

**Parish Council Meeting
October 24, 2017**

Attending Members: Fr. Greg Benkowski, Tom Harper, Brian Keenan, Greg Beninato, Alan Large, Deacon Tim Leininger, Eileen McKinstra, Connie Novacek, John Ryan, Todd Saettele and Dennis Smid.

Absent: Michele Nutsch, Kevin Malick, Marvin Schulz, Sara Ballard and Kayleen Wallace.

Approval of Minutes: The minutes for the September meeting were approved.

Parish Committee Reports

RCIA – Brian Keenan read Deacon Ron Ryan’s report. Currently there is one inquirer, Morgan Flannigan. Her sponsor is Eric Hess. The group meets on Sunday mornings from 9:00 to 10:30 in the Library. The Rite of Acceptance is yet to be determined. The Rite of Election will be held at the Cathedral on February 18, 2018. Baptism, Reception into the Church and Confirmation will be held on Saturday, March 31st at the Easter Vigil.

Athletic Director – Beth Biros reported that volleyball season is over. There were 2 volleyball teams this year and both did very well. There were 3 soccer teams and they also did well. Signups for basketball have started and it is anticipated that there will be 6 or 7 teams. St. Joan of Arc will host over 90 games this season and volunteers will be needed to staff these games. The current balance in the bank account is \$3,173.80.

Old Business

Facility Security – Nothing substantial has been completed since the last meeting. Denny Smid is still in the process of documenting the current systems in place. John Ryan will talk to Charlie Werp to discuss the lights outside the church along the north and south walls to determine the lightbulb status as well as the switch location. Todd Saettele has purchased cameras to be placed at strategic locations throughout the facility. These will be installed this weekend based on the current facility layout. It was reported that the keypad codes at the entrance of the church have not changed since the original installation. However, there are a large number of people who have to be notified if the code is changed due to the adorers need for access to the church on an hourly basis. It was also reported that staff may need additional training for intruders in the facility. It is not known if the archdiocese has a policy related to this. There is some training provided to the school faculty and students on safety training and there are quarterly drill practicing these safety procedures. The council will ask Kayleen Wallace next month about additional safety training for the school.

Regular Committee Reports

Board of Education – No report.

Building & Grounds – John Ryan reported for the group. The kitchen plumbing has been fixed by James Burns. In addition, the Men’s Club is in the process of fixing the pull down gate/window between the cafeteria and the kitchen. This should be completed soon. Fr. Greg, John Novacek and John Ryan met with representatives from the Ray Martin Company to discuss the HVAC service contract. The purpose of the meeting was develop an understanding of what each party was responsible for in regards to the service contract. John provided copies of the notes of the meeting. It was decided that any repairs

to the facilities needed to be coordinated through John Novacek to ensure there is one central contact person. There are currently enough filters for the HVAC units but we will check with John Novacek to ensure that is the case. It was also noted that some of the windows in the school need recaulking but there is not enough money in the maintenance and repairs budget to complete this work at this time.

Finance – Dennis Smid reported that the email sent out last month with the financial statements was accurate and discussed the highlights of the financials for the previous month. Year to date income is favorable compared to budget allowing for the fact that the first two months of the fiscal year usually see lower contributions. Expenses were also favorable for the period. We are currently good with cash for the month but we may need to withdraw some for next month to meet the cash needs of the parish. He is currently preparing a one page insert for the bulletin. It was discussed that we may need to revise the budgeting process for after school care next year as the first invoices sent to parents was made at the end of the September but the budget has 3 months on invoices included in the budget. A question was asked whether the Men's Club had provided a check for the Air Conditioning repair in the gym. It was noted that the Men's Club may have paid that invoice directly. It will be researched and an answer brought to the next Parish Council meeting. After a brief discussion, it was noted that a "Top Ten" list should be developed to help parish groups know what needs to be done around the parish. Fr. Greg, Denny Smid and Deacon Tim volunteered to develop this list but will seek input from school staff and the Building and Grounds committee.

Pastoral Committee – Deacon Tim Leininger reported that the group met and discussed St. Joan of Arc's goal of \$37,000 for the Archdiocesan campaign. An update was given, and currently we have raised approximately \$25,000 towards that goal. The group also reviewed the upcoming Liturgy for November and December. All Saints masses will be held November 1st at 8:30 a.m. and 6:00 p.m. All Souls remembrances will be celebrated at all masses on November 4th and 5th. Candles for deceased members of the parish will remain lit until the end of November. The Feast of the Immaculate Conception is Friday, December 8th and masses are at 8:30 a.m. and 6:00 p.m. The parish Advent reconciliation service will be Saturday, December 9th at 10:00 a.m. Masses for Christmas will be as follows: 4th Sunday of Advent (12/23 and 24) will be at 5:00 p.m., 7:30 a.m. and 9:00 a.m. Christmas Eve masses will be 4:00 p.m. and 6:00 p.m. and Christmas day masses will be at 8:00 a.m. and 10 a.m. (There will be no midnight mass on Christmas eve as attendance and the lack of priests and the attendance do not warrant holding a mass then.) An explanation of the Christmas mass schedule will be included in the bulletin in November.

The group also talked about the playground mulch project. An Eagle Scout candidate approached the parish about sprucing up the playground. The current pine mulch is decaying and would be replaced by a softer cottonwood mulch. The depth of this mulch is anticipated to be 9 inches which easily meets city codes and insurer recommendations. The Boy Scout will gather some volunteers and there will be a solicitation at Mass this Sunday. The project has been pre-funded by Deacon Tim. The prefunding includes \$2,988 for mulch and \$300 for the under fabric. Deacon Tim and the scout are meeting with different parish organizations to see if they will underwrite the project. Denny Smid requested that the invoice be submitted so that it can be recorded on the books properly.

The meeting was closed with a prayer by Father Greg.

Respectfully submitted,

Brian Keenan