



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 02/20/2018		REPORT DATE: 02/20/2018	
PARTICIPANTS: Voting Members: Tom Bosco, Doug Franz, Lisa Habel, Linda Klump, Clint Reese, Art Thompson, Kevin Vennemeyer, Chris Zimmer Others: Jeff Rinear, Fr. Ken		cc:	
NEXT MEETING: Next meeting 2/20/18		REPORT BY: Lisa Habel	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	all		
Review Previous Minutes	No quorum.	all	
Parish Administrator's Report	<p><u>Reviewed Tuition for 18/19</u> Benchmarked our tuition vs. other parishes shows ours lowers.</p> <p><u>Staff Management</u> Brought in Orla Bowden as administrator's assistant, volunteer coordination.</p> <p><u>Facilities:</u> Working with B&G committee on Master Punch list – prioritizing, getting estimates, analysis. Gym A/C – looking to be viable.</p> <p><u>Church Restoration:</u> Problems with kneelers – company continues to respond to callbacks. Committee still meeting but funds limited to move ahead.</p> <p><u>Business Office:</u> Phone system: replacement may save money vs. current outdated system. Renegotiating several contracts (ie auto flushers,...) Expanding use of WeShare for parish events. Improvement in productivity and accuracy.</p>	Jeff	
OLD BUSINESS			
Call to Witness Parish Plan – Updates	<ol style="list-style-type: none"> 1) Inclusive Budget Process (Thompson, Rinear) COMPLETE. 2) Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear) <ul style="list-style-type: none"> ○ Next step to compare responders to overall demographics. 	Teams to continue working on action items according to individual plans and be prepared to	

ST. MARY HYDE PARK

	<ul style="list-style-type: none"> ○ Shared Draft Results at 9/12/17 Pastoral Council meeting 3) Financial Needs Analysis (Habel, Klump, Franz, Vennemeyer, Rinear) <ul style="list-style-type: none"> ○ Initiate analysis in conjunction with giving survey 4) Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – <ul style="list-style-type: none"> ○ Timing to be defined based on survey and Needs analysis 5) Facilities Plan (Schoeny, Zimmer, Rinear) <ul style="list-style-type: none"> ○ WORKING TO PLAN 6) Operating Policies Review (Thompson, Rinear) – <ul style="list-style-type: none"> ○ COMPLETE 7) Parish Census (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN 8) Volunteer Process (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN 9) Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) <ul style="list-style-type: none"> ○ COMPLETE 	report progress next meeting.	
NEW BUSINESS			
Adjourn	Next Meeting (Prayer): 2/20		



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 03/20/2018		REPORT DATE: 03/20/2018	
PARTICIPANTS: Voting Members: Tom Bosco, Doug Franz, Lisa Habel, Linda Klump, Clint Reese, Art Thompson, Kevin Vennemeyer, Chris Zimmer Others: Jeff Rinear, Fr. Ken		cc:	
NEXT MEETING: Next meeting 4/17/18		REPORT BY: Lisa Habel	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	Lisa		
Review Previous Minutes	Reviewed January 16 and February 20 Minutes.	all	
Parish Administrator's Report	<p><u>Staff Management</u> Assistant Admin involved in welcoming committee, and volunteer interest. Youth Minister making progress with strong attendance.</p> <p><u>Building & Grounds:</u> Working 5 & 10 year plans. Contracted for paving this summer. Duke planning to move transformer then we'll rebuild the lot. Evaluating the purpose of the red house. Gym A/C out for bidding then evaluate again based on cost. Printer/copier for school. Cost neutral.</p> <p><u>Church Restoration:</u> Windows moving along. Restoration committee working next steps. However, limited funds available. Analyzed Organ options. No contract until/unless money in hand.</p> <p><u>Business Office:</u> Parish database: progress made to better leverage capabilities including inclusion of volunteer data. AOC evaluating options on a common database infrastructure.</p> <p><u>Data & Phone Infrastructure:</u> current internet is a 5 year contract and likely higher than today's rates – will need to investigate options. Likely to replace phone system at same cost (no savings though given internet).</p> <p><u>Other contracts evaluations:</u> Auto Flushers, office supplies. Electricity and Gas saving from committee work under AOC.</p> <p><u>Giving Subcommittee:</u> Identifying improvement opportunities.</p>	Jeff	

Please advise of errors or omissions within 48 hours of receipt.



