

St. Mary's Admin Finance Meeting Minutes 01/12/2010

1. Members present: Father Tom Biersack, Tom Jacquot, Vernon Neumeyer, Tim Bachhuber, Jeff Andes, Pat Weisner. Not Present: Mike Bemis
2. Accepted the prior month's meeting minutes.
3. Discussed when invoices should be entered into the accounting system. Agreed to change it to when invoices are received rather than when they are paid.
4. Discussed the Heating/AC quotes. There will be 2 residential type units at the front and 1 commercial at the rear. The total cost is \$39,000, but there might be an upcharge based on a possible refrigerant type change. The work will be performed by Perry Heating with Aubrey doing the electrical infrastructure work.
5. A resolution was accepted to change from the Church Unemployment Pay Program, Inc. to the Archdiocese. Motioned by Tim, seconded by Vernon.
6. The Statue of Mary was completed in the Bell Tower.
7. From a settlement, the shingles have been delivered.
8. We need to develop a process for how purchases over an agreed upon amount can be authorized.
9. A technical services group will be terminating cable and installing switches in the Parish Center and the School.
10. Asbestos abatement will be performed in the basement of the Parish Center.
11. A process needs to be developed for how to maintain the Ventilators in the School and a preventative maintenance program needs to be put into place.
12. We will investigate the costs associated with landscaping and cleaning of the School and Grounds. Need to get a detailed list of the work that Dave Rader does and verify that it is being completed on a timely basis.
13. The School will purchase a new gas range for the kitchen.
14. Vernon reviewed the Bingo Audit presented by Deb Helmbrecht.
15. Meeting adjourned, motioned by Pat Weisner, seconded by Jeff Andes.
- 16.