

## *PARISH COUNCIL MINUTES*

*CHURCH of the HOLY SPIRIT, EAST GREENBUSH, NY*

*October 7, 2015*

*Presiding:* Fr Joe O'Brien *In Attendance:* Rocco Acquilano, Nick Bruno, Rick Hannmann, Karen La Frank, Frank Putallaz and Kevin Haggerty.

*Absent:* Cathy Bellisario, Cathy Bruno,

Deacon Bill Dringus, Joe Slichko, Eduardo Trevino.

Guest: Matt Heitker from the Parish Finance Committee finance committee attended meeting.

Note: Brian Murphy is now a freshman at Syracuse University and has left the Pastoral Council as the student representative. Also Father Joe asked Frank Putallaz to serve on the Parish Pastoral Council and he has accepted.

### CALL TO ORDER

The meeting was called to order at 6:50 pm. Fr. Joe began with an opening prayer. Minutes of the June 26<sup>th</sup> meeting were reviewed, a motion was made by Karen LaFrank and seconded by Nick Bruno to accept the minutes as amended. The motion was approved.

### OLD BUSINESS

- Father Joe and Paul Weidman have started a conversation on Paul's future plans (retirement) and will start looking for someone who can help Paul with his work with the intention that this person will be able to take over the position when Paul retires.
  - *Status of School claim from broken pipe in school.* School has been reimbursed \$6,000 out of the \$8,000 claim submitted. The diocese is waiting for the school to submit receipts for the balance of the \$ 2,000 before they can make the final payment.
  - Continuing discussions on how the parish and school could better communicate and work together to share resources and space for the betterment of all. The following is a list some of the items discussed:
    - Review calendars for school and parish and see if one calendar can be used for both. How and who would maintain calendar? Joe Slichko and Eddie are meeting to

review this problem and will present some solutions to the council.

- Appoint a member from the school board and one from the parish council to attend each other meetings and/or provide a report to respective committees.
- Have members from different committees sit on the Parish Pastoral Council or provide reports to the Council.
- Develop procedures or a process for both school and parish when capital improvements are being planned or proposed they are presented to the parish council for review and comment.
- Develop procedures for coordinating and scheduling use of space in school for parish activities and providing of school equipment for parish use during parish activities in the school. Joe and Eddie are currently working on this item.

## NEW BUSINESS

- School Report
  - Principal Joe Slicko was unable to attend. Joe submitted the attach report to the council which listed by grade enrollment along with other items that are happening and an update on the progress being made with the shared calendar.
  - School finances: Father Joe handed out the year end school financial report for period ending June 30<sup>th</sup> 2015. The report shows a year end surplus of \$1,003. Copy of final report attached to this meeting minutes.
- Parish Staffing.
  - Deb Sgroi resigned her secretary position effective 7/30/15.
  - Tracey Penk-Masucci resigned her position effective 9/4/15 to spend more time with her children and to find a position closer to her home.
  - Father Joe announced that Pam Bennett has accepted the position as secretary and will be starting on 10/19/15. She will work 30 hours a week, five days at 6 hours per day.
- Facilities Planning/Master Plan update
  - There was a meeting open to members of the parish community on Tuesday evening, September 22nd. The purpose of the meeting was to give the community an update on recent approvals received from the diocese on the revisions to our plan.

- Overall there was a positive response to revise plan. Most of the concerns were about the colors chosen for painting the church interior and colors for the carpet. There were a few questions about whether or not we were getting good value for the money being put into renovation of the parish center.
  - The lighting upgrades, painting and new carpet will proceed in the church. We are hoping to complete this work before the holidays. Additionally the committee is looking into the cost for a new heating/AC system and sound system.
  - The work in the parish center will be re-evaluated after it can be determined how much funds were expended on the church projects. The committee plans to meet with the architect in January 2016 to start discussions on the parish center work.
  - Frank Putallaz recalled when the parish renovated the church back in 1990's there was a plan to renovate the parish center. This was put on hold because for lack of funds. The parish center is an integral part of the parish and money should be allocated for its upgrade and maintenance.
- Local Catholic Community
  - There was some discussion about Bishop Scharfenberger plan to replace the current Deanery system with Episcopal Vicars and what impact this change might have on the parishes. Fr. O'Brien felt it was too early to tell what impact the change might have. To date, the Bishop has not yet named the priests who will serve as his Episcopal Vicars.
- Holy Spirit Church Report.
  - The Council went into executive session from 7:15 - 7:35 pm.
  - Financial report for period ending 06/30/15 was passed out. Parish ended the /14/15 fiscal year with a deficit of \$2,177. A copy of financial reports are attached for reference.
  - Matt Heitker from the Parish Finance Committee attended the Parish Pastoral Council meeting:
    - Finance Committee feels that the current accounting report we receive from the accountant Bernie Rizzo is sufficient for a parish our size.
    - Finance Committee is looking into initiating a review of fiscal procedures put in place several years ago to insure that they are being followed and to review if any changes or modifications are needed.
    - Other items Matt brought up were:

- The need to advertise the e-giving on line. If we can promote this better it will help even out and increase our weekly collections.
  - With the new method the school is using to collect tuition, i.e they no longer receive the money directly. They have a third party handling the invoicing and receiving the payments. This improved the schools cash flow.
  - The pledge forms for the capital campaign will start in January. One of the payment methods available will employ the same method that is used for on-line e-giving.
- The Parish Pastoral Council was to receive monthly abbreviated statements for both the school and parish and asked if this has changed as we have not received them for several months. Father Joe will follow up with Bernie and provide these reports for future meetings.
- LIFT
  - No report this month as Deacon Bill Dringus was unable to attend the meeting.
- Closing
  - Father Joe closed with a prayer at 8:20pm.
  - Our next meeting is Wednesday November 11<sup>th</sup>. The following is list of meeting for 2015/2016 schedule. Council meetings are scheduled for Wednesdays, November 11<sup>th</sup>; December 9<sup>th</sup>; January 13<sup>th</sup>; February 8<sup>th</sup>; March 9<sup>th</sup>; April 13<sup>th</sup>; May 11<sup>th</sup>; June 15<sup>th</sup> at 6:45 pm in our Parish Center.