

**Amended at September 8, 2011 Meeting**

*Members present:* Fr. Bruce, Deacon Ben, Jennifer Prusa, Todd Barrett, Mary Pfaff, Martha Kauffman, Adrian Velazquez and Deanna Sack

*Guest present:* Carrie Madden

- I. Minutes for June 16, 2011 meeting were approved.
- II. Introduction and prayer. New members are Martha Kauffman representing the finance committee, Adrian Velazquez, and Steve Williamson (not present). Prayer requests were made for Jodie Reiter, Steve Williamson and his family for the loss of his father and Carolyn Sawyer for her injured shoulder.
- III. *Election of Officers:* Talked about new officer elections. Election of Chair and Vice Chair were tabled until next meeting as there were not enough members present who could take the positions. Mary Pfaff nominated and approved as new Secretary.
- IV. *Communications Plan Implementation:* Discussed Communication Plan and recommendations. Need for improved internal communication such as sharing an organizational chart with the congregation, updating and sharing progress on Celebration 2017 and improved website. Also need for outreach to the broader community, i.e. School of Service, St. Vincent de Paul, adopting a sister parish. Improve systemic and social justice work rather than band-aid work in the community. Discussed the combining of the Communications Plan and the School Marketing Plan to become the Parish Marketing Plan. Need for a committee of both parish staff and parishioners and the development of a brand for the parish.  
Next steps: Form a committee, finalize the plan, and implement the plan. Mary Pfaff and Carrie Madden will work to firm up the specifics of the plan. Martha Kauffman and Jennifer Prusa will work on updating Celebration 2017. Plan to talk more about committee formation next meeting.
- V. *Website Update:* Website committee surveyed the needs of the parish committees. Their work is coming to an end. They have submitted suggestions and Parish Council is to keep the process going forward. There will be an RFP for website design to be reviewed by the Parish Council.
- VI. *Staffing update:* Parish staff reviewed their roles, responsibilities, job descriptions, policies and procedures. As a result, a “staff procedural improvement plan” was created. The plan was shared with the Parish Council. Jennifer reported that the Finance committee has suggested that the plan be reviewed and that suggestions be made for coming up with long term resources, supports and recommendations regarding staff. A motion was made and

approved to recommend to Fr. Bruce that Jim Van Dyke and Jeff Randolph be the consultants for this task. Results will be shared with the Parish Council and Finance Committee. A suggestion was made that they look at staffing structures at other parishes and that they recognize it as a parish, not a corporation/business.

VII. *New/Old Business*: Carrie reports a comprehensive online calendar will be launched after Labor Day with all the activities of the school and parish. Thanks to Stephanie O'Connell for all her hard work to make this happen. It will be accessed through the St. E's website. Carrie also reported that the parish received a \$50,000 donation from a deceased parishioner.

*Pictorial Directory*: Still waiting ... The final draft is being reviewed now and we should be getting it soon.

Mary Pfaff asked how the Girl and Boy Scout organizations fit into our parish.

Deanna discussed the need for an ADA assessment for handicap accessibility throughout the campus. Some possible problem areas are the bathrooms in Seton Hall, parking by the gym. Also discussed the idea of CRHP archives, could they be managed by a staff member.

Next meeting is September 15, 2011 in the PMC. Adrian Velazquez agreed to prepare the prayer.

Adjourn 😊