

St. Timothy Parish Council Meeting Minutes
February 6, 2019 – 7:00 p.m. / School STREAM Lab

PRESENT: Father Rick Bolte, Jayson Putnam, Frank Kroger, Chris Kemper, Kristen King, Sheryl Murawski, Deb Thomas, Mary Jo Rectin, Paul Westhoff

GUESTS: Miriam Burkart

NOT PRESENT: Father Ross Kelsch, Danielle Brock, Maureen Sheehy

1. **Open:** Council chair Jayson Putnam called the meeting to order at 7:00 pm.
2. **Opening Prayer:** Prayer for Guidance.
3. **Approval of minutes:** The minutes were approved.
4. **School update from Principal Deb Thomas:**
 - Enrollment has moved up to 169.
 - Open House and registration took place and we currently have 194 students registered for next year, 15% growth.
 - There are only 2 spots left in first grade. Acceptance letters will go out at the end of February.
5. **Committee Reports**
 - Community – No report.
 - Diocesan Deanery – Meeting scheduled for January was canceled.
 - Education – Report attached.
 - Finance – Report attached.
 - Outreach – Report attached.
 - Worship – Report attached.
 - Adult Faith – No report. See update in Pastor's Report.
6. **Pastor's Report:**
 - Landscaping update
 - Permits approved and a variance is needed for fields, playground, basketball courts. Next step is to grade the land which is weather dependent.
 - Staffing changes
 - There have been several changes to the staff, including the departure of the receptionist. We are currently in the process of hiring a full-time receptionist.
 - We are also looking for an events coordinator position; 3 or 4 people have expressed interest. The position may be divided into 2 roles, an events coordinator and a person who oversees Brodnick Hall.
 - With the growth of the staff, we are moving toward a model of clocking in and out for greater accountability. Clocking in will be done via thumbprint. Several roles will require some flexibility due to the nature of the function.
 - Endowment Fund:
 - Father Bolte discussed establishing an endowment fund for tuition assistance.
 - The goal is to have at least \$100,000 in the fund; we have some money we can

reallocate to fund this; we may have a donor lined up to hit this amount.

- We're currently looking at how we reboot the Adult Faith Committee. We may have a new format when we start discernment in April.

7. **New Business:**

- Jayson Putnam challenged all of us to think about how we might be able to make St. Timothy's the most welcoming parish in Northern Kentucky.
- Next Council meeting – Wednesday, March 6, 2019

8. **Closing Prayer**

Respectfully submitted,
Chris Kemper

EDUCATION COMMITTEE REPORT – provided by Kristen King

Meeting Date: January 21.2019

In Attendance: Kristin Bonno, Jamie Powers, Denise Lorson, Kristen King

Absent: Kelly Wathen, Brian Bold (Confirmation)

PSR Report by Denise Lorson

-No report

Troop 702 Report by Brian Bold

- **Scout Sunday - Feb 17 0930 Mass:** The purpose of this special Mass is for Father and the Parish Community to recognize all youth participants and adults that give back to. Recognition will be given to Youth Group, AHG, Cub Scouts, and Boy Scouts, etc. Uniformed representative from these St Timothy organizations are needed to fill all positions during this Mass. Special note - Father would like for all servers to not wear the albs. Instead servers are to wear their uniforms.
- **St Timothy School Open House - Jan 27:** Organizations are to support this Open House by displaying a story board and by having youth and adult representatives on hand for Q&A. I would recommend that hand outs and applications be on hand as well.
- **BSA Troop 702 program for young women:** Beginning in March, Troop 702 will expand its program and open it to the young women of our community. I am accepting applications now for youth and adults interested in joining Troop 702. Please direct any follow up questions and interest to me.

American Heritage Girls Report by Jamie Powers

- We will be participating at the ministry fair on 1/27.
- We will be having our mid-year ceremony to deliver patches, badges and service stars earned so far on Feb 3 in Brodnick Hall
- We will be hosting our annual Father- Daughter Dance event. Other troops in the area are invited to participate. The event will be in 2/16 in Brodnick Hall.
- We are conducting a drive for Congenital Heart Disease patients at Cincinnati Children's Hospital to make bags filled with items children and parents find helpful during their treatment (2 of our girls have benefitted from these bags in the past). The bags will be finished during the Father Daughter dance and distributed to the Hospital at the end of the month in honor of Heart Month.
- We are interested in participating in Scout Sunday. Any details are welcome.

Challenge Girls Report by Kristin Bonno

- December was a really light month due to the holidays. We had the Christmas Party and Outreach (caroling) on Dec 14. On Dec 15, Challenge offered babysitting during the Bishop Foy's event at church and helped with the Nativity.

- We had a PJ Movie night on January 11. The Challenge leaders are meeting this week to start planning for the Tea Party Event that is scheduled on March 31.

Pack 702 Report by Kristen King

- Rock Climbing is Jan. 26
- Pinewood Derby is February 2nd
- Scout Ski Day is Feb. 10th
- We will be participating and helping with scout Sunday on Feb. 17th.

Youth Group Report by Kelly Wathen

- In the month of December, the youth spent their time on the following activities: sorting cans from the Thanksgiving food drive, shopping for angels on the giving tree
- In January, they visited Washington DC and participated in the March for Life.

Respectfully Submitted by Kristen King

Next Meeting: February 18th at 7:00 in the St. Tim Parish Center

FINANCE COUNCIL REPORT – provided by Sheryl Murawski

Meeting on January 16, 2019.

