

IMMACULATE CONCEPTION PARISH COUNCIL
MINUTES FROM July 13, 2010

The meeting opened at 7:05 p.m. with a prayer.

The following members were present: Pamela Mertes, Susan Share, Stanley Sommers, Pat McGrath, Father Tomek Maka, Deacon Kenneth Nowicki, Andrea Taravella, Diane Vigneron, Jane Petitpren, Anthony Jubinski

The following members were not present: Amy O’Gara, Tim Messing, Sarah Cornwell, Janis Cornwell, JoAnn Augustine

Minutes from the June 8, 2010 meeting were read by members and accepted with no changes.

Youth Ministry Report: Not present to report

School Advisory Report Given By Diane Vigneron: No Meeting since last PPC meeting

Christian Service Report Given By JoAnn Augustine: Not Present-but no meeting since last PPC meeting

Christian Worship Report Given By Father Tomek/Deacon Ken: No Meeting since last PPC meeting

Christian Formation Report Given By Jane Petitpren:

- Vacation Bible School went well
- RCIA-Adults meet in the summer and they gather once a month

Stewardship Report Given By Anthony Jubinski: (See Attached Exhibit A and B)

Stewardship is looking for approval from the PPC on the items below.

- Complete Communication (new phone system)- \$2,000 was to come from the budget or possibly from the cemetery motion
***PPC Approved Complete Communication for \$2,000**
- Remodel of building \$40,000 was originally approved for \$10,000 but we can go up to \$40,000 according to the Archdiocese stipulations (this will include demolishing old building and remodeling the new building) Sue questions who would be bidding on the building renovations and Father Tomek stated that it would be done by individuals that are known in the area or referred.
***PPC Approved up to \$40,000 from cemetery fund to be used for the remodel and all necessary demolition of the old Parish Offices with Father Tomek’s approval**
- After approval Sue and Stan gave input that Father should still consider bids from our own Parishioners. Jane proposed posting the bids in the bulletin. Council members spoke about having three bids. Andrea stressed that we should be stuck on having a specific number of bids (3 as proposed) rather use the bids that are turned in by whatever deadline is given because we may not always receive 3 bids for every request. After more discussion, Andrea proposed to that PPC should move on because the \$40K approval allowed Father Tomek to make the decisions on who would complete the work and the formal bidding process could be tabled to another meeting.

Vicariate Report Given By Amy O’Gara: Not Present-but no meeting since last PPC meeting

Old Business:

- Review/Discuss Results of PPC Evaluation Survey (results attached): Pam went over the survey and the results asking every PPC member to reflect on this over the summer and how the survey results will be

better using Pages 30-33 in the AOD Guidelines and Handbook pages. There was some confusion in regards to the survey because only the at-large Parish Pastoral Council Members received the survey prior to the meeting so the other Council members did not have ample opportunity to review the results. Sue stated that the survey had no relationship to the Parish Pastoral Council at this point because some of the items had not been implemented yet. Andrea stated that the survey should be changed better suit the needs of our Parish rather than simply copying the suggested survey from the AOD.

- Continuation of Review/Discussion of Proposed PPC Operational Procedures: Changes were made to the Operation Procedures-see attached document. The changes that we made at the July 13, 2010 meeting are highlighted in yellow. Stopped at the section "Communication with the Parish" but touched briefly on "Functions of the Parish Pastoral Council Commissions" so that any changes could be made at the Commission level during the summer. **The PPC members in attendance decided to move the PPC meetings to the 1st Tuesday of the month to allow for more time for the Commissions/committees to have their meetings. All Commission reports must be to the PPC secretary 10 days prior to the PPC meeting and they must be approved by the Commission Chairperson prior to submission.**

New Business: None

Open Forum:

- Pam asked for clarification on PPC members only allowed to be part of one (1) commission- does this include committees too? Father Tomek stated that this is just for the Parish Pastoral Council and Commission level and not to the sub-committees of any Commission.

Pastor's Report:

- Finish with acquisition of the property and gutted the building
- Consider packages for needy families rather than the pantry that way we are more efficient with our food donations. A lot of the food in the pantry has to be sent to larger pantries so that the food gets used. Also, there would not be a large area in the new offices to store the food. Provided Council members with the number of families that we serve (22 families in 10 months.) Father Tomek asked all Council members to think of a solution to the Pantry Issue.
- Looking at the layout of the new offices to see what would be the most efficient use of the space. There will be an office for Father Tomek, Deacon Ken, Bookkeeper, and Maintenance (this will allow the basement under the Church to be used for storage.) Secretary and Receptionist will have work stations.
- Festival is this weekend. The tents have been expanded and they are setting up for the festival all week.
- Questions after Pastor's Report: Deacon Ken questioned if there was a reception area for guests, etc and Father Tomek stated that there was space in front of the reception guest for a waiting area.

The meeting closed at 9:34 p.m. with a prayer

The next meeting will be held Tuesday, September 7, 2010

**** Note meetings changed to 1st Tuesday of the Month****

Minutes respectfully submitted by Andrea Taravella.

Exhibit A

STEWARDSHIP COMMISSION MEETING MINUTES

July 6, 2010

Present: Fr. Tomek Maka, Jean Corbat, Chris Ameel, Stan Sommers, Anthony Jubinski, Robb Gafa, Bob DeBusschere, Ed Ross, Mary Kot. Not Present: Laura Carlin, Jeff Wooten, Theresa Austin, Betsy Knapp.

Meeting opened at 7:05 PM with prayer.

Minutes of June 1, 2010 were approved. There was discussion about offering prices of real estate being printed in the minutes as they may give the seller's agent knowledge of what a purchaser is willing to pay; if he/she knows how far purchaser will come up from the offered price that information must be disclosed to the seller by his/her agent. That is all true, however, the only figures mentioned in above minutes were that of a "done" deal.