	Continued Automation of payments for Parish events: time savings and reducing volunteer money handling.		
OLD BUSINESS			
Call to Witness Parish Plan – Updates	<ol style="list-style-type: none"> 1) Inclusive Budget Process (Thompson, Rinear). <ul style="list-style-type: none"> ○ Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear). Survey and analysis complete and made available to Financial needs analysis. COMPLETE 2) Financial Needs Analysis (,Klump, Thompson, Rinear) <ul style="list-style-type: none"> ○ Adhoc team in place. Any outcomes will be reported as new business. COMPLETE 3) Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – <ul style="list-style-type: none"> ○ Adhoc team in place. Any outcomes will be reported as new business. COMPLETE. 4) Facilities Plan (Schoeny, Zimmer, Rinear) <ul style="list-style-type: none"> ○ Team in place. COMPLETE. 5) Operating Policies Review (Thompson, Rinear) – <ul style="list-style-type: none"> ○ COMPLETE 6) Parish Census (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN - COMPLETE 7) Volunteer Process (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN - COMPLETE 8) Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) <ul style="list-style-type: none"> ○ COMPLETE 	Teams to continue working on action items according to individual plans and be prepared to report progress next meeting.	
NEW BUSINESS			
	<p>New Membership: interested parties are welcome to contact Art Thompson to request membership. Likewise, nominations/recommendations are accepted.</p> <p>Next Pastoral Council meeting: 5/8/18 (lead by Stewardship)</p>		
Adjourn	<p>Meeting ended: 7:55 pm.</p> <p>Next Meeting (Prayer): 3/17/18 (Linda)</p>		



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 04/17/2018		REPORT DATE: 04/17/2018	
PARTICIPANTS: Voting Members: Tom Besse, Doug Franz, Lisa Habel, Linda Klump, Clint Reese, Art Thompson, Kevin Vennemeyer, Chris Zimmer Others: Jeff Rinear, Fr. Ken		cc:	
NEXT MEETING: Next meeting 5/8/18		REPORT BY: Lisa Habel	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	Lisa		
Review Previous Minutes	Reviewed & approved 3/20/18 minutes	all	
Parish Administrator's Report	<p><u>Staff Management</u> Developed plans for new Welcome Committee well along. Bereavement Committee progressing!</p> <p><u>Facilities:</u></p> <ul style="list-style-type: none"> • Duke vault – Duke responsibility but cost to SM will be ~100k. Looking at options, • Lead testing results: Very good, within limits. • Bids for sound system in gym, current system cannot be heard. • Gym A/C: design for best way to get electric where needed. <ul style="list-style-type: none"> ○ 3 detailed bids ○ Next step: committee to review best proposal, develop "ask for fundraisers, promote timetable (need funds first). <p><u>Business Office:</u></p> <ul style="list-style-type: none"> • Hosted inaugural meeting of AoC to look at HR and Benefits admin. • Continuing focus on assisting Volunteers with technology. (SVdP and SMS Walk added to online giving). • Contract Renogtiation: <ul style="list-style-type: none"> ○ Cintas contract with School – Corrected problems and will save 38% ○ Working to finalize G&E to start in June. <p><u>Giving Subcommittee:</u> Committee & leadership aligned on plan and working next steps.</p>	Jeff	
Financial Review	Parish spending vs. budget. No outliers. School: Also on budget		



