

**ST. THOMAS MORE PARISH  
PARISH COUNCIL MEETING  
Monday, April 16, 2012**

**Council Members in Attendance:** Fr. Bill Wagner, Vic Ivers, Kathy Hornschemeier, Larry Bush, and Jim Conrady.

**Council Members Absent:** Sam DeBonis, John Duncan, and Janet Tate.

**Others in Attendance:** Mike Gennett.

The St. Thomas More Parish Council meeting was called to order by Vic Ivers at 7:00 PM EDT. Fr. Bill Wagner opened with a prayer.

**Business Manager Report:** Mike Gennett gave the report.

We have completed **the transition from our old email server to Microsoft Outlook 365**. The transition went well. All our email addresses are the same. Our old email server was crashing and was down more than it should have been. The cost of this change was far less than replacing the email server with a new server. We applied and obtained an educational-charity license from Microsoft. Our only costs were the transitional costs. The costs were kept down by having the Business Manager assist with converting all the computers on campus to the new server.

We also recently updated our **Microsoft Office software to 2010** with a charity license. We save a lot of money when we wait and obtain charity pricing.

The **phone voicemail system** was out this weekend. It has been repaired.

The **employee re-enrollment benefit process** is underway. Every Archdiocese employee qualifying for benefits must completely re-enroll for every benefit or lose their benefits July 1. We had a meeting in late

March with all our qualifying employees explaining the process. In addition, those wishing to cover families for health care must submit and prove their dependents qualify for benefits. They have to submit copies of marriage licenses, birth certificates, and current tax returns to prove the dependents are legitimate. There are also surveys that must be completed by the spouse's employer as to their status for health care coverage. Even employees not requesting benefits must sign and waive their rights to each benefit if they are declining. No one is exempt. The forms must all be turned in April 27<sup>th</sup>. The diocese reports that there are non-employees enrolled in the health care benefit that do not qualify. That is not the case at our parish. Employees that do not turn in their re-enrollment forms will be notified by certified mail their benefits will cease July 1 and they cannot re-enroll for one year.

The pilot locations, including St. Thomas More, are currently transitioning to **the new on line Archdiocese accounting system**, Parish Soft. The system has to be built from scratch at each location. Data transfers are not possible because of a very different chart of accounts and information. Because we are transitioning late in the fiscal year, we have to manually enter all the income and expense data line by line, month by month since July. Eight months are now transitioned. If we didn't enter this year's data, the system would not be viable for another year. Plus it is a good learning experience. The pilot locations all have issues with the transition. The diocese staff is learning the new system at the same time as the pilot location Business Managers. A meeting with the software company is scheduled this Friday to help clear up some issues.

It takes time to set up the new system. You can just transfer information. All the account numbers change. In some cases, current account numbers have to split into multiple accounts while others have to be combined. Once this is done, the diocese will be able to compare data location by location. Care has to be used when entering information. For example, 5606 is the new supply number but every work center uses this number. The work center is designated by three letters after the number. For example, 5606CFF and 5606OFF look a lot alike in the system. CFF is Children's Faith Formation and OFF is Parish Office. It is easy to select the wrong window. We don't plan to enter transactions until June at the earliest. We want to make certain everything is going in correctly. Once you reconcile the first month, the system locks. We must be certain the

data is correct and matches what is in QuickBooks at the end of the fiscal year on June 30. Our goal is to have the system fully functional and ready to go July 1. The diocese hopes to have all 230 parishes converted within one to two years which may be aggressive. Switching to this new accounting system is not optional.

The **School Library update** is still on track to begin in May (map follows at the end of the minutes). The computer lab moves into the back portion of the Library. A wall and door will go up. The Library gets condensed and will still be available for meetings. The walls will be painted and new carpet installed. PTO is contributing to the cost of this project and will be promoting it during Walk More this year. We plan to hire the Construction Manager of the new Union Township Library to help spearhead this project.

**Other projects** being planned include repair and new covers for the sliding wall doors in the Parish Hall. That should happen sometime in June.

We are also still looking at **the handicap ramp** in the front of church sometime this year although the funding has fallen short. We are going to get the project bids updated. There are also some roof repairs that will need to take place this summer.

We probably will split some of this work into this fiscal year and some into next year.

The **Festival committee** is looking to install a more **permanent arrangement for electricity**. This would be built underground along the north side of the back parking lot. The old wiring that has been used for years has seen better days. The festival planning is going along very nicely although they are still in need of maintenance workers.

