

Tri-Parish Council Minutes
February 4, 2009

Members Present: Tammy Hasenoehrl, Joyce Majure, Bill Neumayer, Deb Snyder, Carlene Skelton, Mark Brigham
Guests: Larry Hellhake, Kevin Poole, Pat Nuxoll, Kathy Snyder

Meeting called to order at 5:45 pm. Bill opened with prayer.

Minutes of the January 14, 2009 meeting were approved

Capital Campaign Update

Every first Sunday will be pledge Sunday to keep the momentum of the campaign going. There will be a focus announcement at Mass on pledge Sunday. Projected monthly incomes from pledges were discussed.

As a first step in follow up, Mark called Erika to find out how she felt things were going. Erika was very supportive of the administrative work Jacque is doing. Erika felt she didn't have the tools needed. After contacting several fellow directors, Erika recommends Cornerstone Software. The cost of the software is around \$300.00. Jacquie is currently trying a trial version. Pat asked if the software can be accessed by two people from two separate work stations. Pat will follow up to assure the software will meet our needs.

Bill & Mark have both visited with Jacque. She felt she could keep up on her day to day job duties; she just needs a volunteer about 2 days a month to stuff envelopes and perform miscellaneous clerical duties.

Kevin told the group he knows of an AmeriCorps volunteer that is willing to put in 4 hours a day twice a week. Kevin has asked Jacque for a list of duties the volunteer would perform.

Deb explained how there are guidelines for AmeriCorps volunteers. They are funded through a federal grant. Deb didn't believe a volunteer could make a job move after the volunteer period had begun. She went onto explain certain criteria is required, normally clerical work does not meet that criteria. Deb offered to do some further checking. Kevin will bring the volunteer & Jacquie together and also have her meet with Deb.

Pat commented the campaign follow up will not generate a nice even flow of work; the end of the month will be a bit busier.

Pat further suggests a procedure list for Jacque as a good tool to help her complete specific duties on a specific weekly/monthly timeline.

Mark presented another possibility to help with job duties would be Express Personnel. The cost would be \$13.00 an hour, with the employee realizing about \$9.00 an hour. Some of the advantages with this option are: if you are not happy with the persons work performance you can get someone new the next day, you don't have someone tied to the parish community in case of conflict it would not cause conflict within the parish, and they pay all the employment expenses.

The council has been made aware of the issue of capital campaign thank you not being sent out in a very timely manner. At this point in time, the TPC recommends Kevin follow up with the AmeriCorps volunteer and see where that leads. Deb expressed she is leaning more toward a paid position through Express Personnel. There is the issue of the highly confidently nature of the information to consider in whatever decision is made.

Status of Architect Contract

Contract for MCM's has arrived. The contract will go to the Building Committee for their review and comments. It will then come back to the council for review and approval.

Property status report from Larry Hellhake

Larry & Mark met with representatives from St. Joseph Regional Medical Center to explore the hospitals possible interest in the properties adjacent to their facility. The hospital representatives indicated they are interested in all the adjacent property. They don't have an immediate need for the properties, but they have a critical need. They need an appraisal for there funding. An appraisal is not something we need. Various financial & occupancy options were briefly outlined.

An agreement was reached to obtain an accurate land survey on the properties.

Larry relayed it was an excellent meeting. Larry will do some follow up on locating appraisers and surveyors.

The street by Fr. Purdy field will not be vacated as was previously discussed.

Tammy brought to the attention of the council and Larry a letter that came from the City of Lewiston regarding a rezoning issue with one of the properties. The architect directed Kevin Hasenoehrl to have it rezoned, in order to open it up to more buyers. Larry advised that no action be taken. It would be a waste of time and money on our part. It is the expense and responsibility of the buyer to obtain rezoning to fit buyers needs.

Bill explained to Larry that in order to minimize expenses for improvements at the building site; we are in the process of seeking rezoning for the Warner Ave. property.

Larry advised as far as the existing property; don't do anything, as far as the new land we should continue with the rezoning efforts.

