

# **Parish Council Minutes**

June 11, 2018

- I. **Attending:**
  - A. Megan Johnson, Tommy Johnson, Don Dickson, Scott Carter, Herb Noll, Larry Bramlage, Chuck Comer, Dcn. Dallas Kelley, Katherine Coleman, Lisa Case, Eduardo Lopez, Ben Murphy, Lissette Nieto, Renee Griese, Ken Bohac, Katie Rudolph (by phone)
  - B. Absent:
- II. **Call to Order**
  - A. Opening Prayer: Ken Bohac
  - B. Review/Approval of Minutes: Ken Bohac
    - 1. May minutes were not reviewed or approved.
- III. **Unfinished/Ongoing Business**
  - A. Thank You Notes: Katie Rudolph – None presented.
- IV. **Committee Reports**
  - A. Committee reports were sent *via* email - See Attachment 1.
  - B. Updates on each listed below if required/questions:
    - 1. Facilities: Ben Murphy – No update
    - 2. Stewardship: Larry Bramlage – No update
    - 3. Steering Committee: Renee Griese – No update
    - 4. School Board: Lisa Case – No update
    - 5. Finance: Scott Carter
      - a. Tommy brought up Larry's questions at committee meeting.
      - b. Scott indicated Finance Comm. Only has access to monthly numbers, to get weekly numbers Michelle has access to Quick Books.
      - c. Larry's numbers and Finance Comm. Numbers are actually very close.
      - d. OSV was brought up but no resolution.
      - e. Larry offered to resolve and contact OSV on the 2 year program as a member of Parish Council.
    - 6. Formation: Sam Newcomb (not present, no liaison) – No update
    - 7. Worship: Dcn. Dallas Kelley – No update
    - 8. Welcoming Committee: Herb Noll – No update
    - 9. Youth Ministry: Katherine Coleman – No update
    - 10. Hispanic: Lissette Nieto – No update
    - 11. Cardome Renaissance Report: TBD – No update
- V. **New Business**
  - A. Parish Council
    - 1. Composition (change)
    - 2. Voting Members – clarify
    - 3. Revisions to Constitution – review process
  - B. Proposed Amendment

1. Add two positions.
  2. Elections - # per year.
  3. Proposed changes.
- C. Ken began the meeting by going over the new Amendments to the Constitution – Refer to Attachment 2.
1. Add one Hispanic At-Large member and one other member; to be 10 At-Large members.
  2. Discussed how vice president becomes president.
  3. Possibly make the committee chairs voting members again
    - a. Larry, Ben, Renee – all agreed to leave voting members as is.
  4. Ken made motion to leave at-large members as voting members and not to change the constitution on this, seconded.
    - a. All in favor, motion was carried.
  5. Article IV: Move that the at-large members be changed from 8 to 10 adults.
    - a. Larry made a motion to accept Section 2 and 3 revisions as proposed by Ken.
    - b. Tommy seconded motion.
    - c. All in favor, motion was carried.
  6. Ken read Section 3
    - a. Larry made motion to accept Section 3.
    - b. Don seconded motion.
    - c. All in favor, motion was carried.
  7. Ken read changes to Section 7: changed third highest to next highest.
    - a. Larry made motion.
    - b. Tommy seconded motion.
    - c. All in favor, motion was carried.
  8. No motion to change Article V Section 2 – leave as is.
  9. Section 3 Add: All At-Large members will represent the Parish Council as Parish Council liaison on at least one other parish committee.
    - a. Larry made motion to add the statement.
    - b. Renee seconded motion.
    - c. All in favor, motion was carried.
- D. Three people nominated will go straight on to Parish Council without an election to fill the three open positions.
- E. Plan on voting on constitution changes:
1. Announce changes at this weekend masses and via email blast.
  2. Then 14 days later Ken will conduct email vote on amendments.
  3. Refer to Attachment 3 for Summary of e-mail vote.
- VI. **Closing Prayer** – led by Larry Bramlage.

**Next Meeting: Saturday, July 28, 2018 8:00am to 11:00am**



## **Attachment 1 - Committee Minutes**

### **Facilities - Ben Murphy:**

No email sent.

### **Stewardship - Larry Bramlage:**

Stewardship has nothing new to report. The bulletin piece on year over year giving appeared this weekend. We are working on education pieces from all committees.

