

**Church of St. Mary**  
**Parish Administrative Council**  
**MINUTES**  
**November 23, 2015**

**Present:** Father Steve, Sue Minnehan, Rick Conway, Kurt Schimek, Bob Hogan, Bill Schindele, Penny Johnson and Mary Nordstrom. **Absent:** Dave Reed and Sharrie Follmann.

We began with our opening prayer and approval of last month's minutes and today's agenda.

**Pastor's Report:**

- Last week we had the auditors in-house from Clifton, Larson, and Allen. The diocese has a contract with them to audit 20% of the parishes in the diocese each year. We should have a report within a few weeks. Verbally, the auditors were pleased with the internal controls that are in place especially in regard to separation of duties. Where we may need improvement is in the development of formal written policies instead of verbal policies.
- The auditors did not clearly answer our question about whether we should be using historical or fair-market value of our buildings on our balance sheet.
  - **NOTE:** After the meeting Mary talked with the bookkeeper in Marshall and found out that they are using historical value for their properties, not the value on the Catholic Mutual ledger page.

**Area Council and Committee Reports:**

- There were no comments regarding the Area reports.

**Finance Reports:**

- Rick led us through the Financial reports. Mary will add the weekly giving averages to the monthly packet.

**Information Items:**

- Notices of Claims: Bishop LeVoir and the diocesan attorneys met with each of the priests affected by notices of claim. The claims must be filed as lawsuits by the May 2016 deadline. Most likely this means that the Church of St. Mary will be served with lawsuits in our cases.
- Lighting in Parish Center: A group went to the Cities to look at the lighting we are looking at getting in the Parish Center, the hallway, outside and the

Resource Room. The estimated cost was \$26,000. A motion was made and carried to recommend Father Steve approve this expenditure.

**Discussion / Action Items:**

- Elaine Adams / Cecilia Huizinga estate money: After several months of discussing the Elaine Adams estate, a motion was made and carried by the council to request a proxy from Bishop LeVoir designating \$300,000 of Elaine Adams' estate be used for the purchase and development of the Halvorson property on 11<sup>th</sup> Street. Once it becomes available, the Huizinga estate will be used for the Parish Center lighting and as the seed money for a columbarium at the cemetery.
- Area council and committee structure: Father brought forward his idea to restructure the area committees – making one person become a liaison on the Area Pastoral Council and the other members becoming “workers” on specific tasks that each committee needs to complete.

Father's idea is to have the APC and Area Staff as his two main consultative bodies, with working teams to help perform tasks throughout the year.

He is also suggesting that the APC and Staff meet for a day-long retreat/planning session in January/February to plan for the upcoming fiscal year. The APC then would only meet three other times a year – along with the Staff – to report progress on the items.

Father would like this council to reflect on this and be prepared to make a decision on this at our January meeting.

Note that his idea does not impact parish administrative councils, which are required by canon law and are primarily concerned with the finances of their parish and the physical plants.

- Parish consultation meeting – Thursday, January 21, 2016: We reviewed the questions that the APC has proposed for the consultation meetings in Spicer and Willmar. Parishioners will receive a letter from Father Steve, and demographic and financial data from the last 10 years.