**St. Paul Admin Council Minutes**

**October 20, 2015**

**Present:**

Jonathan Edmonds

Pat Fogarty

Judy Lowery

Bill Wolfard

Phil Appleton

Kathy Beutler

Fr. William

Fr. Basil

Bob Schaefer (present only for his presentation at start of meeting)

**St. Paul Cemetery Trust**

       Bob Schaefer presented the cemetery trust update.  Not too much new, they replaced the pump last year, otherwise, not much new to report.

         We brought up the question about whether or not the plots were being put into a computerized database, but Bob reported that not much progress was made there.

         The trust received a clean bill of health from the Oregon Mortuary Association.

         Pat asked if we had all of the records, and Bob stated that we had records from ’77 onward.  We asked if we had duplication of records so that if a home or location burned down we would be safe.  We are certain that from ’77 on we are safe, but Bob said he would try to get copies of the records prior…

         Current costs are $600 for a parishioner, and $1000 for non-parishioners.  $200 for an Urn placement.

**St. Paul Trust**

         Rock Sanders presented the latest update.

         Trust is stable, earning modest returns.  Goal is to protect the corpus of the trust.

         Last year, a grant was made to carpet the library.

         The next appointments for 3-year terms occur in February, and the council will consider nominations.

**St. Paul Financial Reports**

         Fritz signed off on finances through August.

         We are still trying to find an accountant that can help us review our financials from time to time (at least quarterly).  Father Basil will be making another phone call, but so far no solid leads.

         Kathy reported that issues with mis-categorized data for the narthex expenses has been resolved, and that everything lines up with our expectations for those expenses.

         Jonathan brought up the concern again that we have to be careful with the data entry to ensure that it is adequate and sufficient to reflect our financials.  We may need to consider additional training sessions and opportunities for those involved with data entry.

         Jonathan also brought up the concern about not being able to track specially designated funds.  The issue is not whether or not we tag the funds as they are deposited, or tag them as they are spent, but whether or not we have an asset account that tracks it.  Discussion turned up the fact that all funds roll over into the general accounts at end of year currently.  We should discuss if this is appropriate.  Kathy will see if we are able to generate reports today that show balances for our special fund accounts.

         There were two expenses that we were unclear about.  One was in account 5825 for $1833.47, and another was for account 6625 for $484.  Kathy said she would get back to us on those.

**Safety Audit**

         Kathy has obtained permits from the city to finish up the side-walk repairs.  The city will pay $1000 towards the cost, which is fantastic!  We will pay the cost up-front and be reimbursed when the work is completed.

**Telephone System**

         After further investigation, Pat has determined that we can still adequately program our current system by using the instruction manual.  All agreed it would not be prudent to investigate a new system any longer at this time.

         Pat also investigated whether or not Wave might be able to reduce our monthly phone bill if we switched.  His investigation found that we could perhaps save over $100 per month by switching and have faster internet.  Pat will speak again to clarify a few things and we will discuss next month.

**Narthex Project**

         Father William mentioned that we have received final approval for the plans from the Archdiocese.

         Father Basil presented our current state of pledges.  Currently just under $200K in pledges.

         We are currently tracking the pledges using an excel spreadsheet, but we hope to begin using PDS (Parish Data System) soon, which will put it into a database.  Carol Anderson and Father Basil met with another parish to discuss how to best use this new system.

         Rita will be posting steeple thermometer posters to be displayed in the church and parish hall so parishioners can see the progress of our pledges.

         The architects will present at the turkey dinner so that parishioners can ask questions and see the latest for the project.

         Donor meetings have been good, we are currently about 15% of overall target for individual discussions.  Some comments have included those asking if we will really finish the project this time.  Goal is to finish all individual conversations by November 1st.

         Judy asked about whether parishioners can put donations in the offertory.  Father Basil outlined that those who have pledged a one-time gift or annually, will get a letter, those who wish to go monthly or quarterly will get envelopes and coupons.  End of year statements will include both types of donations.

         The Oregon Community fund seems to be potentially interested in helping, but we still need to wait and hear from them if they will contribute.  This would be a huge win for St. Paul!