OLD BUSINESS			
<p>Call to Witness Parish Plan – Updates</p>	<ol style="list-style-type: none"> 1) Inclusive Budget Process (Thompson, Rinear). <ul style="list-style-type: none"> ○ Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear). Survey and analysis complete and made available to Financial needs analysis. COMPLETE 2) Financial Needs Analysis (Klump, Thompson, Rinear) <ul style="list-style-type: none"> ○ Adhoc team in place. Any outcomes will be reported as new business. COMPLETE 3) Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – <ul style="list-style-type: none"> ○ Adhoc team in place. Any outcomes will be reported as new business. COMPLETE. 4) Facilities Plan (Schoeny, Zimmer, Rinear) <ul style="list-style-type: none"> ○ Team in place. COMPLETE. 5) Operating Policies Review (Thompson, Rinear) – <ul style="list-style-type: none"> ○ COMPLETE 6) Parish Census (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN - COMPLETE 7) Volunteer Process (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN - COMPLETE 8) Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) <ul style="list-style-type: none"> ○ COMPLETE 	<p>Teams to continue working on action items according to individual plans and be prepared to report progress next meeting.</p>	
NEW BUSINESS			
	<p>Parish & School Budget 2018/2019 - Budgets reviewed and adjusted for next FY. Relatively flat overall.</p>		
	<p>Approved request to add Katherine Mulligan to Stewardship Commission.</p>		
	<p>Hyde Park Center for Older Adults: donation request was 'lost'. Jeff will work with Margaret.</p>		
	<p>Next Parish Council meeting 5/8. Meeting Adorned: 8:55 pm. Next Meeting (Prayer): 5/15/18 (Clint)</p>		



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 5/15/2018		REPORT DATE: 5/15/2018	
PARTICIPANTS: Voting Members: Tom Bosco, Doug Franz, Lisa Habel, Linda Klump, Clint Reese, Art Thompson, Kevin Vennemeyer , Chris Zimmer Others: Jeff Rinear, Fr. Ken		cc:	
NEXT MEETING: Next meeting 6/19/18		REPORT BY: Lisa Habel	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	Art		
Review Previous Minutes	Reviewed & approved 4/17/18 minutes	all	
Parish Administrator's Report	<p>HR:</p> <ul style="list-style-type: none"> Staff Re-enrollment Replacing 3 teachers. Contract signing now. <p>Staff Mgmt:</p> <ul style="list-style-type: none"> Finalizing annual reviews. Face to face with Jeff & Fr. Developed plans for Welcoming committee. Starting in June. Fellowship re-starting this Sunday. <p>Facilities:</p> <ul style="list-style-type: none"> Gym air moving forward. Cost \$69k. All funds secured. To be completed in July. Ready for AoC signature. Summer Projects: Seal & stripe lots; repair crumbling sidewalks, install new phone system; thorough cleaning by CQC. Install new sound system. Duke transformer on hold. Waiting to hear back from Duke and structural engineer. <p>Business Office:</p> <ul style="list-style-type: none"> New contracts (savings) for Electricity(14%), Gas(8%) , and Cintas (25%) Tuition Renewal process. <p>Giving Subcommittee: Committee & leadership aligned on plan and working next steps.</p>	Jeff	
Financial Review	Parish spending vs. budget. No outliers. School: Also on budget		
OLD BUSINESS			



