

Parish Council Minutes

April 16, 2018

- I. Attendance:
 - a. Present: Ken Bohac, Chuck Comer, Larry Bramlage, Don Dickson, Herb Noll, Dcn. Dallas Kelley, Ben Murphy, Sam Newcomb, Lisa Case, Renee Griese, and Katie Rudolph
 - b. Absent: Carl Tackett, Tommy Johnson, Megan Johnson, Father Linh Nguyen, Scott Carter, Katharine Coleman, Lisette Nietro, and Eduardo Lopez.
- II. Call to Order
 - a. Opening Prayer: Rene
 - b. Review Approval of March Minutes
 - i. Don Dickson made a motion to approve the March minutes. Chuck Comer seconded the motion to approve the March minutes.
- III. Unfinished/Ongoing Business
 - a. Parish Council Goals - Ken
 - b. Ken reviewed the master site plan and the school plans with the parish council.
 - i. Support of Steering Committee Goals – update: see Steering Committee notes below by Renee Griese.
 - c. Thank You Notes
 - i. Jennifer Noffsinger for coordinating all the open houses for St Johns School through this school year
 - ii. Katharine Coleman for serving as interim Music Minister.
- IV. Committee Reports
 - a. Committee reports were sent via email - See Attachment 1.
 - b. Updates on each listed below
 - i. Facilities: Ben Murphy
 1. No report
 - ii. Stewardship: Larry Bramlage
 1. See Attachment
 2. Average giving chart was handed out and reviewed.
 - iii. Steering Committee: Rene Griese
 1. See Attachment
 - iv. School Board: Lisa Case
 1. See Attachment
 - v. Finance: Scott Carter
 1. See Attachment
 - vi. Formation: Sam Newcomb
 1. Reminder of Catholic classes beginning this Wednesday @ 6:30pm. Ann Bevins is speaking this week and Dan Elliot next week.
 - vii. Worship: Dcn. Dallas Kelley
 1. No Report
 - viii. Welcoming Committee: Herb Noll
 1. No Report

- ix. Youth Ministry: Katherine Coleman
 - 1. See Attachment
 - x. Hispanic: Lissette Nieto
 - 1. No Report
 - xi. Cardome Renaissance Report: TBD
- V. New Business
- a. Steering Committee Update - Review of Plans/Action Items
- VI. Closing Prayer – Dcn. Dallas

Next Meeting: Monday, May 21, 2018 6:30 pm at Cardome

Attachment 1 - Committee Minutes

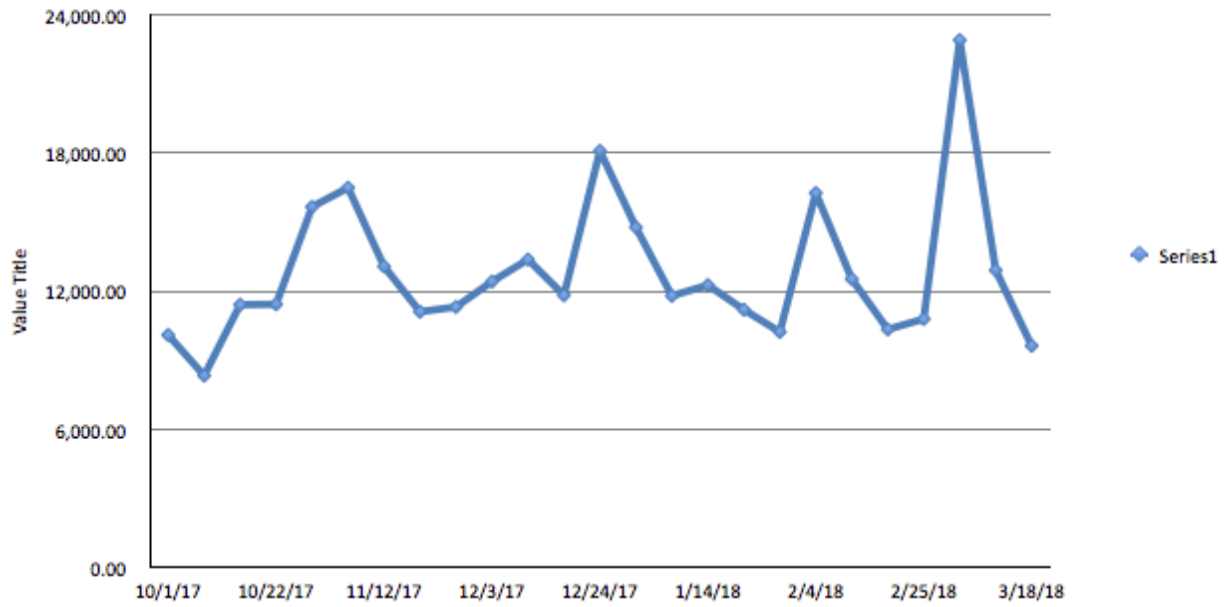
Stewardship - Larry Bramlage:

