

Holy Redeemer Parish Council Minutes
September 16, 2009

Holy Redeemer Church, Saint Maria Goretti Room, 7:30 p.m.

Attendees: Father George, Rosemary Allender, Brenda Cooley, Ellen Davis, John Enns, Dave Fortuna, Mollie Huitema, Agnes Newman, Terry O'Meara, Arlene Peterson, Mark Russo

I. Opening

- a. Father George opened the meeting with a prayer.

II. Election of Officers

- a. Parish Council Officers were elected at the September meeting, because there was not a quorum present at the July meeting.
- b. The following Officers were elected:
 - i. Chair- Dave Fortuna
 - ii. Vice Chair- Rosemary Allender
 - iii. Secretary- Mark Russo

III. Sign-In Sheet

- a. Dave Fortuna passed around a sign-in sheet with contact info for each Council member
- b. He intends to produce two versions of the Council roster- one that will be posted on the Parish web page and another with more complete contact info that will be distributed to the Council members.
- c. Council members will have the opportunity to specify which contact info is posted on the web site.

IV. May Meeting Minutes

- a. The May meeting minutes could not be approved at the July meeting due to the lack of a quorum.
- b. Per agreement at the July meeting, the July minutes were approved via voice mail agreement after two review/revision cycles, and have been posted on the Parish web page.
- c. Father George suggested that the May minutes be approved *nunc pro tunc* (now for then).
- d. There was discussion about sending the draft minutes out one more time for comment, but it was agreed that, in accordance with Fr. George's suggestion, the minutes would be considered approved and forwarded to Carol Macknis for posting on the Parish web site.

V. Committee Reports

Social Justice

- a. Brenda Cooley has agreed to serve as the Social Justice representative to the Council.

- b. She indicated that she would be coordinating further with Dave Fortuna for continuity purposes.

Liturgy- No representative has been designated to date

School Advisory Board

- a. Mollie Huitema has agreed to serve as the Parish Council representative to the School Advisory Board
- b. The Board meets on the first Wednesday of each month
- c. The next meeting will be on 7 OCT at 7:00 pm

Youth Group

- a. Marie Winterson is to identify a new Youth Representative to the Council.

Christian Formation

- a. Marie Winterson is to identify a new Christian Formation representative to the Council.

Finance Committee- No Report

Facilities Committee- No Report

Security Committee (*ad hoc*)- Mark Russo

- a. The Committee held its second meeting on August 25th
- b. The Committee is conducting a survey of all existing exterior lights on the church and school to assess operating condition, missing lamps, damaged fixtures, and gaps in coverage.
- c. They will be cataloging the results for 36 existing fixtures and then working with Father George on remediation of issues.
- d. The Committee also conducted a survey of existing utility poles around the church and school, with the intent of requesting additional street lights on existing poles in dark areas.
- e. Mark Russo coordinated with the Public Services Director of College Park and it was determined that the Committee will prepare a letter from Father George to the City Council requesting the new lights. If approved, the City will coordinate with PEPCO.
- f. The Committee coordinated with the Parish webmaster and will be posting the Committee's mission statement and a membership contact list on the Parish web page.
- g. The Committee continues to investigate appropriate security awareness and related materials for posting or linking on the Parish web page.
- h. The Committee discussed placing video surveillance cameras and a digital recording system on the four light poles that have been proposed for the parking lot. Fr. George has received a proposal from Broadview Security, and a sales representative has been invited to make a presentation at the next meeting of the Committee.

- i. The Committee has also invited a Holy Redeemer School parent who has experience with using a video surveillance system in College Park to address the Committee at its next meeting.
- j. The Committee plans to approach the School Advisory Board and/or the Principal to discuss suggested security measures for school field trips.
- k. The Committee plans to reinstitute parking lot patrols when daylight savings time ends for the Saturday mass and monthly Masses for Peace. A bulletin announcement soliciting volunteers will be posted soon in the parish bulletin.
- l. The Committee plans outreach to other Parish groups to discuss common-sense personal security measures that can be taken for night events, when it is not feasible to provide parking lot monitors.
- m. The next meeting of the Committee will be on Tuesday, October 6, 2009.