<p>Call to Witness Parish Plan – Updates</p>	<ol style="list-style-type: none"> 1) Inclusive Budget Process (Thompson, Rinear). <ul style="list-style-type: none"> ○ Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear). Survey and analysis complete and made available to Financial needs analysis. COMPLETE 2) Financial Needs Analysis (Klump, Thompson, Rinear) <ul style="list-style-type: none"> ○ Adhoc team in place. Any outcomes will be reported as new business. COMPLETE 3) Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – <ul style="list-style-type: none"> ○ Adhoc team in place. Any outcomes will be reported as new business. COMPLETE. 4) Facilities Plan (Schoeny, Zimmer, Rinear) <ul style="list-style-type: none"> ○ Team in place. COMPLETE. 5) Operating Policies Review (Thompson, Rinear) – <ul style="list-style-type: none"> ○ COMPLETE 6) Parish Census (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN - COMPLETE 7) Volunteer Process (Thompson, Rinear, Newman) <ul style="list-style-type: none"> ○ WORKING TO PLAN - COMPLETE 8) Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) <ul style="list-style-type: none"> ○ COMPLETE 	<p>Teams to continue working on action items according to individual plans and be prepared to report progress next meeting.</p>	
<p>Adhoc Giving Team</p>	<p>Initial presentation made with observations. Now working to develop and review plan.</p>		
<p>NEW BUSINESS</p>			
	<p>Developing ‘active parishioner’ policy.</p>		
	<p>Meeting Adorned: 8:45 pm. Next Meeting (Prayer): 6/19/18 (Art)</p>		



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 8/21/2018		REPORT DATE: 8/21/2018	
PARTICIPANTS: Voting Members: Tom Bosco, Doug Franz, Lisa Habel , Linda Klump, Clint Reese, Art Thompson, Kevin Vennemeyer, Chris Zimmer, Katherine Mulligan Others: Jeff Rinear, Fr. Ken		cc:	
NEXT MEETING: Next meeting 9/18/18		REPORT BY: Art Thompson	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	Kevin		
Review Previous Minutes	Reviewed & approved 6/19/18 minutes	All	
Parish Administrator's Report	<p><u>Business Office</u></p> <p>Working with Festival Committee to revitalize model and documentation for volunteers for Festival</p> <ul style="list-style-type: none"> • Staff component – small but targeted • Revise model for assigning volunteers • Analyze booths that need more volunteers yet don't add much value (whether financial or excitement) • Promote value of this event and need for more volunteers • Continue working with Volunteer Coordinator <p>Hired 3 new teachers (1 retired; 1 moved to Alma Mater; 1 left teaching). Marianne finds the talent; I work with her on budget, then I process new teachers.</p> <p>Further developed next steps of Advancement Subcommittee of Stewardship Commission.</p> <ul style="list-style-type: none"> • Committee has moved from Giving Analysis to developing a plan • Streamlining "asks" – how many times is a parishioner asked for money? • re-messaging once methodology is developed <p>Working with Archdiocese committee to advance systems and processes for Human Resources and Benefits Administration.</p> <ul style="list-style-type: none"> • Demo new systems that will save time/money for all parishes 	Jeff	



	<p><u>Facilities Management</u></p> <p>Since approval by Stewardship/Finance Commission, Buildings and Grounds and Fr Ken, Red House being cleared for sale.</p> <p>Dug deeper on St Mary campus IT infrastructure, including discussions with vendors.</p> <ul style="list-style-type: none"> • Tested a new vendor for summer upgrade help • Getting bid for larger scope • Affords us many more options in staff backup and knowledge/experience increase for St Mary <p>Continue to update documentation on St Mary’s phone and data infrastructure</p> <ul style="list-style-type: none"> • Still finding landmines throughout our campus wiring; updated wiring schema <p>Summer Projects status</p> <ol style="list-style-type: none"> 1. Seal and stripe all parking lots – complete 2. Repair crumbling concrete sidewalks - complete 3. Install new phone system - complete 4. Thorough summer cleaning of campus buildings by CQC cleaning crew – complete 5. Gym Air Project - complete 6. Electric upgrade was necessary; this was the delay. 7. Install new microphone system in church for choir – in process 8. Install new sound system in gym – September 9. Keyless Entry for Seton, Gym and upgrade school system - September <p>Buildings and Grounds</p> <ul style="list-style-type: none"> • Continuing work toward 5year and 10 year plans • Looked at proposal for revamping traffic flow • Upcoming needs assessment and potential costs of modifications to rectory/parish office. 		
<p>Financial Review</p>	<p>Reviewed 2017-18 Year End Results – No Surprises</p> <p>2017-18 Financial Report preparation started</p>	<p>All</p>	



