

**St. Francis of Assisi Parish Leadership Council  
Meeting Minutes (4/12/07)**

**Attendees:**

- Msgr John, Pastor
- John Toole, Chair
- Joe Cabrido, Co-Chair
- Willy Agbayani
- Will Sousae
- Pat Waite
- Charlie Muller
- Julius Bercasio
- Vivian Miranda
- Bill Callahan
- Fr. Loi

**Parish Leadership Council Meeting Minutes:**

**Introduction**

John Toole provided a quick overview of the agenda for the evening.

Msgr. John then provided the council with a list of items that need to be accomplished in the near term: FY08 budget, FY08 staffing plan, parish assembly, Capital Campaign Phase 1 completion, Capital Campaign follow-up, office facilities, and leadership succession. Need dates and assignments were provided for these tasks.

With regards to staffing, the parish has hired Eleanor Marks to replace Edna Ogana who has taken a position at St. Maria Goretti parish. Msgr. John acknowledged the help of lay volunteers who have filled in for Edna these past weeks. Also, Mel Bueno will be transitioning from a full time position to a part time position, while a replacement is identified.

**Agenda Item 1: Capital Campaign**

The capital campaign has raised \$2.73M to-date, with a \$7200 average contribution. The parish will hold in-pew solicitations for the next 2 weekends, and should the first phase of the capital campaign will be completed by the end April. Gene Johnson, the capital campaign consultant's contract is completed, and his work will be transitioned to Will Sousae, Pete Adams and Colleen Cortese.

Msgr. John expressed that the staff is planning an event in July to celebrate the parish's 15<sup>th</sup> anniversary and to acknowledge the capital campaign's success.

Msgr. John explained the facility issue regarding the 2 trailers currently being used as office space. The City of San Jose has deemed that these trailers need to be removed due to the instability of the hill. There are 4 options open to the parish: (1) move the trailers to another area such as there the proposed church is to be located, (2) lease a 5-wide trailer for 5 years that provides a 60 ft. x 60 ft. area, (3) Erect a steel frame building for

\$3.7M, or (4) erect a prefab building for \$2M. Due to the 12%-15% annual cost increase materials, Msgr. John prefers that a building be erected since the cost of the loan is lesser than the increase in cost of materials. The amount of funds pledged from the capital campaign will help define the path forward.

### **Agenda Item 2: Finance Report**

Pat Waite provided a brief summary of the financial state of the parish. He indicated that at this time, the finances are in good shape. However, his analysis of the financial data indicates that there is a disturbing trend in one of the ECs that needs further investigation.

Pat also offered that because the parish has maxed out in space, any increase will need to come through the generosity of the existing parishioners as it will most likely not come from an increase in parishioners. Some other strategy must be explored such as encouraging parishioners to use “electronic giving” as opposed to using envelopes. Electronic giving provides the parish with a more predictable income.

### **Agenda Item 4: Other Topics**

1. Julius Bercasio briefed the council on activities by the youth group. There is a Gawad Kalinga mission trip planned in July. Also he is attempting to collaborate with San Jose State University and St. John Vianney on this project.

### **UPCOMING MEETINGS:**

**May 3, June 7, July 6, August 2, September 6  
Parish Assembly, Jun 13th**