

*PARISH COUNCIL MINUTES*  
*CHURCH of the HOLY SPIRIT, EAST GREENBUSH, NY*  
*January 15, 2015*

*Presiding:* Father Joe O'Brien

*Attending:* Rocco Acquilano, Cathy Bellisario, Nick Bruno, Deacon Bill Dringus, Karen La Frank, Brian Murphy, and Fr. Joe O'Brien.

*Absent:* Kevin Haggerty, Mike Piatek, Paul Wos and trustees Cathy Bruno and Rick Hannmann.

CALL TO ORDER The meeting was called to order at 6:50PM. Fr. Joe began with an opening prayer. Minutes of the November 20, 2014 meeting were reviewed. A motion was made and seconded to accept the minutes. The motion was approved.

OLD BUSINESS None.

NEW BUSINESS

- Status of Open Positions
  - Parish Pastoral Council membership: Fr. O'Brien introduced Cathy Bellisario as a new member of our Parish Pastoral Council. Cathy and Council members exchanged introductions. Cathy spoke about her family and her life in the parish. Fr. O'Brien updated council members on Paul Wos' health. He also shared with them that Al White, who has served on the Council for many years, has resigned. Now that Al and Terri are spending several months each winter in Florida, he expressed hope that a new member could be found who could attend Council meetings throughout the year.
  - Our two open positions (Coordinator-Parish Life and Coordinator-Sacramental Preparation) were advertised in the Evangelist in December and also appeared on the Job Opportunities page of the Albany Diocese's website. Our Search Committee (Maria Collins, Kevin Haggerty, Tracey Penk-Masucci, Kathy Rosenbaum, Darlene Walzer and our two Trustees, Cathy Bruno and Rick Hannmann) met in early January to review the resumes and cover letters we received in response to the ad. There was one applicant for the Parish Life position and three for the Sacramental Preparation position. The committee recommended interviewing three applicants for the Sacramental Preparation position. We have scheduled interviews for these three applicants for January 20<sup>th</sup>. We will advertise for the Parish Life position again in February. Depending on the interview outcomes, we may advertise for the Sacramental Life position

again as well. Before advertising again, Fr. O'Brien will speak with diocesan officials, seeking advice on reaching potential applicants.

- Facilities Planning/Master Plan update
  - The Capital Campaign has completed it's second phase with the direct contact and/or mailing of materials to 400 parish households. About 20 volunteers made these contacts which were completed in early January. The Committee mailed a follow up letter to the parish households who were contacted but had not yet made a contribution/pledge. Additionally the committee is preparing a letter to send to the 500 remaining parish households seeking their support. Mike Piatek forwarded a list of school parents who do not belong to the parish; a letter is being prepared to seek their financial support. Fr O'Brien, Kevin Haggerty and Bob Picco attended November LIFT gatherings to meet with parishioners and give them information on Spirit Hall. It is hoped that the fund raising will be completed by end of February with pledge and gift information received by early/mid March. To date (1/15/15) we have received 121 pledges and gifts totaling \$248,420.
- Local Catholic Community
  - We had a brief conversation about hosting a visit from Bishop Scharfenberger. It was thought that we should wait until better weather to host a parish visit. A visit on a Sunday would be best, making it possible for the Bishop to meet /interact with our parishioners. A weekday school visit could be held at a time.

#### Financial Report

- The 11/30/14 monthly income statement for the parish was distributed: To date, the parish is showing a surplus of \$10,742. The surplus can be largely attributed to the effect of unfilled positions and a short term decrease in salary and benefits expenses.
- The 11/30/14 monthly income statement for the school was distributed: To date, the school is showing a loss of \$4,934. The surplus can be attributed to the lack of income received from PSA, state and diocesan sources and that several families new to the school had not yet been activated by FACTS for tuition payments. Mike Piatek is meeting with parents to complete their FACTS registration and to make their tuition accounts current.
- Fr. O'Brien received the 2013/14 Fiscal Year Report tables for presentation to the parishioners on January 12<sup>th</sup>. He shared these tables with the Parish Pastoral Council members along a copy of the letter shared with the parish community last year. Fr. O'Brien received input from the Council on how to compose a message to parishioners this year. He will meet with the Finance Committee on January 21<sup>st</sup> with a draft letter, seeking their comment. After that meeting, Fr. O'Brien will email this letter to Council members seeking further comment before distributing our report to parishioners on the weekend of January 24/25.

- Fr. O'Brien met with Bernie Rizzo in early January to discuss the Finance Committee's question on how to best report gifts and pledge payments associated with the Capital Campaign. The committee and Bernice agreed that these funds should be reported as a revenue line on the balance sheet, much in the same manner as the Bishop's Appeal funds are recorded. That is, these funds should not be recorded as current income.
- The Bishop's Appeal has raised about \$54,000 to date. This year's assessment is \$62,700. Father will continue to use a low key approach to this program for remainder of year.
- Father to meet with the Finance Committee with the council's recommendation that we follow the advice Dave Wojeski offers and see how they would like to proceed.
- School Report.
  - Mike Piatek was unable to attend this month's meeting.
  - School held a a pre-K/Kindergarten open house for parents and had a great turnout. A K-8 open house is scheduled for February 7<sup>th</sup>.
  - Three students enrolled at school in early January; enrollment now stands at 221 students.
  - Monitors and screens that permit webinars and distance learning were installed. Technical training will be scheduled soon. The training will be for school staff, faculty and parish staff and volunteers.
  - Mike Piatek has met with Kevin Haggerty to discuss repairing leaks in the middle school roof. They are looking at quotes and evaluating the approaches being recommended by roofing contractors.
- LIFT
  - The January LIFT Gatherings were adversely affected by this recent run of cold winter weather. Our January 5<sup>th</sup> session was cancelled because of cold weather. The Gatherings on the 7<sup>th</sup> and 11<sup>th</sup> experienced smaller than usual turnouts, again from the cold. The next LIFT gatherings will begin on Monday, February 2<sup>nd</sup>. This year's LIFT theme centers on the Creed: We remember, We celebrate, and We believe. The LIFT year will end with a Stewardship Day in May 2015.
- Our February Parish Pastoral Council meeting
  - With our next meeting scheduled for Thursday, February 19<sup>th</sup>, Council members noted that it would fall during President's Week. After some discussion, we rescheduled the meeting to Thursday, February 26<sup>th</sup>. No changes are anticipated for our remaining meeting schedule: (the third Thursdays of the month) March 19<sup>th</sup>; April 16<sup>th</sup>; May 21<sup>st</sup>; June 18<sup>th</sup>; July and August no meetings.

#### Closing

- Father Joe closed with a prayer at 8:00PM.
- Our next meeting is Thursday, February 26, 2015 at 6:45PM.