OLD BUSINESS			
<p>Call to Witness Parish Plan – Updates</p>	<ol style="list-style-type: none"> 1) Inclusive Budget Process (Thompson, Rinear) COMPLETE 2) Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear). COMPLETE – Incorporated into Parish wide Advancement Team 3) Financial Needs Analysis (Klump, Thompson, Rinear) 4) Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team 5) Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – 6) Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team 7) Facilities Plan (Schoeny, Zimmer, Rinear) COMPLETE 8) Operating Policies Review (Thompson, Rinear) COMPLETE 9) Parish Census (Thompson, Rinear, Newman) COMPLETE 10) Volunteer Process (Thompson, Rinear, Newman) COMPLETE 11) Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) COMPLETE 		
<p>Ad hoc Giving Team</p>	<p>Incorporated into Parish wide Advancement Team – Status will be reported through that team in the future</p>		
NEW BUSINESS			
	<p>Developing ‘active parishioner’ policy.</p>	<p>All</p>	
	<p>Discussed and documented “Lessons Learned” for Festival Cash Room Operations</p>	<p>All</p>	
	<p>Ongoing discussions on Outreach and other donations</p>	<p>All</p>	
	<p>Meeting Adorned: 8:15 pm. Next Meeting (Prayer): 8/21/18 (Chris)</p>		



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 9/18/2018		REPORT DATE: 9/18/2018	
PARTICIPANTS: Voting Members: Tom Bosco, Doug Franz , Lisa Habel, Linda Klump, Clint Reese , Art Thompson, Kevin Vennemeyer , Chris Zimmer, Katherine Mulligan Others: Jeff Rinear, Fr. Ken		cc:	
NEXT MEETING: Next meeting 10/16/18		REPORT BY: Lisa Habel	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	Chris		
Review Previous Minutes	Reviewed & approved 8/21/18 minutes	All	
Parish Administrator's Report	<p><u>Business Office</u></p> <ul style="list-style-type: none"> • Creating a unified, Electronic schedule for booking resources and event scheduling. • Organ to be removed first of year rest will be gone for about a year. Down ~\$145,000. • Continuing to look at AoC options for HR systems (Jeff on committee). • Monthly Fellowship and Welcome Committee is running well. Feelers out to reset POPs. • FunFest lunch continues to grow. Thanks to Hyde Park Meats for donating the food. • Continuing to cleanup and consolidate School & Parish databases. <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Final walk thru on Windows complete. Estimated finish 9/30. Delay due to additional stone work and weather challenges for outside work. Additional Masonry costs could be \$60,000, hopefully less. • Reconvened Church Restoration committee. Received this year's \$100,000 Schott Grant. Possibly doing lower half plaster and paint (9 weeks). • New mics at Choir with updated Technology and re-using equipment in Gyn. • Keyless entry for Seton, Gym, and repair of school under way. • Gym Air being tuned. • Getting estimates to fix Church doors. 	Jeff	



	<ul style="list-style-type: none"> Cleared and donated unused furniture and organ, free up space. <p><u>Buildings & Grounds Committee</u></p> <ul style="list-style-type: none"> Working toward 5 & 10 yr plans. Still clearing Red House – Santa’s workshop is largest remaining. Can stay until end of this Santa’s year. Looked at proposal for revamping traffic flow. Working with City to explore options. Next week starting a deeper dive into potential costs of modifications to rectory/parish office in order to understand cost options of subsets of the plan. 		
Financial Review	(none reviewed – done quarterly)	all	
OLD BUSINESS			
Call to Witness Parish Plan – Updates	<ol style="list-style-type: none"> Inclusive Budget Process (Thompson, Rinear) COMPLETE Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear). COMPLETE – Incorporated into Parish wide Advancement Team Financial Needs Analysis (Klump, Thompson, Rinear) Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team Facilities Plan (Schoeny, Zimmer, Rinear) COMPLETE Operating Policies Review (Thompson, Rinear) COMPLETE Parish Census (Thompson, Rinear, Newman) COMPLETE Volunteer Process (Thompson, Rinear, Newman) COMPLETE Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) COMPLETE 		
Other Old Business:	<p><u>Outreach & other Donations:</u> While guidelines in place, now working on process to initiate designations. New ‘donation jar’ fellowships are one process.</p> <p>Registered Parishioner – proposed policy still to be vetted.</p> <p>2017-2018 Financial report under way. (Art)</p>		
NEW BUSINESS			