John Duncan was going to bring this up tonight if he was here. This issue has been already brought to the Business Manager's attention a few times. There is a **perception that the parish is charging the Boosters to mow the football field**. The parish has never charged the Boosters to mow the field. The parish pays to mow the entire field including the football portion until early June. Then, the Boosters have taken over the football

field mowing for the rest of the year. That is the arrangement again this year. John is asking if the parish would drop one of the monthly bills the football program is supposedly paying for mowing. The parish has never charged the Boosters for mowing the field so there is nothing to drop or refund. The field is mowed every other week this time of the year.

A couple of years ago, it was asked why we did not mow the field more often in the spring. This was when the field was used for softball. We only budget to mow the field every other week while the lawn around the church is done weekly if needed.

We were also asked if the parish would forward the money being saved from not mowing the football field from June 1 on to the Football program. There is not that much money involved. During the dry summer months, we don't mow the field as often as we do in the spring. This request was turned down since the difference is no longer in our budget. The football program is supposed to be fully funded by fund raising and from both parishes that sponsor the team.

Vic Ivers asked that Mike Gennett contact the Booster President and clear up this matter. Council informally discussed that the original agreement was the football program must be fully self-funded.

The **parish recently paid** over \$2,500 to fix the leaks around the vents in the gym roof. The furnace in the gym lobby had to be replaced and it cost \$4,000. Neither of these repairs was charged to or shared with the Boosters. The gym roof lobby needs over \$13,000 in repairs in the near future. The later has been brought to the Boosters attention for some possible financial assistance on their end. The Boosters do pay 50% of the energy costs and a portion of the lobby & bathroom cleaning costs of which the parish is grateful.

**Pastor's Report** – Fr. Bill gave his update

**In the Deanery**, a new Pastor is being appointed in Wilmington and Fr. Hiland is going to remain Pastor at the parishes in Stonelick, Owensville, Batavia, and Williamsburg.

There is nothing new on **the regional planning project**. The report has been submitted to the Archbishop for his approval. There is no time line regarding approval. No one knows if and when the region will be implemented. There are two schools in this region and it will be difficult for one Pastor to manage. Most pastoral regions do not have two schools.

**Virtus** planning is underway. We will have a training session for all the employees in the St. Martin Deanery on August 6 and 7. There will two sessions. One session will last a day and one half to train the trainers that will do the Virtus training in the parishes. There will also be a 3 ½ hour training session for all deanery employees to certify them in the new program. Deanery employees will be allowed to enroll first in these sessions. We are still planning to hire someone to do the bulk of the certification classes in our parish although other employees may be certified to train as well. There is also monthly follow up on line training in order to remain certified.

The **diocese Athletic Initiative** continues to take shape. A charter is being written to cover the entire diocese. The goal is to present it to the Archbishop in early 2013 with implantation later in the year. The goal is to structure sports in the same way for all locations in the diocese. The Archbishop has asked, "If it is not Catholic, why are we doing it?" This is not to imply sports will go away but to put a more centralized focus on our faith within the sports program.

**Our RCIA program** was very successful this year. We had a large number come into the church on the Easter Vigil. We already have folks asking about next year!!!

The attendance at our **communal Penance services with St. Veronica** is rising with each service.

