**St. Paul Admin Council Minutes**

**November 17, 2015**

**Present:**

Jonathan Edmonds

Pat Fogarty

Judy Lowery

Bill Wolfard

Phil Appleton

Kathy Beutler

Fr. William

Fr. Basil

Michelle Vistica (present only at start of meeting)

**Accounting Assistance**

We spent some time interviewing Michelle Vistica for the position of assisting us with our bookkeeping.  The role would be to oversee the books, provide assistance to the office manager when questions arise, and to help present the books monthly at our meetings.

The council felt that she would be a good fit, and has offered her a 3 month trial position to ensure that both parties are good fit with each other.  She will begin in the next week or so, and should be ready to present our financials at the December council meeting.  Father William will draft an employment letter shortly.

**Financials**

Our financials were somewhat skewed due to the influx of Narthex pledge dollars.  Jonathan brought up a request that reports for the council be prepared such that we could more easily see the regular budgetary status separately from the Narthex pledge dollars coming in.  We will work with our new Accountant to help us clarify the reports in future months.

In addition, a check was inadvertently written out for more than intended, causing the October numbers to seem particularly rough, however, the extra money will be reimbursed to St. Paul and the November numbers should reflect this.

We also had extra hours from both Maria and Louise in October, resulting in slightly higher payroll numbers when compared to budget, however, this is not viewed as a problem at the current time.

We discussed the use of personal credit cards for parish purchases, and all agreed it was best to institute a policy that outlines when this is appropriate.  Related to this is the current limit on the parish card(s).  Father will look into better options and communicate back with us at a future meeting.

We discussed whether or not staff have a working budget that they can spend within, or if there are certain size purchases that require Father's approval, however, there is no concrete process outlined at the current time.  Several councilmembers felt it may be prudent to establish such a process to clarify when/how purchases can be made within staff discretion vs. ones that require higher-level approval.  Everyone on the council wanted to be clear that micromanaging purchases is not the goal, just clarity on process.  No specific actions were taken at the meeting, however, to address this.

Jonathan brought up the dedicated funds questions, and all agreed that we would revisit this once our accountant got up to speed.

**Safety Audit**

All work has been completed, and many expressed their satisfaction with the quality of the work.  The bill will be paid soon, and once paid, the city of Silverton will reimburse us for approximately $1000 towards the project.  The final report will get sent back to the Archdiocese soon.

**Telephone System Phone Service**

Pat had done some research to see if we were paying too much for our phone service.  The current system has 3 phone lines + a fax line and DSL (7mb).  We currently pay about $230/month for this service.

In addition, we have a DSL line in the school building that runs us $63.80/month.  It has a phone line tied to it that is not being used.  Pat will see if we can get the phone line removed to reduce cost, and Phil will research some options to just extend existing DSL from the parish center to the school building.  We will discuss this more next month.

Wave cable could provide us with a similar service for a bit less than Frontier was willing go, but we would have to change our email addresses and all agreed that since Frontier was able to get very close to Wave, that we would just leave it alone for now.

A question came up about who hosts our website and what it costs annually.  Tied to this is the notion that we should probably have email addresses for the parish that are not tied to our phone or DSL providers.  Jonathan will follow-up to see if he can find out some of those answers.

**Copy machine**

Our Ricoh copier/printer is having many issues, and is in need of repair/replacement.  We have been offered a Ricoh C400/C5000 for $2400.00 which seems to be a good price.  This product should last us for many years.  Jonathan will investigate to ensure that the device is fully compatible with Window 10, but presuming that it is, the team agreed to go ahead and purchase it.