Since the last meeting we got the data from quickbooks and Michelle. I transferred it into Excel then, summarized and created a graph. They are attached. There is an entry from March 3, 2018 that doesn't make sense. Scott and Michelle are trying resolve. Once we get that figured out this will be put in a report that will go in bulletin.

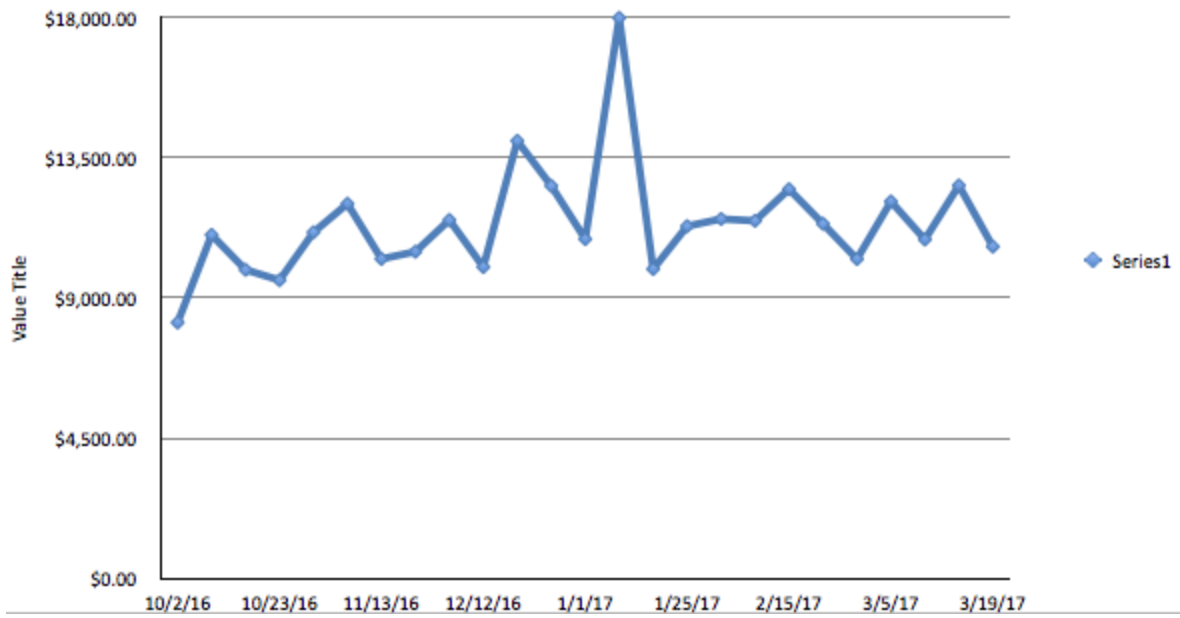
LRB

2016-7		2017-8	
10/2/16	\$8,208.89	10/1/17	10,098.19
10/9/16	\$11,023.00	10/8/17	8,336.62
10/16/16	\$9,903.00	10/15/17	11,416.10
10/23/16	\$9,569.00	10/22/17	11,433.49
10/30/16	\$11,106.73	10/29/17	15,667.13
11/6/16	\$12,023.51	11/5/17	16,495.13
11/13/16	\$10,251.61	11/12/17	13,077.01
11/30/16	\$10,483.10	11/19/17	11,110.26
12/12/16	\$11,501.10	11/26/17	11,318.05
12/12/16	\$9,991.10	12/3/17	12,419.27
12/19/16	\$14,042.21	12/10/17	13,378.56
12/28/16	\$12,597.41	12/17/17	11,825.05
1/1/17	\$10,888.37	12/24/17	18,094.55
1/3/17	\$17,989.80	12/31/17	14,776.00
1/22/17	\$9,926.52	1/7/18	11,800.50
1/25/17	\$11,302.60	1/14/18	12,267.10
1/30/17	\$11,534.29	1/21/18	11,199.00
2/12/17	\$11,474.81	1/28/18	10,233.00
2/15/17	\$12,489.75	2/4/18	16,265.44
2/21/17	\$11,380.06	2/11/18	12,530.40
3/1/17	\$10,247.19	2/18/18	10,342.61
3/5/17	\$12,096.00	2/25/18	10,796.11
3/8/17	\$10,874.30	3/4/18	22,907.00
3/12/17	\$12,610.61	3/11/18	12,912.55
3/19/17	\$10,646.74	3/18/18	9,630.21