- We reviewed and approved the financials for September - December 2019. See below.
- We reviewed the letter from the Diocese with a summary of the recent audit findings. All items are being addressed by Tiffany and are not of a nature that any item is of concern.
- Father Bolte discussed establishing an endowment fund for tuition assistance. Finance Council approved Father Bolte moving forward with this.
- Father Bolte updated the Finance Council about the status of the work on the school grounds. Dirt movement is in process with the goal of lowering the area behind the school as much as possible. Permits are also in process for playground and basketball court. The planned soccer field is going to require a variance to get it approved.
- Deb Thomas updated the Council about the school and upcoming open house and registration.
- The last item was discussed was the planned change in accounting software. Father Ross and Tiffany will begin evaluating options and costs and present more information at the next Finance Council meeting. The goal is to make the switch in time for the beginning of the next fiscal year, which is July 2019.

SEPTEMBER 2018

	YTD Actual	YTD Budget	variance
Parish			
Income			
Contributions	\$238,647	\$247,000	\$(8,353)
Fundraising	108,414	65,500	42,914
Operating Expenses	134,245	117,521	(16,724)
School			
Income	\$391,136	\$273,542	\$117,594
Expenses	196,430	217,644	21,214
Pre-School			
Income	\$81,985	\$73,550	\$8,435
Expenses	28,556	46,924	18,368

OCTOBER 2018

	YTD Actual	YTD Budget	variance
Parish			
Income			
Contributions	\$332,929	\$341,500	\$(8,571)
Fundraising	88,288	60,500	27,788
Operating Expenses	182,264	155,942	(26,322)
School			
Income	\$435,260	\$348,337	\$86,923
Expenses	291,577	290,931	(646)
Pre-School			
Income	\$118,412	\$111,100	\$7,312
Expenses	50,396	70,347	19,951

NOVEMBER 2018

	YTD Actual	YTD Budget	variance
Parish			
Income			
Contributions	\$411,841	\$430,500	\$(18,659)
Fundraising	88,155	58,500	29,655
Operating Expenses	235,817	193,398	(42,419)
School			
Income	\$475,285	\$423,131	\$52,154
Expenses	395,435	462,600	67,165
Pre-School			
Income	\$151,486	\$148,650	\$2,836
Expenses	74,742	100,765	26,023

DECEMBER 2018

	YTD Actual	YTD Budget	variance
Parish			
Income			
Contributions	\$555,680	\$555,500	\$180
Fundraising	90,520	58,000	32,520
Operating Expenses	325,330	234,191	(91,140)
			staff bonuses
School			
Income	\$589,281	\$497,926	\$91,355
Expenses	482,823	550,990	68,167
			Timing of Diocesan assessment
Pre-School			
Income	\$193,385	\$186,200	\$7,185
Expenses	95,897	124,903	29,006

OUTREACH COMMITTEE REPORT – provided by Mary Jo Rectin

January 10, 2019

Present: Katy Sullivan, Jerry Auton, Susan Rettig, Donna Potts, Carolyn Rennekamp, Kelli Siracuse, Debby Murray, Mary Jo Rectin

The meeting opened with a prayer.

The November Minutes were approved on a motion by Susan, seconded by Kelli.

Reports:

- Mary Rose Mission: All is going well. We had plenty of help on December 23.
- SVDP: We had a busy Christmas, Members are in the process of inviting clients who are Catholic to come back to Mass. There is a possibility they will provide transportation for some of the people.
- Giving Tree: We served a lot of people. We are considering some changes for next year. Those served were very appreciative.
- Family Promise: The group has a new director. We had new volunteers for our week in November. Things went well. Our next week is February 10.
- Fr. Ruschman's Garden.: The Appreciation Dinner is scheduled for Thursday, March 21. We are working on getting a permanent sign and getting T-shirts for the volunteers.
- Welcome House Grant: The project will be held on February 17. We have lots of volunteers. We will order pizza and parishioners will provide sides and desserts.
- Hope Ministries Grant: We will have a speaker on the weekend of February 23. Our project will be to help with their clothing giveaway, date to be determined.
- Health Ministry: The Blood pressure check will begin the first week in February.
- Mammography Van will be at St. Tim's on February 13 from 2-6. The Cardiovascular Van will be here on April 2. Parishioners will call St. E central scheduling for appointments.
- Immigrants Welcoming: We are working on an Agency fair for immigrants to acquaint them with sources of help.

New Business:

- We will have an Open Meeting in February. Anyone is welcome to attend.
- Grant applications will be available soon. We will advertise on the Website, in the Messenger and via email to previous recipients. Deadline will be the end of February. The meeting to discern Grant Recipients will be on March 14.
- Several members will write articles for the Companion. Deadline is February 13.

The meeting closed with a prayer.

WORSHIP COMMITTEE REPORT – provided by Miriam Burkart

January 9, 2019

Attendees: Sue Bruggen, Burdette, Miriam Burkart, Theresa Collins, Christine Jones, Ross Kelsch, Loretta Macaluso, Andrew Mason, Maureen Sheehy

Meeting Began: 7:30 pm

Opening Prayer

Minutes November minutes approved

Committee Reports:

- Parish Council - focus on 2 kindergarten and 2 first grades next year
- Bereavement - 2 funerals and one 1-10, also 3 memorial Masses may be coming up
- Art & Environment - reviewed Advent and Christmas - everything went very well, could always use more helpers.
- Music - everything went well for Advent and Christmas, now have 26 members, preparing for confirmation January 21st

Old Business:

- None

New Business:

- Father Kelsch for Lent will be doing Penance Service, Holy Hour, Theology on Tap, Stations of the Cross (may not be Fridays because of Fish Fry), and looking at doing a Taize Service
- St. Timothy Celebration on Sunday January 27th will have Vespers at 5:00 pm and soup supper after in Brodnick Hall. The Masses on Saturday and Sunday will be readings around St. Timothy

Closing Prayer: 8:30 pm

Next meeting: February 2019 7:30 pm room to be announced later