as they will be meeting tomorrow.

**Liturgy:** Hannah Pechacek gave a report for the committee. They discussed Holy Week. The committee has been working on the Liturgical Ministry Dress Code Guidelines for several months and has finally agreed on a dress code. Hannah passed out a copy of the Guidelines for everyone to review. Ryan commented the policy looks like they will be policed. He suggested making revisions to make it sound less strict. For example, adding jeans, soft sole shoes, and others. It was pointed out that we emphasize how there is a need for volunteers but with this strict of a policy, people will shy away. Hannah stated that the Guidelines will be used in the training and not for public distribution. Vicki and others agreed with Ryan and felt the Guidelines should be worded in a more positive way. Hannah and Sue will work on revising the wording.

**Religious Education/Faith Formation Committee:** Vicki Cobian gave a report for the committee. They had a great meeting a week ago. Tessa, Diane, Amy and all do such great work. It also would not be possible without help from parents, etc. The committee would like to recognize all catechists over the summer. There are volunteer positions open that will need to be filled in the fall. Diane suggested bringing in the families during the summer for activities such as a picnic, scavenger hunt, etc. The committee discussed having an increase in cost for the Faith Formation Program. They decided to keep the cost as is for now and encourage families to donate what they can to help other families. Vicki said the group will continue to meet in the summer to brainstorm ideas.

**Spirituality/Stewardship Committee:** Sue reported that Jodi Rubenzer has been hired part-time as the Coordinator of Discipleship and Spiritual Growth. She will be helping with the RCIA program, marriage preparation, bible studies, etc. This position has been funded through the Joany Fund.

### **DISCUSSION ITEMS**

Fr. Jerry announced there has been an interim school principal hired to begin at the end of May. We need an interim to instill confidence and positivity again at the school. She has a lot of experience and will be good for our school.

### **Upcoming Parish Events:**

- May 11<sup>th</sup> – School Book Fair – Garden View Room
- May 19<sup>th</sup> – School Spring Music Program 6:30 pm
- May 21<sup>st</sup> – HS Graduation Mass 5 pm
- May 24<sup>th</sup> – Baccalaureate 7 pm
- May 31<sup>st</sup> – 8<sup>th</sup> grade Graduation Mass 6 pm
- June 1<sup>st</sup> – Last day of school

The next Parish Council Meeting was scheduled for Tuesday, September 12, 2017 at 8:00 p.m. There will be NO JUNE MEETING.

A motion was made by Ryan Miller to adjourn tonight's meeting. A second was made by Kyle Brunner. It was the unanimous decision of the Parish Council to approve the motion. A closing prayer was said by Fr. Jerry.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Roxanne Lovell-Olson, Recording Secretary