St. Joan of Arc Parish Council  
October 3, 2019 Meeting Minutes

Attendees: Emily Antin, Pat Ballard, Dick Brozic, Jim DeBruycker, Jim Emery, Tica Hanson, Elaine Hauff, Dennis Heaney, Rob Ley, Diane Moe, Andrea Palumbo, Ellen Velasco-Thompson, Kathy Wedl  
Absent: Fr. Jim Cassidy, Ann Counihan, Mike Rydberg

Welcome Prayer: Jim Emery

Mission and Vision Readings: Led by the Chair, and read by all. Gratitude expressed by the council for Tica’s hospitality at the September meeting and potluck.

The Minutes of September 2019: Motion to approve by Tica Hanson, second by Emily Antin, approved by unanimous consent.

Pastor Report:

Cabaret is this weekend.

Growth of the parish is very healthy. Twenty households joined St. Joan’s in September, as two households departed, netting eighteen more households in the parish.

The hosting of Shir Tikva for a Rosh Hashanah event was very positive and successful. Over 1000 people attended, as a conservative estimate. The efforts of the St. Joan’s maintenance staff were essential to the event’s success, and are very much appreciated by the council. Attendees graciously and sincerely thanked St. Joan’s staff for a job well-done. Due to unfortunate current events, the attending communities were very conscious of necessary security, and undertook appropriate measures to ensure the safety of attendees. Rabbi Michael Latz was a pre-mass speaker prior to the event, and council members expressed appreciation for his thoughtful remarks. St. Joan’s offices will be closed on October 9, as we again host the community for Yom Kippur. Rabbi Latz indicated that the involved communities are already ready to commit to celebrating the holiday at St. Joan’s in 2020, should it work for our parish.

Father Debruycker will have a medical procedure on October 18, and will be unavailable for the following week-and-a-half.

The parish is taking bids from contractors for the remodeling of the kitchen off of the Egan Room. Under consideration is whether it would be more sensible to establish a limited catering, or a full-service kitchen. The functionality of a catering kitchen would be limited, as opposed to the full-service version, which would be substantially more expensive, in part due to the necessity of installing an air exchanger, now required by building code. Once the expense of the project is clear, the parish will assess whether there are adequate remaining funds from the Build/Gather/Grow campaign, after completion of the campaign’s higher stated priorities. Decisions on the project are estimated to occur by calendar year end.
Year End Audit Results
The recent audit of St. Joan’s finances went very well. The auditor expressed surprise at our 5% growth in offerings since 2018, which is very untypical for parishes at this time. A new audit requirement that functional expenses be broken down by detail created a significant amount of additional work for staff. Nancy McPherson was instrumental to this effort and her efforts are very much appreciated by Dennis Heaney, and by the full council.

Only two areas were recommended by the auditors as needing better internal controls: The aforementioned detailed breakdown of functional expense allocations, and a recommended ongoing internal review of the pastor’s credit card expenses. Both of these items are being addressed by staff and by the finance committee.

St. Joan’s finances are well served by the presence of the charter school tenant renting our classrooms during the school year. The school has been easy to work with, and timely in its rent payments.

July/August Income and Expense
July and August offering income is down from the previous months. This is typical and expected for these months of the year, and has been budgeted for by staff and the finance committee.

Lay Advisory Update
The archdiocese is hosting listening sessions in preparation for the upcoming synod. At these sessions, attendees are chosen at random to vocally express their concerns. St. Joan’s parishioner Bob Butell was among those chosen at the last event. Lay speakers were asked to not address matters of dogma, but Bob questioned the wisdom of this rule, and expressed his concerns. Bob represented our parish well.

Survey
The committee will soon begin meetings to establish a process for a parish survey. The last quantitative survey was conducted in 2011.

January Meeting Date
The parish council regularly meets on the first Thursday of the month. This would place our meeting date on January 2nd, and the question was raised that this date might be inconveniently close to the holidays for some members. After some discussion, the council has elected to keep the regularly scheduled meeting date of January 2.

Liaison Reports
Rob Ley, liaison to Peace and Justice, met with Julie Madden, who gave him a schedule of upcoming peace and justice events, which Rob will forward to the council. Julie expressed special appreciation for Cynthia Bailey-Manns’ hosting of pre-listening sessions, in preparation for the archdiocese events mentioned in the Lay Advisory Update. Julie expressed that having opportunity for St. Joan’s parishioners to express their concerns was important, and she was encouraged by the honesty displayed by
those who attended, especially when raising topics that are a source of frustration. Council members were in agreement.

Jim Emery, liaison to Liturgy and Music, had a brief conversation with Anna Vagle. Anna expressed a need for about ten seats for choir members during the homily, on Sundays when the choir performs at gym masses. It was suggested that this could easily be done, and that Anna should communicate this request to Maintenance. Jim will follow up.

All other liaisons have either already set meeting dates, or are in process.

A staff representative from one ministry typically reports to each parish council meeting as an agenda item. Dick Brozic relayed that no such reports are currently scheduled, and suggested that liaisons extend the invitation to their corresponding staff members to report at meetings going forward.

**New Business**

Elaine Hauff and Ellen Velasco-Thompson provided an explanation of the role of trustees to the council. Catholic parishes operate as de facto corporations, with a board of directors that consists of the archbishop, pastor, vicar general, and two trustees. The members of this board, including the trustees, sign off on loan and other legal documents. Trustees are also tasked with ensuring that the parish is in compliance with legal and diocese policy. Trustees also serve as ex officio, non-voting members of the parish council. Trustees serve a two year term, which is renewable. Ellen expressed appreciation for the archbishop in taking the role of trustee seriously, and for his attention to the details of the work that the role entails.

Dick reported that the stewardship committee is continually seeking creative ways to reach out to new members. One idea is for parish council members to reach out to new members with a phone call, welcoming them to the parish, and inviting them to the monthly new member dinner. The council was pleased with the idea, and agreed to take on the task. Dennis Heaney offered to create a list, matching council members with new member to contact. Dennis will also draft a script for the call. Council members can modify this script to suit their own communication style, and are also encouraged to provide feedback on the initial draft, suggesting edits and best practices.

**Closing Prayer:** Jim Emery

**Meeting Was Adjourned:** By the chair at 6:50 p.m.

**Minutes Submitted By:** Jim Emery

**Next Meeting:**

Thursday, November 7, 5:30 p.m., Upper Room of the Parish Center. November prayers and minutes by Kathy Wedl.