When asked if the construction timeline being considered was realistic Larry felt confident we could be under contract by spring 2009 with the sale of property/properties.

Larry says finance is lined up. Diocese supports the parish, not by giving directions from the top, but by providing a foundation to support the parish.

Mark & Larry also met with a member of a small congregation that is very interested in the St. James property. Mark will take the interested party to see the St. James property. Larry will follow up with this party as well as the party who was previously interested in the St. James property.

Larry is still waiting for Father Les to give him the contact information regarding the other party interested in the St. Stanislaus party.

Status of Contractor

Larry inquired as to the status of the contractor. Has he been hired or hired and paid up to this point? Larry was hoping he had been hired to a point and that he has been paid for his estimates and work.

The council gave the background information of the situation, outlining how the architect had asked to bring the contractor in early on in the process. The contractor has gone through the whole design process, and their insights and guidance have been invaluable. The hiring and interviewing process as well as the selection process was described in detail to Larry.

To date, Kenaston has spent a lot of time on this project and have not charged us a nickel. Several council members gave testimonies of business dealings they have been a part of with this company. All reports were favorable with excellent results.

The council asked Larry about the necessity of an on site supervisor during construction. Larry felt it was absolutely necessary. Kenaston does not want an onsite supervisor. Larry stated we want a guy that is just there on site, every day or every other day. Larry supports having on site guy. The people that are responsible to make sure things are done right, are not on site, or not on site often enough to assure quality. Larry listed many problems that happened in Jerome. Larry stated on projects in general there is a history of problems. Need to very specifically outline what on site representatives job order would be, work that out with contractor

Carlene relayed how Kenaston has weeded out contractors and subs whose work is not up to standard.

If you have a local/on site architect representative, they should be on site three times a week. Larry stated there will come some recommendations from diocese; we will work with those recommendations.

The council thanked Larry for his continued work and for traveling to Lewiston. Larry left the meeting at this point.

Finance

Bill stated he didn't remember the council ever approving a monthly financial summary for the bulletin. Bill asked for clarification. Tammy reviewed council minutes and read to the council a section from the 12/3/08 minutes that state the monthly profit & loss statements will be posted to the website.

A clearly defined procedure was established. Kevin stated in the continuation manual it outlines that there be an accounting monthly of pledge payments. Continuation committee will put a blurb in the bulletin of capital campaign update to Sue for inclusion in the bulletin. Monthly a two page summary will be generated as well as a monthly to date of pledge collections. This will be posted on the website, but not published in the bulletin.

Bill will call Jacquie tomorrow and let her know what the monthly protocol will be. Pat asked if someone was putting an update about the project. A short summary in the bulletin from the building committee was suggested. Bill will also put together an update from the council.

Search Committee for Youth Minister

There is a group of nine parishioners that have been contacted and asked about their willingness to serve on the search committee. Those that have agreed to serve are:

Angela Davies Laureen Nuxoll (youth rep) Karla Broemeling
Stephanie Pung Audrey Steiner

Contact with four other parishioners has been attempted. They are either discerning or were left a message.

The preliminary search timetable for a youth minister was presented to the council:

Search Committee first meeting	early February
Decide on Chairperson	first meeting
Establish meeting dates/times	first meeting
Review job description	first meeting
Finalize job description	mid February
Post job opening	2/15-3/13/09
Review and rank responses	3/20/09
Follow up/interviews	3/23-3/31/09
Make recommendation to pastor & council	3/31/09
Make offer/relocation	4/1-4/15/09
Training with Jaymee	4/15-5/31/09

The council reviewed and approved the timetable.

Logo

A final design has been selected and will be unveiled soon.

Letter from Father to Diocese of intent to sale property

Fr. Les has drafted the letter for approval from the deanery, presbyteral council, & the bishop

Upcoming items for the council

Need to approve Doug Benson’s contract
Parish administrator -form business plan
New council members –need to establish liaison relationship to bring individual parish needs to the attention of the council.

The next meeting of the Tri-Parish Council will be February 11, 2009, 5:15 pm at Our Lady of Lourdes.

Respectfully submitted by,
Gail Estes