2017-8

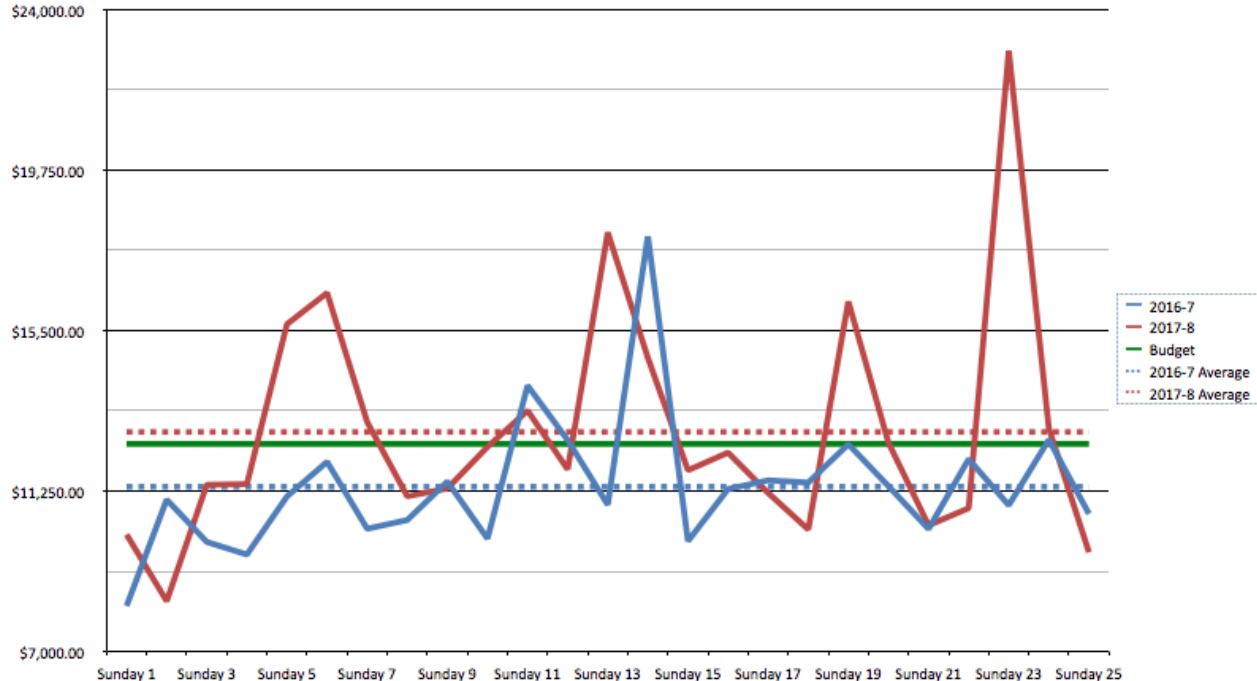


2016-7



	2016-7	2017-8	Budget	2016-7 Average	2017-8 Average
Sunday 1	\$8,208.89	\$10,098.19	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 2	\$11,023.00	\$8,336.62	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 3	\$9,903.00	\$11,416.10	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 4	\$9,569.00	\$11,433.49	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 5	\$11,106.73	\$15,667.13	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 6	\$12,023.51	\$16,495.13	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 7	\$10,251.61	\$13,077.01	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 8	\$10,483.10	\$11,110.26	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 9	\$11,501.10	\$11,318.05	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 10	\$9,991.10	\$12,419.27	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 11	\$14,042.21	\$13,378.56	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 12	\$12,597.41	\$11,825.05	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 13	\$10,888.37	\$18,094.55	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 14	\$17,989.80	\$14,776.00	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 15	\$9,926.52	\$11,800.50	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 16	\$11,302.60	\$12,267.10	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 17	\$11,534.29	\$11,199.00	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 18	\$11,474.81	\$10,233.00	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 19	\$12,489.75	\$16,265.44	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 20	\$11,380.06	\$12,530.40	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 21	\$10,247.19	\$10,342.61	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 22	\$12,096.00	\$10,796.11	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 23	\$10,874.30	\$22,907.00	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 24	\$12,610.61	\$12,912.55	\$12,500.00	\$11,366.47	\$12,813.17
Sunday 25	\$10,646.74	\$9,630.21	\$12,500.00	\$11,366.47	\$12,813.17