LRB

### **Steering Committee - Renee Griese:**

#### **Ss. Francis & John Catholic Parish Meeting Summary Form June 1, 2018**

Committee or Implementation Team: Steering  
Committee Chair/Co Chair: Ken Bohac / Renee Griese  
Meeting Facilitator: Written update  
Members Present: Written update  
Members Absent: NA  
Next meeting: July 10, 2018

#### **Financial Plan Update**

Parish Finance Council has received proposed CRC Operations budget from Dr. Conneely, School Budget from D. Mardell and 1st pass of the Parish budget. Finance Council is currently working to create Parish final budget for next FY which begins July 1. The Executive Team feels strongly that we need to secure the purchase of Cardome before we incur any significant costs/funds for renovations/construction of the school. This urgent need to overcome the financial hurdles associated with buying capital lease and positioning ourselves for constructing the school, will require all entities involved; members of the Parish, School, and CRC Board and Staff, to work together, and contribute together financially as we plan to move forward. Finance IT members continue to develop/define financial proposal to present to Bishop John with regards to purchase of capital lease and school construction.

Since the purchase of the capital lease is so critical to our success, the Executive Team has spoken preliminarily with Larry Oser regarding conducting an internal parish campaign to purchase the capital lease for Cardome. We are awaiting some financial details from our Finance team, as well as a conversation with the Campaign/Advancement firm we want to partner with regarding the proper direction of this type of internal campaign, and final approval of the campaign plan from Executive Team before kicking off the campaign.

#### **Advancement/Campaign Firm Discussion**

Executive Team has recommended selection of the firm to use for overall project Campaign and Advancement needs. Will meet with the recommended firm the week of June 11. Selected firm will be announced as soon as agreement is formalized. The recommended firm has advised us they can begin roughly 1 month after the selection is official.

## **Next Steps with Architects and DBC**

Members of the Executive Team and Sherman Carter Barnhart met with the Diocesan Building Commission on June 8 to present the school drawings and site master plan concept. This was not a financial discussion, only an update on plans. The DBC received both the school drawings and master plan favorably and advised us the next step will be to present financial plan to Diocesan financial team.

## **Communications/ Q&A Questions**

Following the information update on Cardome which appeared in recent bulletins and email blast, the Executive Team and Communications IT are working on a series of Q&As which will appear in upcoming bulletins. The first set scheduled for publication in June 10 bulletin. Initial questions are coming from May Steering Committee meeting where Steering Committee helped define relevant questions. Future questions will come from questions directed to the email address setup for this purpose: [cardomecomments@ssfrancijohn.org](mailto:cardomecomments@ssfrancijohn.org) as well as questions Steering Committee Update June 2018 Page 2 directed towards members of the Steering Committee. Please forward any questions that you are posed to the email address above or send to Renee Griese.

## **CRC Update**

Dr. Conneely has presented parish Finance Council and CRC Board with an asking operations budget for Cardome CRC for FY 18/19 to provide an idea of what is needed to run Cardome operations. This budget is comprehensive and includes estimates for some operations services which are currently conducted by volunteers (lawn mowing, etc). The asking operations budget from CRC does present significant financial challenge and the CRC Staff/Board and Parish Finance teams are working together to address the challenges. A startup budget is almost complete as well, which will include estimates for work which needs to be completed for renovations/enhancements to Building 1 to make it more feasible for partnering with community partners for various events.

Dr. Conneely has accepted a job offer in Georgia which will allow him and his wife to be closer to their daughter and grandchild. He will continue to serve in his volunteer capacity as Executive Director for CRC until his departure from Lexington the first part of July. Father Linh and Dr. Conneely are working with the CRC Board and Staff to define the on-going operational structure for CRC.

## **Updates from IT**

Communications IT is working with Executive Team to publish the Q&As for bulletin.

Church IT has implemented nametags for Steering Committee members and is requesting that we wear these nametags to every mass that we attend so that people will be aware of who is on the Steering Committee and will hopefully engage us with questions/comments regarding the transition to Cardome.

Finance IT- members of the Finance IT are working on financial plan for purchased of capital lease and funding of School construction

## **School Board - Lisa Case:**

The school board didn't meet this month.

Thanks,  
Lisa

## **Finance - Scott Carter**

Hello,

The finance committee met and reviewed a first draft of a Church and School 2019 budget. The diocesan fiscal year 2019 begins July 1 and the team is focused on completing a balanced budget by that time, and meeting the diocesan objective.

Once the 2018 fiscal year closes in July, our goal is to have a fiscal year report for the parish sometime in August or early September.

Regards,

Scott

## **Formation - Sam Newcomb:**

No email sent.

## **Worship - Dcn. Dallas Kelley:**

Worship, nothing to report

## **Welcoming Committee - Herb Noll:**

No email sent.

## **Youth Ministry - Katherine Coleman:**

Youth Report

Regular youth nights have finished for the summer. Plans are in the works for ways to improve attendance next year.

The Golf Scramble was a very successful day. Everyone had a great time, we had wonderful sponsors and the weather held out.