Jean mentioned that we may have to pay taxes for this year, about \$6,000, on our acquired bank property because the taxes are levied as of tax day, December 31, 2009, and the bank was the owner on January 1, 2010. The taxes must be paid for this year 2010. We won't receive our tax exempt status until year 2011.

BUDGET: No report.

BUILDINGS & FACILITIES: Bob DeBusschere reported the lower el heating system repair in school is going well, bank acquisition is complete and plans for renovation are in the works, seeking prices for tear-down of present office building, dead trees on campus being removed for free by Mr. Paul Kehrig and son, and lawn care for acquired property needs to be bid. There was discussion about these items, Mr. Paul will look at trees in cemetery and remove dead ones for free, also suggestion that IC purchase a lawn mower and cut our own grass to save money, but this would be expensive to maintain and there are time and manpower factors involved.

MARKETING: No report.

CHURCH SUPPORT: Robb reported his committee met in June, will meet again 7/13/10. Asking for volunteers from school and parish to fill sales slots for Scrip, summer online option being investigated. Time and Talent Fair scheduled for Feast of the Immaculate Conception on December 8, 2010 and they are forming a sub-committee of 8-10 people to organize and pull this together.

CSA: This year's goal of \$68,285 has \$51,020 already pledged, balance of \$17,265. Returned cards total 257. Father Tomek gave figures on last year's CSA and Building Fund payments.

CEMETERY BOARD: Stan reported nothing new on culvert, still waiting on permits. He asked if the parish made allowance in budget for payment of work to be done on
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Church Road other than at the cemetery that we would be responsible for. It is not in the 2010 budget but that portion would probably be handled by assessment payments over a period of 10 years or more.

We took a tour of the bank and Father explained what was being planned in it's renovation, with some input and ideas from commission members.

IT SUPPORT & IC PHONE PROPOSAL: Chris reported that Parish Council had earmarked some funds to use toward the computer system.

Chris provided us with bid proposals for a new phone system from three companies, comparing Van Belkum and BSB Communications to the original bid from Complete Communications. Chris explained in great detail what was involved, line by line, installation, maintenance, repairs, etc., and that with the acquisition of the bank building and moving the offices some of the items/prices would change. The renovation of the new parish offices should be done

by end of August, therefore, this project of phone system should be decided upon and finalized by the end of July for installation when the above renovation is completed. The best place to put this phone system into operation would be in the bank and bridged to the school, church and hall. Down payment could be in area of \$2,000 and installation would take about one week. PTC said at one time that they would pay the \$2,000 down payment but it is uncertain at this writing if that money is available. It was the consensus of this commission that we go with the bid from Complete Communications and present this to Parish Council on 7/13/10.

PAYMENT PLAN TO REPLENISH CEMETERY FUND: Jean gave copy to each member of an *example* of how the money borrowed from the Cemetery Fund to acquire the bank could be replaced. Father gave explanation of what happened and how the AOD works in these matters.

OPEN DISCUSSION/NEW BUSINESS: Discussion about where the paper bins could be moved during the festival and afterwards.

Mary showed pictures of a wall plaque bearing names of contributors seen at another church as an idea for our parish.

Father thanked Yours Truly for my services these past five years as secretary of this commission. Since it is desired each person only serve on one commission or committee instead of two or more, I have decided to step down from Stewardship in favor of Worship which I believe is the better fit for me.

FATHER TOMEK'S UPDATES:

The Stewardship membership list should be revised.

Remarks about the bank acquisition and moving of parish offices.

Festival July 16-18.

Reminded us to inform him of anyone we think has talents to benefit this Commission.

Fr. Nick Zukowski of St. Mary's, New Baltimore, is recovering from illness and requests his privacy, but Fr. Tomek feels it is time for him to make at least a small contact.

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Fr. Jim Lopez to be new pastor of St. Isaac Jockes, St. Clair Shores.

For two weeks now the Sunday collections have been very low and Father is puzzled about this. Perhaps we should institute Sunday evening masses here, at least in the summertime.

Talked about signs for the festival and where they should be placed.

Ask Parish Council for their approval for us to use, as needed, moneys up to the \$190,000 we are permitted to use of the Cemetery Fund.

Mr. Fins is our official festival mascot.

Next meeting Tuesday, September 7, 2010.

Meeting closed with prayer at 9:42 PM.

Respectfully submitted,

Mary Kot, Secretary

Exhibit B

Immaculate Conception Church Support Meeting Minutes June 22, 2010

Opening:

The regular meeting of the Church Support was called to order at 7:15 on June 22, 2010, by Robb Gafa.
Present: Diane Polcyn, Robb Gafa, Kelley Lovati,

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved as read.

C. Open Issues

SCRIP Update: New schedule set up for Fall. Asking volunteers from school and Parish to fill in sales slots. Have several new families. Tasks have been broken down to delegate to volunteers.. This summer online option will be investigated.

D. New Business

Time and Talent Fair: Stewardship committee is asking Church Support to establish a committee between 8-10 people. Target date for this event is the Feast of the Immaculate Conception on December 8, 2010.

Brainstorming: people speak at Masses regarding their involvement with the Church committees, articles in the bulletin highlighting committees, Strength finders survey with possible seminar; get list of committees from Parish office.

E. Agenda for Next Meeting

Have list of all committees and heads.

Prepare to letter.

Set a date with Father Approval

Review letter from Andrea on the IC outline for fair

Prepare calendar

Father Tomek to be invited /

Adjournment:

Meeting was adjourned at 8:30 p.m. by Robb Gafa. The next general meeting is tentatively set for July 13, 2010..

Minutes submitted by: Kelley Lovati

Approved by: Robb Gafa