Comparative Summary of Sunday Giving 2016-7 vs. 2017-8 Commitment
Sunday until Lent



Steering Committee - Renee Griese:

All,
Ken and I will give a verbal update from Steering Committee tonight and then will forward the written notes from the April Steering Committee meeting afterwards.

Thanks,
Renee

**Ss. Francis & John Catholic Parish
April 10, 2018 6:30 p.m.**

Committee or Implementation Team: Ss. Francis & John Steering Committee
Chair/Co Chair: Ken Bohac / Renee Griese Meeting
Facilitator: Various
Members Present: L. Berry, K. Bohac, J. Drummond, R. Griese, C. Kaulig, J. Kaulig, D. Mardell, L. Nguyen, T. Stout, B. Viney, A. Willett, B. Mayer, L. Berry, C. Gordley, A. Flanders, L. Oser, G. Stewart, M. Howell, (Guest- J. Conneely)
Members Absent: Many members absent
Next meeting: **May 8, 2018 6:30 pm, Cardome**

1. Agenda (attached)

2. Key Discussion Items:

Status of Double Saints Property
Status of Site Master Plan
School Drawings
School Construction Budget & Finance Plan
Development Management Firms
Communications Plan
CRC Update
Next Steering Committee Meeting

3. Key Summary/Decisions Made:

Double Saints Property Update

Fr. Linh reported sale of Double Saints Property closed on Monday, April 10. Sale completed for \$610K

Site Master Plan status

2 versions of Site Master plan were originally proposed and presented by SCB. Executive Team provided feedback to SCB and they will present updated/consolidated version to Exec. Team later this week.

School Drawings status

Fr. Linh and members of the Executive Team met with SCB to provide them with a firm budget of \$3M for school construction (including soft costs). Asked SCB to meet all school programming and space requirements within the defined budget. Team worked on a solution during the meeting and asked SCB to finalize. Resulting plan is a hybrid of previous options 2 & 3 and will meet programming and space requirements previously defined. The new plans do allow for future expansion and does include kitchen and cafeteria space (multipurpose space for cafeteria).

School Construction Budget & Finance Plan

Bill Viney presented financial plan update including details of \$3M construction budget for school and purchase of Cardome capital lease from city. The Executive Team and Steering Committee consider it very important to own the property both from a risk management standpoint as well as making it more feasible to borrow money against the property. Finance team defined scenario for buy out of capital lease consisting of funds from the sale of DS property as well as a capital campaign. (Capital lease is ~ \$1M. Proposal included \$500k from sale of DS property and \$500k from capital campaign). Finance team also defined a potential scenario for funding school construction costs involving a capital campaign and potentially borrowing a portion of the needed funds. Any firm plan will need to be approved by the Diocese. Finance team currently in the process of preparing a financial plan to present to Bishop John and other Diocesan staff. SSFJ Steering Committee Meeting Minutes, April 10, 2018 Page 2

Development Management Firms

Executive Team will need professional support with regards to Advancement/Capital Campaign fundraising. 3 firms have been looked at by the team, with 1 being ruled out as not being able to meet our needs. The other 2 firms are still under consideration and the team will make a final decision with regards to selecting a firm during the month of April. Both of the 2 remaining firms will look at the overall “big picture” scope of Cardome but would focus on a phased approach of capital development, with the initial scope being the school construction.

Communications Plan Update

Executive Team has started the draft of a communications plan to update the Parish and School communities with regards to the information contained in the Steering Committee update, and is now involving the Communications IT for the final development. The communication will likely occur in a

series over a few weeks rather than 1 update all at once. It will be pushed out in various methods including bulletin, email blast, website, announcements at masses, etc.

CRC Update

Dr. Conneely provided Cardome Renaissance Centre update.

