

Epiphany Parish Leadership Council Meeting Minutes

Date and Time: June 9, 2009, 8:30 p.m.
Location: Meeting Rooms
Attendees: Robert Breitbach, Richard Burke, Amy DeRaad, Eric Gunderson, Bernie House, Mike Kraft, Mike Lentz, Bob Mueffelman, Greg Mueller, Alan Savage, Clyde Schultz, Tim Sullivan, Fr. Zehren, Mary Zielinski
Minute Taker: Mary Beth Ineson

- I. Approval of May Minutes
May minutes approved.
- II. Open Mic
No open mic this evening.
- III. Commission Reports
 - Community Life – Richard Burke
One topic this evening was the July picnic. We wanted to have it at Epiphany, but it is booked. Therefore we will plan it for next year. The Vikings tailgating party will be November 1st. The game is between the Vikings and the Packers at noon. We will be using the cafeteria. We are hoping to contract with Comcast to provide communications. The diner is coming up in August/September. We are planning to put the monthly activities on the tables at the diner. Epiphany is now on Facebook. The school is also looking to add a Facebook site.
 - Operations - Mike Kraft
We continue to work through the facilities plan. There are a lot of comments and a lot of work to get through them. We are meeting again on Thursday.
 - Education – Mary Zielinski
We had a guest, Len Powell, for the interfaith hospitality network. It is a parish-based homeless organization. We are determining if Epiphany would be a good host. The school has been fully accredited for seven more years. They affirmed the school's strategic plan. The plan was distributed to the Parish Council, and it is located on the website. We must show the progress on our goals. We would like to thank Libby for the changes to our website. The school advisory committee has a web page as well. The faith formation advisory committee is working on their website, and it should be up in the Fall.
 - Pastoral Care and Outreach – Bernie House
We spent the evening completing loose ends. We welcomed Steve Sorsen back. We have an excess of prayer shawls, so if you know anyone who could use one, please contact Kathleen Howland.
 - Tim Sullivan – Thank you to all outgoing members and all those discerning. Epiphany had another wonderful year.
 - Mike Lentz – Met with Libby regarding the websites. She is willing and able to sit down with any of the Council members regarding your websites. We will be reaching out to 70% of our parish by Labor Day to find out addresses, e-mails, etc. That is our goal.

- Father Zehren – Follow-up on the assessment letter that he wrote and shared with the Parish Council at the recommendation of John Bierbaum. The Archbishop has responded that he has every confidence in Epiphany Parish that they will be able to pay the assessment.
- Liturgy – Amy DeRaad
Approved May Minutes. Approved vice chair and split secretary duties among the remaining commission. Planned the meeting schedule for the coming year. We will have five planning meetings beginning in August and ending in April.
- Finance - Alan Savage
Welcomed Gail back to our commission. Doug Fisher will serve as vice-chair and secretary. Spent a few minutes on the strategic plan and approved it. Made a final recommendation of 2009/2010 budget for Father Zehren. We had budgeted for the assessment. If we average \$38,000 to \$40,000 each week, we will have met our budget. We are at 85% of expected revenue and 84% of expected expenses. The budget that was just approved gives us a strong outlook for 2009/2010. We looked at opportunities for how to grow our commission next year and how to meet the demands of our commission.
- Stewardship - Greg Mueller
Tried to close out the year this evening. Welcomed Susan Crook and Terri Willaert. Greg, Paul, and Maria are ending their terms. Reviewed our committees and their status. There will be a full ministry fair next year. We went through a short discernment process. Andre will be vice-chair and Terri will be secretary. We discussed the Archdiocesan Stewardship forum on October 10th at St. John's in New Brighton, MN. The forum will be 8:30 a.m. to 1 p.m. The speaker is highly recommended. We went over our goals and highlighted items that will be on-going next year.

IV. Springfest – Tim Makens

The first goal for Springfest was net earnings of \$110,000, which we are woefully short. The weather was the culprit. The economy was also a challenge, which we expected. Second Goal was security – resolved and resolute. We believe we have resolved our security issues, but we believe we will need to be resolute regarding our security. We initiated security sponsorship. We paid extra funds to reserve groups. The security sponsorship went very well. We also narrowed our entry. Goal for the raffle was \$75,000, and the return is estimated at \$50,000. We did not mail our raffle tickets this year. We also wanted to do some early raffle tickets but were unable to provide incentives. Wine Tasting was a very successful event. We received a lot of very favorable responses. We netted \$1,000 that evening. We want to expand this function. Our final goal was a commitment to gratitude. We want to thank all of our Chairs and Co-Chairs. We have posted thank you notes, mailed thank you notes, and will have a thank you in the bulletin. We definitely wanted Springfest to be a positive experience for our volunteers. Secession planning is another goal. We are in pretty good shape heading into next year. Many of the spots are filled going into next year. Folks are already sharing ideas for next year. Discuss a revamp of the Silent Auction. People also want to discuss the hours. We also want to debate the fireworks.

Tim Sullivan commended the Springfest committee. The family atmosphere was back this year. The wrap up meeting is Monday, June 22nd at 7 p.m. in the meeting rooms. Greg and Terri Phillipi will be chairs next year, and the Sorsens have agreed to the following year.

V. Budget and Staffing – Mike Lentz

Many thanks to our staff that have put the brakes on spending to help us meet our budget this year. It is going to be a tight budget next year. The reduction in staffing is a big piece of that. There are people that we will not be able to replace. We want to be true to our commitment to the Archdiocese. We are number two in the Archdiocese for the debt we owe, but we are number one in the amount we are committing to pay back. The biggest risk we are taking in our budget next year is our capital expenditures. We approved a quarter of those requests. Anything major that comes up will have to be put out to the community like the air handler this year. Enrollment fluctuates daily. We budgeted 525, and we hope we will be there by Labor Day. That is 60 students less than we have today. We called 47 households who did not register for the coming year. Overwhelmingly 85% stated the reason was financial. Also, when going to sixth grade, they are moving to public school for middle school and high school. We have several staff moving on. Fr. Vang is moving to St. Vincent's in Osseo. Sister Marion is retiring. Pat Johnston will be retiring in September. Sister Alice is moving to a volunteer status (we will continue paying her housing). Dave Weidenhamer and Dave Checka from maintenance, Peg Avery and Phyllis Hamill-Little from Faith Formation, Jill Schmitt (Kindergarten) Emily Hiner (1st Grade), Peg Dwinell (Computer), Claudia Culver (Spanish), Kathryn Trettel (Art), Virginia Ludwig (7th Grade) are all leaving. Katie will be hiring for Faith Formation, and we will be looking for an accounting clerk to start in August. Staff liaisons for the commissions (Liturgy and Stewardship) will be discussed. We offer nothing but praise and thank you for their time at Epiphany. For example, Peg has been here 27 years, and Virginia Ludwig has been here 20 years.

VI. Installation of new Council members

Leaving Council Members: Richard Burke, Eric Gunderson, Bernie House, Greg Mueller, Clyde Schultz

New Council Members: Mary Beth Ineson, Steve Sorsen, Emey Vaillancourt

New Council Chair: Amy DeRaad

VII. Adjournment/Closing Prayer

The meeting was concluded at 9:15 p.m. The next Parish Council meeting will be Tuesday, September 15, 2009, at 8:30 p.m.