Youth went canoeing yesterday (Sunday 6/10) on the Elkhorn across from Cardome. About 20 youth from both SsFJ and Good Shepherd attended.

We are leaving for Catholic Heart WorkCamp next Sunday (6/17). We are taking a total of 56 youth and chaperones!! We are still desperately seeking one driver who can travel up with us on Sunday (then return home) to transport four of our youth. Must be Safe Environment Certified. We will cover gas, meals, and overnight if needed.

We are working on plans for a couple of other youth events in July and early August to help keep the youth engaged.

Confirmation classes begin Sunday August 12th.

Katharine

## **Hispanic Committee - Lissette Nieto:**

No email sent.



## **Attachment 2 – Proposed Amendments to Constitution**

### Proposed amendments to the Articles of the Constitution of the Ss Francis and John Catholic Parish

Noted below are proposed changes to the Articles/Sections noted below, no changes are proposed to the sections not noted.

#### **Article IV.**

**Section 2.** The at-large membership shall be ten adults.

**Section 3.** The at-large membership of the council shall be on a staggered three-year term (an exception shall be the at-large member elected from the Hispanic Community who may serve a two-year term) to ensure experienced personnel at all times. The ten parishioners shall be elected in a rotating manner. **One at-large member shall be elected from the Hispanic Community. This will result in the annual election of three members from the parish community at large and one member from the Hispanic Community every other year.**

**Section 5.** During the month of May, at-large members will be elected by popular vote to the council from the slate of candidates for a period of three years. Any member of the council having served three consecutive years shall not be nominated or re-elected for a period of at least one year after leaving his or her term of office.

**Section 7.** (Third sentence) For at-large members, the replacement shall be the person who received the next highest number of votes in the most recent council elections, if available, if not the Pastor may ask an eligible parishioner to finish the three-year term and that person will be eligible to run in the next election.

#### **Article V**

##### **Section 2. Procedures for Selection of Officers:**

**> At the first meeting for new at-large members, the Parish Council shall vote to elect a Vice President for the New Year.**

**> The Vice President shall be elected from among the at-large members of the council who have **(at least)** two years remaining in their term.**

**\*\*\*\* propose deleting the words at least - will limit pool to three, those with two years left but not newly elected.**

##### **Section 3. ADD:**

##### **At-Large Members:**

**> All at-large members will represent the Parish Council on at least one other parish committee.**

Article VI.

**Section 2. The president or the Pastor may call special meetings. A quorum must be present to hold a meeting. A quorum shall consist of either six At-Large members or five At-Large members and the pastor.**

Under Sections 2 and 6.

Section 2. ....and attending every Parish Council meeting unless excused by the Pastor.

Section 6. ... Any member with unexcused absences from three consecutive regular council meetings shall be automatically excluded from the council membership.

**For discussion:**

Clarification should be made to identify what constitutes an excused or unexcused absence and how absences are requested/approved/recorded.

My thoughts: notice of expected absence should be emailed to the Council officers (President and Vice-President, Pastor and Secretary);

## Attachment 3 – E-mail Vote on Amendments to Constitution

Ken Bohac, June 13<sup>th</sup>

Attached is a clean version of the proposed amendment. I believe it correctly reflects what the council voted on. Let me know if you feel changes are needed.

I have sent notification to be given at Sunday's masses and via a parish blast announcement regarding the amendment being considered.

The next steps would be:

1. On July 2, 2018 we have a motion and a second to amend the Constitution - via email.
2. I will call for vote via email, responses would be tabulated and if passed the Constitution would be so amended.
3. If passed, the three parishioner nominees for the Council would replace Ben and Renee and take the ninth spot, we will be holding elections in the Hispanic Community and that person would be the tenth member.
4. If the amendment is not approved, we will have elections the second week of July.

If anyone has any concerns or points for discussion you can send to the group or myself as appropriate.

Thank you all and have a great week.

Prayers are requested for Chad Rudolph who is fighting a bad infection, for the people going to Catholic Heart Work Camp the week of June 17 and for all those in need of God's Grace.

Email Attachment:

Proposed amendments to the Articles of the Constitution of the Ss Francis and John Catholic Parish

Noted below are proposed changes to the Articles/Sections noted below, no changes are proposed to the sections not noted. Deletions are noted in red type and additions are noted in green type.

### Article IV.

**Section 2.** The at-large membership shall be (~~eight~~) ten adults.

**Section 3.** The at-large membership of the council shall be on a staggered three-year term to ensure experienced personnel at all times. The ten parishioners shall be elected in a rotating manner. One at-large member shall be elected from the Hispanic Community. This will result in the annual election of three members from the parish community at large and one member from the Hispanic Community every third year.

