

DRAFT

**St. Francis of Assisi Parish Leadership Council
Meeting Minutes (8/2/07)**

Attendees:

- **Msgr John, Pastor**
- **John Toole, Chair**
- **Pete Adams**
- **Joe Millares**
- **Beth Millares**
- **Charlie Mueller**
- **Julius Bercasio**
- **Pat Waite**
- **Willy Agbayani**
- **Bill Callahan**
- **Glenn Valvois**
- **Fr. Loi**

Parish Leadership Council Meeting Minutes:

Agenda Item 1: Pastor's Remarks

After a few introductory remarks by the John Toole, the floor was turned over to Msgr. John then provided a short update on the staffing:

- The new Facilities manager, Richard Racz, was hired whose previous job was at Stanford University maintaining a set of buildings there.
- Glenn Valois was hired as Director of Faith Formation, bring to the parish a wide range of experience in teaching and pastoral work.
- Positions for Office Manager and Director of Operations remain open, with interviews to be scheduled soon and hiring expected over the next month.

Agenda Item 2: Building Options and Facility Issues.

Jim Koepf presented a short overview of the building options that have now emerged, based on the discussion from last month's meetings. The need was driven largely by the city's requirement to move our trailers and quickly. Hence, options were explored which can modestly meet the needs of our growing parish, consolidate staff, provide additional worship space in the gathering space as staff vacates, provide some space for parish programs, and will fit within our master plan guidelines.

After an extensive analysis by Jim, Charlie Muller, and Fr John, two options were proposed as the most cost effective: (1) a prefabricated 3840sf building (estimated at \$1.354M) and (2) a prefabricated building of 4500 sf (estimated at \$1.521M). A summary of the most significant elements of the extensive discussion included:

- The overall financial arrangements to support this building were an important focus.. The Finance Committee estimated that \$1.5 M was available **without**

using any capital campaign monies but including a generous gift that a major donor had recently indicated may be used for this purpose. The difficulty of cash flow for this project was also discussed. To meet city deadlines on the trailers plus to avoid expected price increases in building costs, it was necessary to complete the project within approx 11-15 months total, but permits and other near term items must start ASAP. Concerning fundraising, Pete Adams reported that there were 150 parishners to go back to that had potential to support this and he had organized volunteers to help make contact.

- The city approval process is a major factor, , since it would dramatically affect the time to begin the parish's project. The team wanted to avoid major delays and were advocating with the city that this was under the original approved plan. However, this issue was still being debated.
- The size of the needed building was also discussed. The smaller size was the approximate size of today's staff area, although less expensive compared to the larger option by approx \$170K. The larger building would allow some of the area to also be used for parish activities, which had previously been identified as an important requirement for the Ecclesial Communities. This building would be the last building that could be built before additional fundraising for the full church. Hence, it should meet our needs for several years.
- After considerable discussion and deliberation, the Council approved the following unanimously:
 - Within the fiscal constraints, that the parish should move forward (i.e. costing, permits, etc) with the larger of the two prefabricated building proposals. This modestly meets some of our planned growth over the years, assists parish programs, and helps the Christmas and Easter "surge" (by using the vacated space in the Gathering space to provide some modest expansion).
 - That up to \$1.5M be the financial ceiling for this project. Staff and volunteers should proceed to work out necessary details and validate costs. Insuring all costs to outfit the building was also mentioned to be refined.
 - As much work as possible should be done in parallel to avoid delays, which are likely to cause SFOA to pay escalating construction costs. It is important to make the December Planning Commission meeting, which sets an aggressive schedule to meet.
 - A "checkpoint" was approved to spend monies up to the point where the building could be downsized, expecting to reuse monies for design and foundational construction. It would also give us a little time to assess additional fundraising opportunities that exist.

Agenda Item 3: Finance Report

Pat Waite presented the 2007/2008 budget that had been recommended by staff and approved by the Finance Committee. The budget is very tight, only a slight increase from last year's, and will begin to create net operating surplus that will grow each year. After the next 5 years, its intended to create a surplus that will cover annual mortgage

payments. Hence, parish debt could be serviced after the payments from the recent capital campaign are completed at the time.

The budget also had several operational actions:

- Emphasis will be placed on using volunteers in many areas
- Purchasing policies will be reviewed and revised to save money
- The stewardship newsletter will be produced internally
- PACT support from St Francis would be dropped
- Various other reductions, including reducing staff facilitator time, ILM support reduced by ½, various program costs reduced, and the envelope policy would be revised
- A Director of Ecclesial Communities would not be hired, and Fr John & Susan Votaw would cover
- The Admin position would be upgraded to Office Manager
- A revised Facilities Manager/facilities staffing plan would be put into place

After deliberation on the various budget items, the budget was approved by the Council Unanimously.

Agenda Item 4: Leadership Succession in Key Positions.

John Toole handed out a matrix of leaders that Will Souse had prepared before leaving, and the council discussed progress in seeking new members and other leadership positions. Due to the time, it was agreed that Fr John and John Toole would work with those who are discerning to join the council and propose a slate of people to the Council for election next month. Meanwhile, all members were urged to help identify any other key positions needing to be filled and to take the necessary actions.

Agenda Item 5: Open Discussion

It was mentioned that the Call and Gifted Retreat for several parishes was to be held at SFOA Aug 10-11. All Council members and those who were discerning for positions were encouraged to help seek an understanding of individual gifts.

Fr John reported on the great summer program, the group that was helping in the Philippines, and that he would be around after Masses more in the communities, as part of revitalizing the EC communities.

UPCOMING MEETINGS:

September 6, Oct 4, Nov 1

Parish Assembly to be scheduled