

**MINUTES**

<b>Meeting Chair:</b>	John P. Hanley
<b>Date/Time:</b>	October 17th, 2016, 6:30 p.m. call to order
<b>Location(s):</b>	SJB Conference Room

<b>Invitees:</b>	<b>Present</b>	<b>Invitees (cont'd):</b>	<b>Present</b>	<b>Invitees (cont'd):</b>	<b>Present</b>
Deacon Manny Torres	√	John P. Hanley	√	Bob Buss	√
John Style	√	Dave Withee	√	Eric Guzowski	√
Mike Ruby	√	Kelly Williams	√	Gary Lewins	X
Tony Piontek	√				

**To Be a Visible Sign of the Risen Jesus!**

<b>Owner</b>	<b>Topic—including purpose and related links</b>	<b>Minutes/Notes – key decisions, points, messages</b>
John Hanley	Opening Prayer	
John Hanley	Approve September 2016 Minutes <ul style="list-style-type: none"> <li>• Motion – Bob Buss</li> <li>• Approve – john Style</li> </ul>	DEFERRED – did not produce minutes prior to meeting. Will compile and send out NLT 10/21
<b>Reports</b>		
John Style	Bank Reconciliation	1 – Sept okay; one correction to be made in Oct. due to a voided check
Bob Buss	Stewardship	1 – Reviewed activities
Eric Guzowski	Site Advisory Council	1 – Strongly marketing for 3-4 K 2 – A fund raising idea could not be used due to Tax ID use issues 3 – Due to difficulties getting Sunday volunteers, re-instated hours worked counting toward volunteer requirements.
Gary Lewins [reported by John Hanley]	Buildings and Grounds	1 – Nov 1: Annual Fall work day 2 – 5-year building plan update completed. Committee will do what they can but many issues are larger, capital items
Tony Piontek	Pastoral Council	1 – Parish 5-year plan updated. One key issue: subcommittee to look at increasing use of SCRIP 2 – Every group to provide a poster for annual volunteer thank-you breakfast
John Hanley	GRACE	1 – Update on final system enrollment 2 – GRACE has been supporting the traditional school, despite initial statement this would not occur 3 – a multi-year planning study will occur

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Deacon Manny	Business Manager Update	n/a
Deacon Manny	Financial Review	Finances already are in good shape for the year
All	Old Business Update <ul style="list-style-type: none"> <li>Ministry Center</li> </ul>	1 – Flooring on ramp in Ministry Center to be soon completed 2 – Bid is out for basement partitions in Ministry Center 3 – Windows will be the next large project
All	New Business Update	1 – Kelly Williams reported request by Fr. John for quarterly reports to the Parish. John Handley made note to plan. 2 – Dave Withee distributed a paper outlining the foundation for Parish Stewardship financially. Already approved by Fr. John. Feedback requested from FC. Dave and Craig Gezella will flesh out. Seminar on Wills planned for late Nov or early Dec.
John Hanley	Closing Prayer	
John Hanley	Adjournment – 7:50 p.m.	Move – Mike Ruby Second – Eric Guzowski Approved

*Tips: Purpose uses words like - Decide/Approve, Discuss/Debate, Brainstorm, Solve problem, Plan, Share information/Update. Clear, concise minutes/notes are preferable to voluminous records.*

**Next Steps**

Action Item	Responsible	Due Date
•Cadence and structure/format of Communication	John Hanley, Kelly Williams	Ongoing
•Review of Stewardship outline, feedback to Dave	All	Oct 21
•Follow-up with Andrew Mulloy re: GRACE Appeal talk	John Hanley	Oct 24

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<b>Future Key Dates</b>		
<b>Date</b>	<b>Topic</b>	<b>Comments</b>
Nov 21	November FC meeting	

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