**Section 5.** During the month of May, (~~two or three adult parishioners~~) at-large members will be elected by popular vote to the council from the slate of candidates for a period of three years. Any member of the council having served three consecutive

years shall not be nominated or re-elected for a period of at least one year after leaving his or her term of office.

**Section 7.** In the event of a resignation or exclusion from the council for any reason, it will be necessary to appoint a qualified replacement to fill the vacancy for the balance of the vacating member's term. For at-large members, the replacement shall be the person who received the (third highest) next highest number of votes in the most recent council elections, if available, if not, the Pastor may ask an eligible parishioner to finish the full three-year term and that person will be eligible to run in the next election.

## **Article V**

### **Section 2. Procedure for Selection of Officers:**

\*\*\*\*\* no changes approved \*\*\*\*\*

### **Section 3. ADD:**

#### **At-Large Members:**

- > **All at-large members will represent the Parish Council as the Parish Council Liaison on at least one other parish committee.**

Ken Bohac, July 2<sup>nd</sup>

Subject: PC Amendment to Constitution

Attached is the proposed amendment to the Parish Constitution.

Parish notification (14 days) was given. This is the second reading of the proposed amendment.

If you are in favor of the amendment, we need a motion to consider, a second and a vote.

Please Respond All, so all Board members and the Secretary can see/record the motions and vote.

Once we have a second, members please respond with your vote (for or against). We will need 5 for (2/3) for the proposed amendment to pass.

If passed, the three parishioners nominated for the Council would replace Ben and Renee and take the ninth spot on the Council, we will be holding elections with the Hispanic Community and the person so elected would be the tenth member.

If the amendment is not approved, we will have elections the second week of July to fill the two vacancies.

If anyone has any concerns or points for discussion you can send to the group or myself as appropriate.

Your timely response is appreciated.

Thank you all.

Ken

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#### **Article V**

**Section 2. Procedure for Selection of Officers:**

\*\*\*\*\* no changes approved \*\*\*\*\*

**Section 3. ADD:**

**At-Large Members:**

- > **All at-large members will represent the Parish Council as the Parish Council Liaison on at least one other parish committee.**

Katie Rudolph, July 2nd

I make a motion to approve the amendments to the constitution.  
Katie

Don Dickson, July 2<sup>nd</sup>

Sent from my iPad

On Jul 2, 2018, at 6:02 PM, Ken Bohac <[dusm2601@yahoo.com](mailto:dusm2601@yahoo.com)> wrote:  
I make a motion to elect three parishioners.

Ken Bohac, July 2<sup>nd</sup>

Don, is that a second of the motion?

Renee Griese, July 2nd

I second the motion. Now I guess everyone needs to vote?

Thanks,  
Renee

Sent from my iPhone

Ken Bohac, July 2<sup>nd</sup>

I vote yea

Katie Rudolph, July 2nd

Yea  
Sent from my iPhone

Tommy Johnson, July 2<sup>nd</sup>

Yes  
Sent from my iPhone

Larry Bramlage, July 3<sup>rd</sup>

I vote yes

LRB

Chuck Comer, July 3<sup>rd</sup>

Yea

Ken Bohac, July 3<sup>rd</sup>

Parish Council,

Based on the voting results, the motion to amend the Constitution is ratified, the original proposal stated that the amendment should take effect immediately.

As a result, the At-Large membership of the Parish Council is now comprised of ten members. Katie and I will notify the new members and they will be seated at the next Parish Council meeting - which is expected to be a Saturday retreat (more to follow from Katie).

I would like to thank Ben and Renee for their service to the Parish, their thoughtful discussion and hard work both on the Council and in the other committees/functions they serve.

We will work quickly to get the amended Constitution posted to the Parish website along with all of last year's minutes.

I would like to welcome the new At-Large members: Jean DeBoard, Tony Hall and Katy Prather and congratulate the new President Katie Rudolph. Election of a new Vice-President will take place at the next council meeting.

A heartfelt Thank You to all and I hope ya'll enjoy the 4th with your families and a few cold beverages.

Katie Rudolph, July 3<sup>rd</sup>

Ken and PC members,

I also would like to thank Renee and Ben for their service over the last three years! Your input and time is much appreciated!

Ken, I would also like to take the time to thank you for your service as president this last year. We are grateful for your time and talent in running the parish council here at SS Francis and John Church.

Lastly, I would like to add that the Hispanic community votes this last Sunday for their PC member and Julian Valdez won the election.

We will be in touch with the new member soon and update you all on the PC retreat as soon as I finalize plans.

God Bless and Happy Fourth!

Don Dickson, July 3<sup>rd</sup>

I second the motion and vote yes.

Sent from my iPad