

**Ss. Maria and Isidore Torribia Planning Committee
Meeting Minutes**

Tuesday, March 19, 2019 – 6:30 pm
St. Joseph's, Campbell

Members Present: Fr. Pat Connor, Suzanne Krebs, Deacon Doug Farwell, Peter Olausson, Anna Bauer, Kathy Bailey, Theresa White, Roger Parulski, Mark Houck, Kevin Krebs, Nicolette Butler

Members Absent: Janette Malavet, Greg Cacace, Joseph Crance

Others Present: Karen Rinefierd – Resource, Planning Consultant for Diocese of Rochester

I. Welcome / Introductions / Organization

- Opening Prayer – Father Pat led an opening prayer and asked for the intercession of St. Joseph to help guide this planning committee in their tasks.
- Kathy Bailey was selected to record minutes for today.
- Deacon Doug reviewed standards of committee etiquette to guide meeting
 - Be conscious of interruptions
 - Share concerns
 - Stick to the agenda
 - Stay mindful to respect the thoughts of others

II. Questions / Thoughts / Concerns Since Last Meeting

- Q: There is still some confusion / clarity needed as to the timeline and our task. What are we focusing on?
A: Communication to the parish about the financial crisis must happen first. We can start doing things in the background to address the issue, but communication is the priority.
- Q: Are decisions already made? Are we out of funds and is a worship site already slated to close?
A: There is not necessarily a worship site closing. The result of our actions will come into account if we can avert out financial crisis and sustain the vitality of the parish. There was some confusion over the explanations of how much money was available and the timeline when the crisis was announced. What essentially was the message was there was an estimated one month of funds in the checking accounts, but estimated projections of six to nine months of operating monies in other funds (reserves, investments, social funds, etc.)
- Q: What do we do if we cannot sustain expenses? How long will the Diocese let us “run in the red?”
A: We cannot “run in the red.” If we become insolvent, we will no longer be a viable parish.
- Q: What is a “social fund?”
A: It is an account that typically held monies that were acquired through church fundraisers (such as Christmas bazaar, dinners, sales, etc.) and has been used to fund/supplement church activities (such as Christmas baskets, Irish dinner, etc.)
- Concern: We must keep parishioners informed about where we stand in regards to our financial goals. This helps the committee with decisions on how to proceed and the direction we need to move.
Suggestion: Continue to keep the \$6,000 needed each week (goal) in the bulletin and make sure the target is repeated and published each week. It is important to make sure that this data is

kept current. Note: The bulletin is sent to the publisher on Tuesdays for weekend mass distribution.

- Concern: Our population is aging and a number of families are living on fixed incomes and may not be able to increase their collection contributions.
Response: We need to emphasize that it is important for each individual to make his/her own decisions on what they are able to contribute. We are simply asking for them to give what they can.
- Concern: General confusion over the CMA: How is the goal set? Where does the money go? What is our historical data regarding our set targets, what targets were met, what is the shortfall made up from our budget? Where do the figures come from? Is it based on attendance vs. what funds are needed?
Response: We need to be clear about where the money goes for CMA. Stewardship weekend is coming up. Envelopes will be in the pews for contributions to this. We should put the figures and our historical data in black and white so parishioners can see these breakdowns. There are lots of amounts out there based on the formulas, but if we can break down how parishioners could break contributions down to weekly, monthly, or yearly amounts to cover the CMA goal, it would be more attainable. Small goals are do-able!
- Suggestion: Look into reprinting our collection envelopes to increase the amounts listed on the check space.
Notes: Leave the \$5.00 low amount, but build up the other amounts by a larger range and expand the high endpoint range. (it is currently only \$30.00 for the weekly envelopes and \$100.00 on the monthly envelopes). The thought is that this would subtly suggest larger contributions. The printing order is generally done in June for these envelopes, so we could institute this change soon.
- Suggestion: Institute electronic giving practices.
Notes: This may be an option, but we need to gauge potential interest in this option first because this can be costly to the parish. The clearing houses/banks often charge processing fees and percentages in these transactions and it may not be cost effective. In some instances, parishioners can utilize bill pay options, but may not know how to set this up.

III. Prepare for March 23-24 Town Hall Meetings

- Purpose: Looking for the overall good of the parish. We will present information and take questions / comments in order to take back to this group to review. We will answer the questions and give follow up information at the Final Town Hall Meeting on April 7, 2019 at 1:30 pm at St. Joseph's.
- Power Point Presentation
 - Walked through the Draft Power Point Presentation Agenda and reviewed and edited slides, and handouts.
 - Determined who would present each slide:
 - Opening Prayer: Father Pat
 - Agenda and Goals: Deacon Doug
 - Parish Mission: Father Pat
 - Mission Components: Father Pat
 - Mass Attendance: Suzanne and Peter
 - The mass schedule will not be discussed at this meeting. This will be reserved for a future meeting.
 - Income and Expenses: Suzanne and Peter

Collections, Offertory
Comparisons, Cash Flow

- There will be slides and handouts for these financial components.
 - The “Trust Funds”: Deacon Doug
 - Planning Committee: Deacon Doug
 - Questions / Initial Input: Deacon Doug
 - Next Steps: Deacon Doug
 - Closing Prayer: All
- Discussed / Clarified issues as they came up in the presentation:
 - Financial questions
 - Trust funds
 - Submitting feedback or questions:
 - Can be done at town hall meetings
 - Can be done by email to parish office by Sunday, March 31.
 - Can be placed in mass collection on Saturday, March 30 or Sunday, March 31.
 - Refer parishioner questions about specifics to appropriate source: (Peter/Suzanne for financials, etc.)
- Participation / Responsibilities for March 23-24 Town Hall Meetings
 - General:
 - Use lectern mikes in each worship site.
 - Screen, laptop, power strip and projector and backup projector will be brought by Karen.
 - Backup laptop and extension cords will be brought by Peter.
 - Karen will create and print handouts and response forms – Estimate 150 needed per worship site.
 - Saturday, March 23, 6:30-8:00 pm at St. Catherine
 - Expected to attend: Father Pat, Deacon Doug, Suzanne, Peter, Joe, Nicolette, Theresa, Anna
 - Set up at 4:30: Nicolette, Karen, and Peter
 - Distribute response forms and handouts: Theresa, Suzanne, Joe
 - Record number of people attending: Nicolette
 - Sunday, March 24, 12:00-1:30 pm at St. Stanislaus
 - Expected to attend: Father Pat, Deacon Doug, Suzanne, Peter, Mark, Anna, Roger, Nicolette
 - Set up at 10:00: Anna, Roger
 - Distribute response forms and handouts: Roger, Nicolette, Mark
 - Record number of people attending: Anna
 - Sunday, March 24, 3:00-4:30 pm at St. Joseph
 - Expected to attend: Father Pat, Deacon Doug, Suzanne, Peter, Anna, Nicolette, George Krebs (Deacon Doug will contact him)
 - Set up at 2:30: George, Peter
 - Distribute response forms and handouts: Anna, Nicolette, Peter
 - Record number of people attending: Nicolette, Anna

IV. Next Meetings

- Next Planning Committee meeting will be Tuesday, April 2, 2019 at 6:30 pm at St. Joe’s.
- Follow-up Combined Town Hall Meeting will be Sunday, April 7, 2019 at 1:30 pm at St. Joe’s.

V. Closing

- Closing Prayer led by Father Pat
- Meeting closed at 9:00 pm

Respectfully submitted,
Kathy Bailey