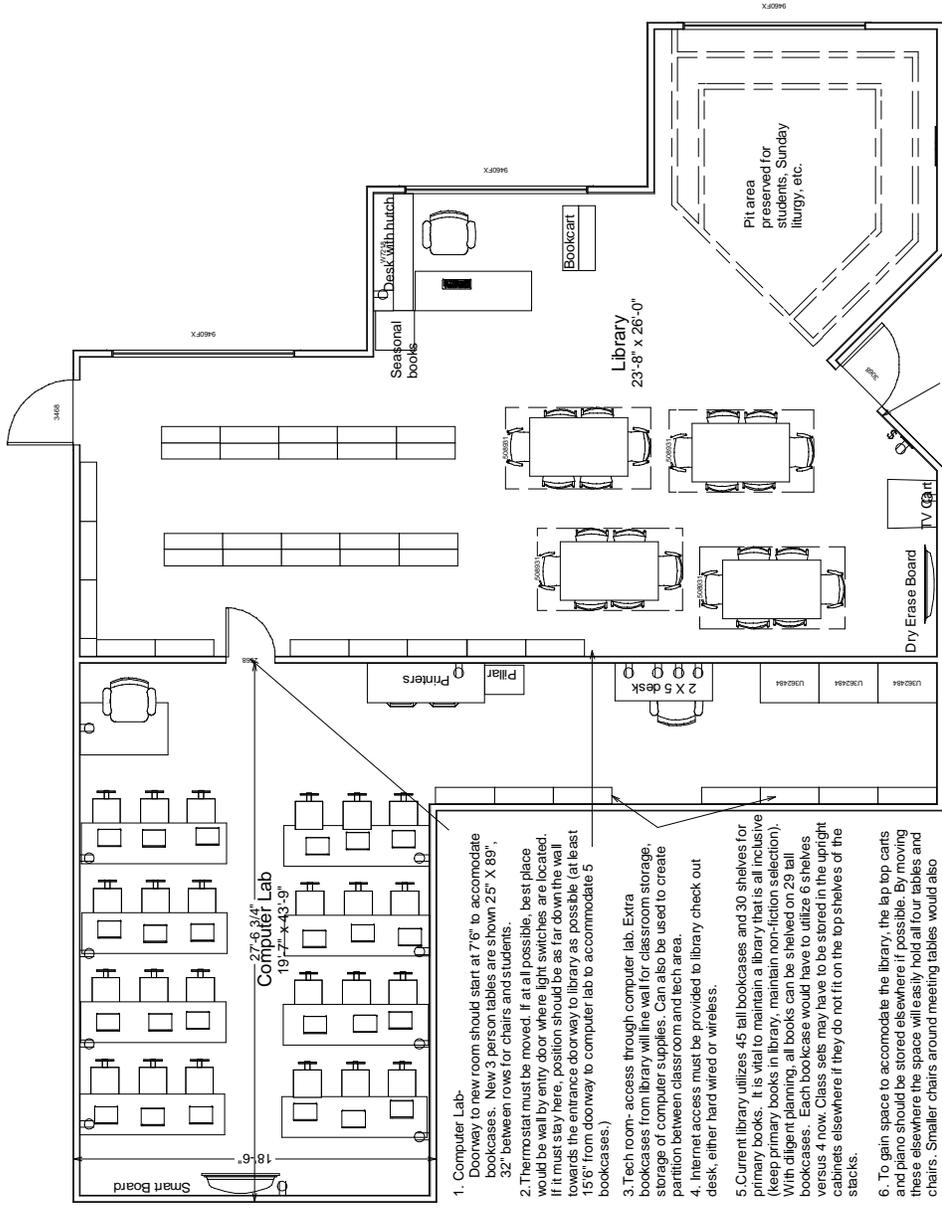
Our **Catholic Ministries Appeal campaign** is doing well. We are already at 96% of goal through April 16<sup>th</sup>. We are way ahead of all the neighboring parishes.

**New Business** – There was a brief discussion about the music. Some felt the tempo needs to be picked up. Some stated they don't know the songs.

Fr. Bill pointed there is a general movement in the entire Catholic Church to a more sacred kind of music and away from some of the “folksy” kind of music that has been popular for several decades. The “sacred” and “transcendent” elements need to be reemphasized.

The meeting was adjourned at 8:12 PM. Fr. Bill led the group in a prayer.

**NEXT MEETING** is scheduled for Monday, May 21. It may not be held unless there is new business to discuss. Council members will be notified by email as to the status of this meeting the week before.



1. Computer Lab- Doorway to new room should start at 7'6" to accommodate bookcases. New 3 person tables are shown 25" X 89", 32" between rows for chairs and students. Thermostat must be moved. If at all possible, best place would be wall by entry door, where light switches are located. If it must stay here, position should be as far down the wall towards the entrance doorway to library as possible (at least 15'6" from doorway to computer lab to accommodate 5 bookcases.)
3. Tech room- access through computer lab. Extra bookcases from library will line wall for classroom storage, storage of computer supplies. Can also be used to create partition between classroom and tech area.
4. Internet access must be provided to library check out desk, either hard wired or wireless.
5. Current library utilizes 45 tall bookcases and 30 shelves for primary books. It is vital to maintain a library that is all inclusive (keep primary books in library, maintain non-fiction selection). With diligent planning, all books can be shelved on 29 tall bookcases. Each bookcase would have to utilize 6 shelves versus 4 now. Class sets may have to be stored in the upright cabinets elsewhere if they do not fit on the top shelves of the stacks.
6. To gain space to accommodate the library, the lap top carts and piano should be stored elsewhere if possible. By moving these elsewhere the space will easily hold all four tables and chairs. Smaller chairs around meeting tables would also increase space.
7. Books will be inventoried and boxed as soon as possible. An early date to return all checked out materials would be helpful (May 1st). 150 boxes will be needed.

Thermostat must be moved. If at all possible, best place would be wall by entry door where light switches are located.

STM Library/Computer Lab/Tech Room proposal 3  
(access to tech room from computer lab)

**LIVING AREA**  
1755 sq ft