	Next Month: Beginning of Year reviews – Jeff to schedule. (SMAC, PTO, School Reserve.	All	
	Meeting Adorned: 7:55 pm. Next Meeting (Prayer): 10/16/18 (Tom)		



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 10/16/2018		REPORT DATE: 10/16/2018	
PARTICIPANTS: Voting Members: Tom Bosco, Doug Franz , Lisa Habel, Linda Klump, Clint Reese , Art Thompson, Kevin Vennemeyer, Chris Zimmer, Katherine Mulligan		cc:	
Others: Jeff Rinear, Fr. Ken			
NEXT MEETING (Prayer): Next meeting 11/20/18 (Lisa)		REPORT BY: Lisa Habel	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	group		
Review Previous Minutes		All	
Athletic Commission Report	<ul style="list-style-type: none"> • Art Show finished, down just a little. • Interested in funding Gym security improvements. • Budget shared. • No issues. 	Eric Aber	
PTO Report	<ul style="list-style-type: none"> • Budget as approved at general meeting was approved was shared. • No issues. 	Kelly Blake	
School Reserve Budget	<ul style="list-style-type: none"> • Reviewed budget. • No Issues 		
Financial Review	<ul style="list-style-type: none"> • First Quarter review – under budget on expenses, slightly ahead on income. 	Jeff	
Parish Administrator's Report	<p><u>Business Office</u></p> <ul style="list-style-type: none"> • POPS restarted – Orla project. • Hired facilities assistant. • Transitioning PDS School (sunsetting software) to Option C. • Advancement Committee working on Messaging for the 'asks'. <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Windows done! • Keyless entry in progress to improve security and access. • Organ work starting shortly. • Church: <ul style="list-style-type: none"> ○ repair plaster and painting in church. 	Jeff	



	<ul style="list-style-type: none"> ○ Front church doors in disrepair. Deterioration has moved this up in priority to be managed by Operations. Much more complicated than anticipated, <p><u>Buildings & Grounds Committee</u></p> <ul style="list-style-type: none"> • Continue Working toward 5 & 10 yr plans. • Continue clearing Red House – Santa’s workshop is largest remaining. Can stay until end of this Santa’s year. • Working with City to explore options for traffic flow options for Shady Lane, • Working with 2 separate professionals for potential costs of modifications to rectory/office spaces. 		
OLD BUSINESS			
Call to Witness Parish Plan – Updates	<ol style="list-style-type: none"> 1) Inclusive Budget Process (Thompson, Rinear) COMPLETE 2) Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear). COMPLETE – Incorporated into Parish wide Advancement Team 3) Financial Needs Analysis (Klump, Thompson, Rinear) 4) Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team 5) Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – 6) Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team 7) Facilities Plan (Schoeny, Zimmer, Rinear) COMPLETE 8) Operating Policies Review (Thompson, Rinear) COMPLETE 9) Parish Census (Thompson, Rinear, Newman) COMPLETE 10) Volunteer Process (Thompson, Rinear, Newman) COMPLETE 11) Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) COMPLETE 		
Other Old Business:	<p><u>Outreach & other Donations:</u> no updates</p> <p><u>Registered Parishioner</u> – Table to next meeting.</p> <p><u>Red House</u> – cleaning under way.</p> <p><u>2017-2018 Financial report</u> – draft review</p>		

ST. MARY HYDE PARK

NEW BUSINESS			
	Meeting Adorned: 8:40 pm.		



