

## ADVISORY COMMITTEE MEETING MINTUES

**Date:** Sept. 18, 2019

**Attendees:**

Fr. Pat Travers

Tom Schulz - co chair

Diana Coffin

Hazel Brewi

Dawn Taylor

Lori Ortiz - substitute secretary

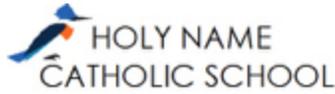
**Opening prayer**

**Old Business:**

- A. Discussion of the need for more members on the council. Diana Coffin asked if she could prompt some active preschool parents to apply. Fr. Pat encouraged her to have interested parents talk to him. Committee members encouraged all interested participants to check in with committee members in order to promote interest.
- B. Auction:
  - a. Hazel is meeting with Cape Fox staff regarding various catering costs.
  - b. Dawn offered the use of the community NRA banquet supplies such as table cloths in order to save money.
  - c. A work crew from 12 - 4 is planned for Sat., Sept 21. Help is needed and welcomed. Contact the school office. Please try to contribute to selling raffle tix.
  - d. All donations need to be in Sept. 30 so auction list can be published.
  - e. Tom Shultz reported that a merchant ( ) has offered to provide a Suzuki 9.9 outboard at cost to be used in a raffle at later date.
- C. Holy Name will have a Halloween night fundraiser spaghetti support.

**New Business:**

- A. Administrator's Report:
  - a. Monthly financial report presented by Hazel with a document prepared by Anna Marie Mestas
  - b. Donations of \$8524.61 received from sources of Brooks Foundation, Bishop of Northern AK, and private individuals
  - c. From memo from Anna Marie Mestas, Parish Business Manager: Staff has established monthly reporting dates as follows:
    - Fr. Pat, School admin, and parish business manager will meet once per month on or around the 20th to review the preliminary financial report.



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The Business Manager will provide a financial report to the advisory committee for the last meeting of every month.

The business office will continue to work with the Diocese regarding dates and timelines for reporting to them.

For the month of September, a financial report will be provided to the advisory council for the (Sept. 25 meeting. - has this date been changed to October 9 or 16?)

- B. Ortiz asked: Scholarship funding in place? Hazel and Fr. Pat responded that there is 30K left in gaming account from last year, along with recent donations. More donations are reasonably expected to cover the difference by year's end of approximately -\$1,500 projected based on student count of students who will need this support. Note: Hazel please confirm this summary.
- C. *Tom Schulz moved and Patti Krosse seconded to approve a new checking account at First Bank for the purpose of holding donations specifically for distribution as student tuition scholarships.***
- D. Discussion regarding the election of a new chair. No resolution at this point. Item tabled.
- E. Bylaws discussion: Rebecca Leach and Hazel B have worked together to draft bylaws for the advisory council with a base from provided by Fr. Augustine. Rebecca has the revision. Patti Krosse has offered to receive the document to edit and send out for committee review.
- F. Discussion of the need for more members on the council. Diana Coffin asked if she could prompt some active preschool parents to apply. Fr. Pat encouraged her to have interested parents talk to him. Committee members encouraged all interested participants to check in with committee members in order to promote interest.
- G. A long discussion of a letter directed to the council from parent and parishioner, Larry Jackson. In response to one of the letter requests, council advised school administrator to establish an email address for the council that council members will be asked to monitor for messages from school and community.
  - a. Council asked for established protocol for responding to concerned parents. Fr. Pat stated that the Bishop had voiced concerns over the process for this communication. The discussion will continue at next meeting.

Fill in secretary, Ortiz had to leave meeting for CCS Board Mtg. Notes continued by Coffin, and will be added.

**Next Meeting is tentatively set for Wed. Oct. 9th, 4pm**