

PARISH PASTORAL COUNCIL MINUTES
Parish Pastoral Council Meeting Minutes
Church of the Holy Spirit, East Greenbush, NY
November 11, 2015, 6:45_{PM}

Presiding: Fr Joe O'Brien. *In Attendance:* Rocco Acquilano, Cathy Bellisario, Nick Bruno, Deacon Bill Dringus, Kevin Haggerty, Matt Heitker, Frank Putallaz and Eddie Trevino.
Absent: Cathy Bruno, Rick Hannmann, Karen La Frank and Joseph Slichko.

Fr. Joe O'Brien introduced Matt Heitker as a new member of the Parish Pastoral Council. A member of the Finance Committee will be present for our Parish Pastoral Council meetings and a Council member will be invited to attend Finance Committee meetings. This is being done with a desire to foster better communication and exchanges of ideas between these two parish governance groups.

CALL TO ORDER

Opening Prayer was led by Fr. Joe O'Brien.

Deacon Bill Dringus inquired about paid staff members belonging to the Parish Council. The by-laws were not available to review. Fr. O'Brien indicated the question would be reviewed for our next meeting. Eddie Trevino will take minutes for this meeting.

Pastoral Council minutes from the October 7 meeting were reviewed. Kevin Haggerty made a motion to accept the minutes as written. Frank Putallaz seconded the motion. The Council passed the motion.

OLD BUSINESS

- Fr. Joe had information for the Council to consider adding to the June minutes.
 - Mike Piatek provided a summary of June 2015 enrollment figures and projections for September 2015 enrollment. Mike retired in June 2015.
 - Minutes from the June meeting and Mike's projections were distributed and reviewed by Council members.
 - Current enrollment is 219 which meet expectations. Mike projected a September Kindergarten enrollment of 30 students; in June, enrollment stood at 25. Currently, there are 26 Kindergarten students.
 - After some discussion, Kevin Haggerty moved to amend the minutes to include Mike Piatek's school enrollment report. This motion was seconded by Nick Bruno and passed by the Council.
- Kevin Haggerty inquired on the status of Paul Weidman's future plans. Kevin also inquired about the status of the school's insurance settlement on the flooding from last winter. Fr. Joe O'Brien said there had not been any recent conversations with Paul but would follow up at a good moment. Fr. Joe would ask Joe Slichko about the insurance matters for the next meeting.

- With the Council aware of parish/school space scheduling problems in the last few years, Eddie Trevino described the building use calendar that he and Joe Slichko developed to reduce scheduling conflicts, and thus far it has worked well.

NEW BUSINESS

- Staffing Update
 - Maria Collins met with Fr. Joe O'Brien in the days following our Council last meeting, stated she would resign her position. She left October 30.
 - Fr. Joe reported that a search underway for a successor with experience in intergenerational faith formation. Two candidates have had preliminary conversations with Fr. Joe and Eddie Trevino. They are both experienced candidates. We are looking to proceed with the process.
 - Deacon Bill Dringus mentioned the need to do a continuous search using the job opportunities portal on the diocesan website. Fr. Joe said he would arrange for it. For LIFT, Deacon Bill expressed urgency to fill the position as the next LIFT is early January. He stated that not having the position filled soon could lead to suspending LIFT for the rest of the year.
 - Kevin Haggerty expressed the possibility of having a deadline of having someone by the end of November in order to continue LIFT.
 - Pam Bennett, our new secretary, started on October 19 and is doing well.
- Holy Spirit Community Building Project
 - Kevin said that the Facility Planning Committee's focus is on improvements in the church (which follows from meetings with the diocese at the end of the summer, the parishioner meeting held in September and the Committee's further work this fall) and that things are moving forward.
 - The church lighting improvements are complete. The Committee is proceeding with a new sound system with the goal of having it operational by Christmas. We hope to have the painting completed by Christmas as well. The carpeting will be installed in January. The Committee is reviewing some improvements for the heating/air conditioning system. The current reconciliation room will be opened to expand the narthex (vestibule) and the storage room will become the new confessional. The storage room has music books/sheet music and instruments that will be relocated. Cleaning supplies are stored there also. This is in process.
 - The Committee seeks to complete church improvements by the end of January. When finished, church expenses will be reviewed to determine what funds will be available for the Parish Center phase of the Building Project. Currently, church improvements appear to be about \$3,000 over budget; however, there is more work being accomplished in the church than originally planned.

- A final plan for the Parish House renovation will be communicated in the spring. All who have made pledges will be receive a letter confirming their pledge and their balance. Parishioners will be invited to resume their pledge payments in February 2016 (after Christmas, holiday bills and local property tax billing). These letters will be mailed in December.
- Financial Report on Parish and School
 - Bernie has provided the October monthly reports for both church and school for the Council's review. The equipment line item is for the architect.
 - Comments on the Church report: The offertory is about \$2,000 lower than last year at this time. Faith formation receipts are up about \$800. Fees received for weddings and funerals are down.
 - A \$4,000 repair total consists of roof repairs (Skyway) and landscaping (Brad Rose). To date, approximately \$7,000 in architecture fees has been paid.
 - Comments on the School report: In the first half of the fiscal year, the school relies upon tuition payments and the parish's monthly payment for support. Fundraising money usually does not come in until after January 1st (PSA). Generally, New York State funds and diocesan funds are received in the second half of the fiscal year. Holy Spirit received some state attendance funds this fall; these payments were a few years late coming to the school.
 - Council members had some questions for Joe Slichko on how the school tuition revenues were calculated. Members want to know what the actual enrollment numbers used to prepare the school budget.
 - Fr. Joe O'Brien announced that Joe Slichko is reinstituting the School Finance Committee. This committee will meet regularly throughout the year. Fr. O'Brien and Joe Slichko are looking to have a member of the parish Finance Committee as a member of the School Finance Committee and vice versa.
 - The possibility of having a compilation, not an audit, was discussed. Last year, Wojeski and Company, a local CPA firm, prepared it for \$500. Matt said that we would be paying \$500 for a letterhead. Bernie Rizzo could possibly do it but there may be a fee involved. The Finance Committee is divided on this, but Matt feels it is \$500 well spent. Fr. Joe and Matt will bring this to the Finance Committee.
- School report
 - Joe Slichko was not present at the meeting. Questions regarding school finance items we shared with him in advance of our December meeting.
- LIFT report
 - There was no November meeting. The January meeting will be held pending the filling of a position on the Faith Formation team.

CLOSING PRAYER

Our next meeting is scheduled for Wednesday, December 9 at 6:45 pm.