



Parish Pastoral Council Meeting Minutes

Date: March 2, 2017
Time: 6:30 PM
Location: St. John Neumann Good Shepherd Room

Attendees:

- **Present:** Fr. Doug Ebert, Fran Laufle, John Peterson, Deb Mason, Steve Chojnacki, Nic Decapia, Joe Raasch, Debbie Andrews, Dan Wahl, Hugh Stoll (Finance Council), Joe Gifford (Seminarian)
 - **Absent:** Robert Peterson
 - **Minutes:** Submitted by Nic Decapia, Secretary
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Call to order: 6:30 by Fran Laufle; Prayer and mission statement by Debbie Andrews

Approval of Agenda: Agenda approved without revisions.

Approval of Minutes: Approved minutes of the January Meeting were published on February 23, 2017.

Secretary's Report:

Question: What is the process for notifying the parish of the Parish Pastoral Council meeting date and agenda and posting of the meeting minutes?

- Currently, the date and location of the bimonthly meetings and the agenda are not publically posted. However, meeting minutes are posted on the website following bimonthly meetings.
- PPC Constitution and By-laws were reviewed:
 - "Regularly scheduled meetings of the PPC shall be open to members of the parish (Constitution, Article VII, Section 5)
 - "Approved minutes are placed in the Parish file and posted." (Bylaw 6C, Section 3d)
 - "Anyone (parishioners, staff, committees, parish Pastoral Council members, pastor) may request that an issue be placed on the agenda by contacting a member of the Executive Committee at least one week before the next Parish Pastoral Council meeting." (Bylaw 6b, 3b)
- Motion to post the PPC meeting date, location in the on-line parish calendar and the Bulletin no later than two weeks prior to the meeting; seconded; passed by acclamation.

Question: When and how can an "Executive Session" of the Council be requested?

- There is not a specific provision for "Executive Sessions" in the Constitution or Bylaws. However, there will be times when a *closed meeting* may be necessary to allow a forum for

open discussion of topics that warrant special treatment such as maintaining confidentiality, time sensitive issues, legal issues etc. If such a session is requested it will occur after the regular Council meeting.

- A Council member may request that an “Executive Session” be called after the adjournment of the regular session. If an Executive Session does occur, the minutes of the regular meeting will reflect only that it transpired.

Question: Do the minutes adequately reflect the content of the PPC meeting?

- Review of the PPC Bylaws and Constitution indicate that the pattern of meeting minutes sufficiently reflect the content and detail of the meetings.

Pastor’s Report: Fr Doug

- Steve Grass has resigned from the Faith Formation Dept. effective this month.
- Sr. Martha is retiring from Pastoral Care Dept. on July 1, 2017. Her replacement is already in place.

Finance Council: Hugh Stoll

- Collections are ahead of projections as of 35 weeks into the fiscal calendar.
- The revenue portion of the operating budget for 2017-18 has been set. The expense portion is being determined.
- Organizational Changes
 - Two Finance Council committees have been established
 - Financial Stewardship
 - Facilities Management
 - Three Finance Council Working Groups have been established
 - Internal Controls
 - Fundraising (non-operational)
 - Format of Annual Report to Parishioners
- Members of the Finance Council attended a workshop on Financial Stewardship offered by the archdiocese. Information was shared.

Volunteer Recruitment Review: Deb Mason

- Mini-recruitment efforts done for ushers, lectors, Eucharistic Ministers and Altar Servers were very successful.
- PPC members serving on Committees are asked to obtain a **list of all** the Ministries operating under specific Committees in preparation for recruitment in the fall of 2017.
- For 2017, there will be more focus on recruitment online so the list will be published in the Parish website.

Communications Task Force: John Peterson

- The Task Force is preparing a proposal to present to the PPC and Fr Doug by March 31, 2017 for review.

- PPC will have a special session on April 6, 2017 at 8:45pm to go through the proposal and consider approval for presentation to the Finance Council.

Nomination/Discernment Process 2017: Steve Chojnacki

- A PPC member to work with Steve this year would lend continuity for the future. Anyone interested contact Steve.
- Nominee solicitation
 - Notices for nominee solicitation will be done on March 18-19, 2017 through the Bulletin.
 - Ballots will be available in worship space pews on March 25-26 and April 1-2, 2017.
 - Deadline for nominations will be on April 6, 2017.
 - Letters to potential nominees will be sent during the week of April 16, 2017.
- The PPC will meet with nominees who wish to be candidates on May 3, 2017 for discernment.
- Steve Chojnacki will document the discernment process this year and add it to the PPC folder for future reference.

Open Agenda Meeting: Fran Laufle

- The Open Meeting will be held in April 6, 2017.
 - Light supper from 6:00pm-6:30pm
 - Main Program starts on 6:30
 - Agenda was defined

40th Anniversary Celebration Updates: Deb Mason

- Committee leadership and structure has been established
- Next meeting is set on March 6, 2017.

2017-21 Parish Long Range Plan: Fran Laufle

- Some editorial changes to the document were suggested.
- Motion to approve the 2017-21 Parish Long Range Plan with editorial changes and post it on the parish website; seconded; approved by acclamation.

Committee Updates:

- Committee meeting minutes have been distributed to members of the PPC.
- The Worship Committee has requested that the bimonthly calendar for the Joint Committee Council meetings for 2017-18 be started in September of 2017 instead of October to better align their work with the liturgical year.

Other:

- PPC Information table will be set up each mass on March 4 and March 5, 2017.

Adjournment: 8:05pm

Next Meetings:

- Joint Council/Committee: **April 6, 2017 (Open Meeting)** with PPC meeting at 8:45pm in Social Hall
- PPC New Member Discernment: **May 3, 2017 (Wednesday) at 6:30 pm**
- Parish Pastoral Council: **May 17, 2017 (Wednesday) at 6:30 pm**