VI. Old Business

Parish Council Constitution

- a. The Council began a review of the Holy Redeemer Parish Pastoral Council Constitution dated January 24, 2007, with the intent of updating the document.
- b. The Council agreed to review a portion of the document during each of the next several meetings.
- c. Ellen Davis volunteered to track changes and produced a review draft based on the discussion.
- d. The Council decided to begin the discussion with Article V, Meetings, since there were a number of issues noted with that section.
- e. The Council recommended that, after the document is revised and approved; only a PDF version be posted on the Parish web page. Currently, three versions are posted- Word, HTML, and PDF.
- f. There was discussion about the pros and cons of using Robert's Rules of Order for conducting business of the Council. The consensus of the group was that a strict application of Robert's Rules may place unnecessary restrictions on the group, and therefore, it is undesirable. It was agreed to retain the meeting agenda template currently outlined in Section 3.
- g. The Council agreed to add a new paragraph 5.5 under Section 5 on page VI, regarding approval of minutes. The paragraph will outline the approval procedure discussed during the July Council meeting, whereby approval of the minutes can be accomplished by e-mail, rather than waiting for the next meeting to approve the minutes. This will allow for a significant reduction in the time required to finalize and post the minutes on the Parish web page.
- h. Mark Russo suggested that two new concepts be added to the Constitution:
 - 1) An Agenda Committee or Steering Committee that would consist of a subset of the Council (e.g., President/Pastor, Chair, Vice Chair, Secretary) that would be responsible for developing meeting agendas.
 - 2) The ability of the Chair to call an Executive Session of the Council to discuss sensitive matters (e.g., personnel or legal matters). Minutes of discussions under Executive Session would be taken, but not included in the minutes posted on the Parish web page.

- i. Ellen Davis suggested that a significant issue that should be addressed by the Council is a clear definition of its mission and functions. She would like to see this given priority over discussions of process and procedures. Questions regarding whether the primary function of the Council is to be an advisory group or an information sharing entity should be resolved.
- j. Father George identified three key functions of the Council:
 - 1) To keep the pastor informed of what's going on within the Parish
 - 2) To identify issues and recommend future directions and timelines to the pastor
 - 3) To take info from the Council/pastor to the various constituent groups represented on the Council.
- k. It was also recommended that a process be adopted whereby the Council is provided feedback about why certain decisions that affect the Parish are made. A recent example cited was the expansion of the school into Parish space and the renovation of the convent and corresponding move of groups and staff members.
- l. Review of the Constitution will continue with Article V during the next Council meeting on November 18, 2009.
- m. In the meantime, comments or recommended changes should be forwarded to Mark Russo, who will record receipt and forward to Ellen Davis for incorporation in the revised draft.

Holy Redeemer Parish 100-Year Anniversary

- a. Discussion regarding planning for the 100-year anniversary was deferred to the November meeting.

Name for the Convent

- a. Arlene Peterson suggested that the convent be renamed "The Holy Redeemer Parish Center" to better emphasize the new and universal nature of the space.
- b. There was discussion and a recommendation made to Father George that the convent space be given a formal name, consistent with its purpose.

Community Sunday

- a. Agnes Newman advised the Council of the resumption of Community Sunday, and provided a draft schedule and host organizations.
- b. There was some discussion that the November date may be sponsored by the CYO, rather than the Music ministry, as indicated on the draft schedule.
- c. Mark Russo volunteered to contact the Scoutmaster and Cubmaster to ask for volunteers on Scout Sunday.
- d. A revised draft schedule from 19 OCT is attached.

VII. New Business

Election of Parish Council Officers

- a. See Item II above.

VIII. Closing

- a. The Council thanked Arlene Peterson for providing refreshments.
- b. Rosemary Allender volunteered to provide refreshments for the November meeting.
- c. The next meeting of the Council will be at 7:30 pm on Wednesday, November 18th.
- d. Father George advised that he has a conflict on that date and will not be able to attend.
- e. Unless otherwise advised, the meeting will be held in the same room, the Saint Maria Goretti Room on the 2nd floor of the old convent.
- f. Terry O'Meara said the closing prayer.

The meeting adjourned at 9:00 pm.

Respectfully submitted,

Mark Russo
Secretary
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