

Holy Redeemer Parish Council Minutes
July 15, 2009

Holy Redeemer Convent Dining Room, 7:30 p.m.

Attendees: Ellen Davis, Agnes Newman, Rosemary Allender, Mark Russo, Arlene Peterson, John Enns, Marie Winterson (portion)

I. Opening

- a. Ellen Davis opened the meeting with a prayer.
- b. Father George was not in attendance and it was noted that there was not a quorum to conduct business requiring votes.
- c. The group agreed, however, that in the interest of the members' time, an informal meeting would be held to conduct whatever business was appropriate with the members present.
- d. Dave Fortuna was not in attendance and Ellen Davis agreed to chair the meeting, while Mark Russo recorded the minutes.
- e. The group welcomed Arlene Peterson and John Enns as new members of the Council.

II. May Meeting Minutes

- a. The May meeting minutes could not be approved due the lack of a quorum.
- b. It was discussed and recommended that in the future, in the interest of time, meeting minutes be drafted, comments solicited from the Council members in a reasonable time (<2 weeks) via e-mail, and then distributed for concurrence via e-mail.
- c. It was also recommended that a "no reply signifies concurrence" policy be adopted, whereby after an established time period, the minutes would be considered approved.
- d. This would enable the minutes to be made available to parishioners via the website in a more timely manner.
- e. Members in attendance did not recall anything in the Parish Council charter that would preclude this approach, but it was agreed that this should be verified before the next meeting.
- f. It was also recommended that it be made one of the duties of the Secretary to poll the members in advance of scheduled Council meetings to determine whether they anticipated having a quorum. If not, the Council Chair and Father George would be consulted to determine if the meeting should be rescheduled.

III. Committee Reports

Finance- Ellen Davis

- a. The Finance Committee meets 2 or 3 times a year.
- b. It can meet other times during the year as necessary
- c. The Committee has not met since they discussed the funding shortfall during the renovations.

- d. The Committee would like to get a briefing from Father George on the current renovation plan.

School Advisory Board

- a. There was no School Advisory Board representative present, but the Council members present discussed a number of school-related issues.
- b. The School Advisory Board has requested that, rather than sending a Board member to Parish Council meetings as has been done in the past, the Council designate a liaison from within its ranks to attend the Board meetings and bring back issues of concern to the Council.
- c. It was mentioned that Mollie Huitema had agreed to serve as the Council liaison to the Board.

Youth Group

- a. It was noted that a new Youth Representative to the Council needs to be designated.
- b. This was mentioned to Marie Winterson, who was leading a Youth Group activity on the Mezzanine, but joined the Council for a few minutes. She stated that she would solicit a volunteer as soon as her e-mail was restored.

Christian Formation

- a. It was also noted that a new Christian Formation Advocate for the Council needs to be designated.
- b. This is usually one of the School of Religion teachers.
- c. Marie Winterson agreed to solicit a volunteer willing to serve in this position.

Security (ad hoc)- Mark Russo

- a. Mark Russo reported that the Committee has not met since the last Council meeting.
- b. He reported, however, that he has recently had some success recruiting members for the committee, with 5 or 6 individuals that have agreed to serve on the Committee and another 1 or 2 considering it.
- c. Volunteers have a wealth of experience in law enforcement and security and many are long-term parishioners.
- d. A meeting is being planned for July 22 or 27th, depending on availability.
- e. Findings will be reported to the Council during the September meeting.

Social Justice- No report

Liturgy- No report

Facilities- See Discussion Under Old Business

IV. New Business

Website Usage Report

- a. An annual report on website usage statistics prepared by Carol Macknis was distributed to Council Members.
- b. The report covers the period August 2008-July 2, 2009.
- c. The report was comprehensive and included definitions, bar charts and a summary table showing usage statistics by month.
- d. The report also included 12-month graphs/tables for 2007 and 2008.
- e. The report indicated that, on average, the number of web site visits increased 17% in 2009 over the number in 2008, and 57% over the number in 2007.
- f. It also showed that the number of visits each month continues to increase.
- g. The report is also posted on the Parish website.
- h. Mark Russo also has additional color copies of the report.
- i. Questions can be addressed to Carol at parishweb@gmail.com
- j. There was also discussion about improvements needed to the School web site, including a faculty directory with business e-mails.

New Council Member Contact Info

- a. There was some concern that contact for the new Council Members has not been distributed to all the Council members and included on the Parish web site.
- b. Arlene Peterson and John Enns provided their e-mail addresses and Mark Russo will forward to Carol Macknis for including in Parish Council directory on the web site.
- c. We still need an e-mail address for Terry O'Meara

Parish Council Mission and Communications

- a. There was considerable discussion regarding the mission of the Parish Council and how it interacts with parishioners, other committees, and Father George.
- b. While it was understood that the Council is advisory in nature, it is not always clear how or whether the Council is being asked to deliberate on issues and make recommendations.
- c. The Council would like to obtain clearer guidance from Fr. George as to the purpose of the Council and the decision making process.
- d. Also described as unclear were procedures/mechanisms by which the Council is supposed to report activities, initiatives, and decisions back to the parishioners.
- e. It was felt that greater input was needed from Fr. George on development of near and longer-term agendas for Council deliberations, to ensure that the two are in sync.
- f. One model offered for consideration was the use of an Agenda Committee that would include Fr. George, the Council Chair, and a small number of Council members to develop agendas, with the goal of ensuring more productive meetings and decision making.
- g. One member also suggested that, for significant issues, the Council adopt a more formal approach to "completed staff work" and provide recommendations on important issues in a standard written format for consideration by Fr. George.

- h. It was also stated that the Council Chair needs to be proactive in communicating with Fr. George between meetings and that; in general, communications among Council members between meetings should be improved.

V. Old Business

Renovations

- a. There was substantial discussion about ongoing renovations of the school and convent.
- b. A walk-through was conducted by the members present.
- c. The first section of the convent renovation has completed the renovation and partition stage.
- d. The second section is marked for demolition, but the work has not commenced yet.
- e. There was a donation and assembly of new cabinets for the crafters to use in the old dining area.
- f. The dining room table was donated and the rest of the dining room set was retained for various uses throughout the building.
- g. As part of the school and convent renovations, Marie Winterson and Kathy Perry will be moving their offices into the renovated convent space.
- h. It was noted that the current plan is to have Ginny Pasta and Maryann Denevan remain in their current offices for at least the next year.
- i. The Adult Education Room, Youth Ministry Offices, and Room 2 are currently undergoing renovation to be used for the middle school grades (6, 7 & 8).
- j. It was noted that, in addition to Bob Pizzano's continuing efforts on this committee, Lisa Wilson has taken an active role in the building renovations.

Parish Council Constitution Review

- a. It was noted that this item has been on this list of discussion topics for some time now, but a comprehensive review has not been conducted.
- b. The document has not been updated in at least 2 years.
- c. It was suggested that update of this document, including specific changes desired, should be discussed in detail at the September Council meeting.
- d. Council members were asked to retrieve the document from the Parish web site and review prior to the September meeting.

The next regularly scheduled meeting of the Parish Council will be on Wednesday, September 16, 2009 at 7:30 pm.

The meeting adjourned at 9:00 pm.

Respectfully submitted,

Mark Russo