

St. Hubert Catholic Church Parish Council Meeting Minutes

Meeting Date: April 21, 2022

Present: ~~Fr. Tollefson~~, Fr. Aric, ~~Dr. Sorkin~~, ~~Lisa Sammon~~, ~~Katie Otto~~, Jerry Reutzel, Peg Snoke, Amy Pabich, ~~Joel Gaslin~~, ~~Charlie Keys~~, Kaylen Gerken, Mike Felmlee, Paul Rothstein, Ryan Soller, Nathan, Karen Davis & Janet Richardson

Next meeting: May 19, 2022

Agenda Topics	Summary of Discussion	Action/Decision	Follow up Person	Target Date
Approval of Minutes	Approved	Approved		
Discipleship & Community Life Update	<p>Elementary Catechesis</p> <ul style="list-style-type: none"> - Children's Liturgy of the Word pilot - starts this Sunday at 10:30 Mass. - 1st Communion Masses – April 30th – May 14th. 87 students. - Monumental VBS program- July 25-29. - Catechesis of the Good Shepherd – Atrium is set up. <p>Confirmation at the Cathedral – April 9th went well. – 118 students.</p> <p>RCIA- 1 catechumen and 1 candidate receive the Easter sacraments at the Easter Vigil,</p> <p>Community Life</p> <ul style="list-style-type: none"> - Bingo – April 23rd following the 5:15 Mass - Sunday donuts – after this Sunday's Mass. Others dates: May 1st (host Grow) & May 15th – still in need of a group to host. - Knights & New Member Pancake Breakfast – May 22nd. - Harvest Festival Planning next month. 			
School Update	<p>David is out at a this week at the National Catholic Education Conference in New Orleans the first part of this week and finishes the week in San Diego attending the American Education Research Association conference, the premiere conference for higher education. Presenting the research work he has been doing with Boston College on how Catholic school leaders, teachers, and school responded to the Covid pandemic.</p> <p>Covid- Numbers have continued to remain very low for our community. The Archdiocese no longer requires us to report cases</p>	Action: Amy talk to David about getting a copy of his research.		

	<p>weekly so we are looking at our own reporting procedures, namely the Covid Dashboard, as well as any other updates to Covid protocols.</p> <p>Enrollment- There have been no significant changes in enrollment for next year since our March report. There have been a few additional students withdraw for next year, but we are still at a 97% retention rate for 1st - 8th. We now have 25 newly enrolled students, with 5 who have accepted our offer of admission and are in the enrollment process.</p> <p>Staffing- Mary Maeser announced her retirement, bringing the retirements to 3 total (Janice Gammon and Sharon Schindler). We shared an email with families inviting them to submit memories and congratulations for retirement books we are creating. We are currently working on staffing for next year.</p> <p>Gala- Our Gala is coming up on Friday, April 29. Please continue to help us spread the word and for families to register to attend. It should be a great time! Our Fund-A-Need this year is for Middle School Classrooms of the Future. These redesigned spaces will help provide a classroom environment for new and more research-based instructional strategies to be used. Using research-informed best practices, we are working with students, teachers, and other vendors to create an environment in which our Middle School students will be challenged and excited to learn about their faith and their academics.</p> <p>Financial- The parish finance council approved the 2022-2023 school budget at the March meeting.</p> <p>Class Trips - Our 8th Grade Washington DC Trip heads out May 3rd, and the 7th Grade Environmental Camp leaves on May 4th. Both trips return on Friday the 6th.</p> <p>Facility Update- Over spring break, we completed installation of 20 new SmartBoards, 8 new water fountains, and a new building-wide water softener.</p>			
<p>Operations</p>	<p>Building & grounds clean up in process. Reorganizing storage and other areas.</p> <p>Outdoor stations have been delivered.</p> <p>Staff openings - Administrative assistant – looking at re posting as part time.</p>			

	<ul style="list-style-type: none"> - Maintenance – hiring is close - Youth Minister – have to 2 potential candidates. 			
Finance	<p>Budget is approved. Assuming 3% collections increase.</p> <ul style="list-style-type: none"> - Increase in ACH. – what are we seeing overall? <p>Working on current job descriptions and issuing work agreements for next school year.</p> <p>We will be hiring a youth minister. Hiring process to start within the next week.</p> <p>Several system and process upgrades in process.</p>			
Other business	<p>Additional Properties – Convent is not lining up and will likely not happen in the near future.</p> <ul style="list-style-type: none"> - Ideas for potential use. <ul style="list-style-type: none"> o Additional meeting space. o Youth Meeting Room <p>There is subgroup from the Finance Council working on the possibility of purchasing the property -and looking into The Right of First Refusal.</p>			
	<p>Parish Council Training</p> <ul style="list-style-type: none"> - Bill Bojan has worked with the parish council in the past. He is planning to resurrect this training and will be at the next meeting to provide an overview of the revised training. Council members will be asked to take a survey. - Review of the Bylaws will also be part of the next months meeting. <p>Harvest Festival</p> <ul style="list-style-type: none"> - Gabbie will be providing an update at the May Parish Council. Looking to Parish Council for input and help with planning this year’s event. 			