

St. Martha Parish Pastoral Council (PPC) Meeting Minutes
January 4, 2018
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Present: Father Mike, Sister Anita, Chair Jim Collom, Mike Horvath, Jean Jorgensen, Soraya Nowland, Jackie Rosalez, Judi Smelser (via facetime), Ron Styka, Secretary David Flint, Deacon John Finn, Don Morgan, Doug Hunter, Annie Bennett,

Guests: Mitchell Owens, David Maluchnik, Lesley Bergquist, Josh Vaughn, John Rue

Absent: Monica Dowell, Mike Bobinski, Deacon Carl Boehlert

Meeting began at 7:03 pm with St. Martha Mission Statement as our opening prayer

Old Business

- * **Operations Manager Report by Don Morgan:** 90% of the work on the new addition is complete. Inspections are being done and are passing. A change in the boiler room needs to be made in order to pass that inspection which should be completed within the week. At this time the bids for computer cabling came in late so that is the only aspect of the addition that is running behind; otherwise the February 25, 2018 blessing by Bishop Boyea should be able to proceed as long as we have an occupancy permit. Regarding previous questions to Don by the PPC he reports that a hallway with an exit door is not needed in the new addition lower level on the west side. He has not looked into the costs of placing the Saint Martha logo on the gym floor as previously requested but he is confident that it can be added at a later time. The gym floor will be outlined for basketball and volleyball. A landscape plan was brought to the meeting for the PPC to evaluate.
- * **Grow and Go Training:** Father Mike is waiting on the Diocese for recommendations on its implementation.
- * **24 Hours for the Lord:** No plans at this time other than it will be March 9, 2018. Father Mike wants to have adoration and confessions be integral parts of this, but is open to suggestions for more activities. Will likely have the Stations of the Cross incorporated into this time of adoration.
- * **PPC ½ day Planning Session:** Father Mike wants to hold off on this planning session until the financial matters are resolved with the embezzlement case.

New Business

- * **Financial Report with Simplified Accounting by Lesley Bergquist and Josh Vaughn:** A condensed financial report was supplied to the PPC which represented the financial status of the Parish as of the end of November 2017. Simplified Accounting is at Saint Martha two days a week doing the accounting for the Parish.

The Parish is now using financial software that has been approved by the Diocese. The Financial Council receives a report monthly from Simplified for their review.

All Parish Finance Committee members have read authorization to review all Parish accounts.

Credit card payments to the Parish are made through an outside vendor who was approved by the Diocese.

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* **Financial Report with Simplified Accounting by Lesley Bergquist and Josh Vaughn continued:** The Parish is in the process of consolidating the number of bank accounts that the Parish has. When this consolidation process is complete all Parish organizations except the Knights of Columbus and the St. Vincent DePaul Society will be under the financial authorization of the Parish. This was mandated by the Diocese. This reduces the number of people who are check signers for the Parish. Simplified was asked if most Parishes they work with require one or two people to sign checks. They stated that most Parishes only require one person to sign the checks. At this time, Father Mike and Don Morgan are the only check signers for the Parish accounts. Simplified Accounting does not sign the checks or have the authority to sign the checks, but they have the check stock that is used to issue the checks. All Parish organizations except the Knights of Columbus and the St. Vincent de Paul Society have their moneys held in the Parish bank account at this time. When organizations of the Parish need funds they put in a request in writing for these funds with documentation, and the Parish then releases the funds to the organization via a check. For those organizations in the Parish who have been totally consolidated into the Parish financial structure, Father Mike or Don Morgan sign the checks. The Knights of Columbus and the St. Vincent DePaul Society are nationally organized organizations and function financially independently of the Parishes they participate with, and are not required to have their finances under the control of a particular Parish.

Father Mike believes that it is a good thing for the PPC to have information regarding the Parishes finances, and he is working on a way to have a bridge made between the PPC and the Finance Committee regarding Parish finances.

The Simplified staff explained that Canon Law (the law of the Church) imposes spending limits on Pastors and Parishes. Any check amount below \$10,000 can be authorized and signed by Father Mike or Don Morgan. Any check between \$10,000 and below \$25,000 has to be approved in writing by the Parish Finance Committee before the check is issued. Any check of \$25,000 or more has to be approved in writing by the Diocese before it is issued.

* **Parish/School Website discussion with Mitchell Owens and David Maluchnik:** Saint Martha's website at this time is very difficult to use by the staff. Mitchell Owens and David Maluchnik are working for the Parish to improve the website. The Parish has hired a vendor for the website, Highland Creative. Highland Creative was chosen because the system they use can grow with the Parish and not have to be totally overhauled in three to four years. At this time, they need the PPC's help and ideas on what our branding for the Parish should be. They plan to have some small group meetings with the website people and members of the Parish, to work together on the branding that the Parish would like to have. Highland Creative is aware that, because of all of the different social media out there, that there will need to be different representations used for each type of media. Mitchell and David would like to see one person from the Parish be the go-to person for the Parish's media presence so that the Parish information will be kept up to date. They hope to launch the new website shortly after Easter.

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* **Athletic Director:** Discussion was had regarding the need for the Parish to have a paid Athletic Director. David Flint was a volunteer athletic director when his children were at Saint Martha and is recommending the Parish hire an Athletic Director. It was noted that with the new addition to the Parish, the sports programs at the school could be very important in retaining students. Lack of a gym in the past was a common reason why parents chose to remove their students from Saint Martha. If an Athletic Director is hired this year, this person could use the year to gather all of the information he or she would need in order to run a well-organized sports program. Don Morgan stated that he and Monica Dowell have discussed this previously and will be making a decision soon. Father Mike expressed support for hiring an Athletic Director.

Due to the length of this meeting the new business item of PPC Chair meeting discussion was tabled until the next meeting.

Closing Prayer- Our Father

Meeting ended at 9:03 pm

Next Meeting February 1, 2018 at 7 pm