- Conneely and staff are in the process of finalizing the Memorandum of Understanding (MOU) between the Parish and CRC which will outline operations and responsibilities of the involved parties. The final MOU will be presented to CRC Board during its May meeting.
- CRC is also in the process of putting in place MOUs with community partners and focused on enabling the CRC to become financially independent, not depending on Parish subsidies.
- Weddings (in compliance with the teaching of the Catholic Church) will once again be permitted at CRC (the largest source of revenue generation for Cardome's previous business model).
- Due to security concerns, the locks will be changed on Cardome property buildings and a new key policy is being developed
- CRC is working on re-branding/marketing of the identify
- In the process of generating an operations budget as well as initial start-up budget
- Getting interior design and technology services estimates in order to be able to market CRC to corporations and other community groups for meeting spaces/venue locations. CRC will attempt to solicit corporate sponsorships to assist with the improvements

Action items:

- **Executive Team working with Communications IT to roll out communication updates to the parish regarding all developments**
- **Executive Team will be reaching out to ITs prior to the May Steering Committee meeting with regards to activities that need assistance**

School Board - Lisa Case:

School Board Highlights: April 9, 2018 Meeting

- **New Business:** St. John is sending two middle school teachers to a 4-day seminar on "Laying the Foundation" writing workshop this summer. Our Map Testing scores are going to be compared with other schools in the diocese.

- **I Give Catholic:** We have \$7,000 in the fund and now need to decide what technology to purchase for the class rooms. Mr. Mardell stated that we need charging carts for Chromebooks, fire cabinets to store student records, and a smart tv for the 8th grade classroom.

Committee Reports

Enrollment

- The Enrollment committee has started meeting again. We are having another open house this week. We need new ideas to increase preschool enrollment. Our enrollment numbers are down at this time. There are only 10 Kindergarten students enrolled for 2018-2019. Most of the current preschoolers are attending public school.

Athletics

- Soccer has started at the YMCA. The cross country team needs to purchase new uniforms.

Saints-In-Action

- Volunteer Appreciation Week April 15-21
- Kite Festival April 21-22
- School House 5K April 28th
- School Art Show at Cardome May 2-4
- Teacher and Staff Appreciation Week May 7-11

Submitted by Lisa Case

Finance - Scott Carter:

Ss. Francis and John Finance Committee Minutes for Meeting Held March 26, 2018

Attendees: Father Linh, Dan Mardell, Maggie McGuire, Bill Viney, Scott Carter, Craig Bilotta, Marty Essig, Tommy Johnson, Brent Mayer, Larry Oser, Deacon Tim Stout

Absent: Michelle Burgmaier, Fr. Arock

Meeting called to order @ 6:05pm. Opening prayer provided by Dcn. Tim Stout.

Agenda:

- Minutes from February 26, 2018 meeting reviewed and approved.
- Reviewed action items from last meeting
 - St. Francis – renovations are ongoing.
 - Cemetery – the plan is to hire a company to use sonar and determine available plots.
 - Fr. Linh has received approval from Diocese to sell Double Saints property
 - Appraisal not completed but is expected shortly.
- Review Finance Reports
 - Church P&L – Offertory down year to year, although slightly ahead of last year
 - OSV capital campaign is also down; Larry Bramlage asked for weekly offertory figures since October to do a comparison from year to year and to see what affects the OSV campaign has had on parish commitments.
 - Utilities in church P&L – includes Cardome utilities
 - Cardome – Seeking Diocese permission to allow weddings.
 - School P&L – Doing very well!
- Close Books on February – will be done.
- New business
 - Church bulletin collection updates – the entries in the bulletin are usually very dated
 - Scott will be meeting with Gina & Michelle to add statement to the bulletin regarding timing of bulletin deadline, collection counting, and how offertory once reported in bulletin is effectively 2 weeks behind.
 - Request to include communication earlier to parishioners – via Friday emails? Website? All possibilities.
 - Requested to have second collection reported separately in offertory section of bulletin.
 - Church budget planning (May deliverable to Committee) – Scott Carter, Bill Viney & Craig Bilotta will be working on this.

Closing Prayer – Fr. Linh at 7:23pm.

Next meeting: April 23, 2018 at 6:00pm at Cardome.

--Submitted by Maggie McGuire

Formation - Sam Newcomb:

No report from formation.

Sam

Worship - Dcn. Dallas Kelley:

No report from worship

Youth Ministry - Katherine Coleman:

Everything is rolling along with youth. We have begun signups for Catholic Heart Workcamp and are organizing the golf scramble for the end of May.

I can't be there tonight as I have youth in Frankfort.

Katharine