ORGANIZATION: St. Mary Hyde Park UNIT: STEWARDSHIP COMMISSION			
CONTACT DATE: 11/20/2018		REPORT DATE: 11/20/2018	
PARTICIPANTS: Voting Members: Tom Bosco, Doug Franz, Lisa Habel, Linda Klump, Clint Reese, Art Thompson, Kevin Vennemeyer, Chris Zimmer, Katherine Mulligan Others: Jeff Rinear, Fr. Ken		cc:	
NEXT MEETING (Prayer): Next meeting 1/15/19		REPORT BY: Lisa Habel	
SUBJECT/MATTER	STATUS / ACTION / UPDATES	WHO	WHEN
Opening Prayer	group		
Review Previous Minutes	October Minutes approved	All	
Parish Administrator's Report	<p><u>Business Office</u> Parish</p> <ul style="list-style-type: none"> • Funfest 2018 finalized • Funfest 2019 in place and working plan for next year. <p>Restarted Parish groups: Fellowship, POPS, volunteer coordination</p> <ul style="list-style-type: none"> • Will take time but underway <p>Advancement Subcommittee: Streamlining 'asks' & re-messaging.</p> <p>Continue to work on AoC subcommittee on HR and Benefits Administration. New systems expected to save time.</p> <p>Onboarding new Maintenance Assistant – freeing up Bill for backlogged projects.</p> <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Keyless entry installed, working deployment. • Church: <ul style="list-style-type: none"> ○ Reviewing contractors for plaster and some painting. ○ Front church doors in disrepair. Several good companies working bids. • Started analysis of Heating and Air controls – expected to improve day to day comfort and save money. <p><u>Buildings & Grounds Committee</u></p> <ul style="list-style-type: none"> • Continue clearing Red House – timeline on track to complete. 	Jeff	

Please advise of errors or omissions within 48 hours of receipt.



	<ul style="list-style-type: none"> Working with City to explore traffic flow options for Shady Lane Looking into how to better utilize the grounds & space we have – including traffic flow and safety. Introduce committee to parish via Bulletin including goals. ... continue working against 5 year plan. 		
OLD BUSINESS			
Call to Witness Parish Plan – Updates	<ol style="list-style-type: none"> Inclusive Budget Process (Thompson, Rinear) COMPLETE Parish Giving Survey (Habel, Klump, Franz, Vennemeyer, Rinear). COMPLETE – Incorporated into Parish wide Advancement Team Financial Needs Analysis (Klump, Thompson, Rinear) Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team Annual Giving Drive (Habel, Klump, Franz, Vennemeyer, Rinear) – Ad hoc team in place. Any outcomes will be reported as new business. COMPLETE – Incorporated into Parish wide Advancement Team Facilities Plan (Schoeny, Zimmer, Rinear) COMPLETE Operating Policies Review (Thompson, Rinear) COMPLETE Parish Census (Thompson, Rinear, Newman) COMPLETE Volunteer Process (Thompson, Rinear, Newman) COMPLETE Clearing House for Outside Donations (Rinear, Vennemeyer, Bosco, Reese) COMPLETE 		
Other Old Business:	<p><u>Outreach & other Donations:</u> no updates</p> <p><u>Registered Parishioner</u> – discussed</p> <p><u>2017-2018 Financial report</u> – discussed minor tweaks. Ready to deploy with target early December.</p>		
NEW BUSINESS			
	School Tuition SY 2019-2020. Reviewed proposed options based on reduction of additional fundraisers, continued effort to strengthen St Mary School (especially STEAM), reducing Kindergarten gap, and future space needs. Commission recommended tuition increase with substantiation of future plans. Jeff to review with Marianne.		
Meeting Adorned:	8:54pm.		