

# Holy Cross Parish Council Meeting

6:30 - 8:30 PM

September 8, 2010

Upper Room – Parish Life Center

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**Mission Statement:** Called by God through Baptism, empowered by the Holy Spirit, formed by the Word, nourished by the Eucharist, we gather in our diversity as a community-- of faith, worship, and service, to share with others the love of Jesus Christ, our Risen Lord.

## MINUTES

**Attendance:** Bob Clarke, Larry Wetzel, Brian Clifford, Evelyn Monark, Fr. Rush, Linda Contreras, Mimi Campbell, Linda Van Scooter, Walter Karvetski, Mary Lexa, Marge Chamberlin, Patrick Ivie, Katie Marotta;  
**Guests:** Dick Kingsley, Bill Fastabend, Brenda Fastabend, Kevin Chamberlin, Mike Madden

Opening Prayer  
Welcome

Mimi Campbell  
Bob Clarke

### Old Business

- Plans for Time and Talent fairs? No update at this time. Move to next meeting.
- Update on Supper Club progress during the Summer. Several gatherings and group is growing; things are going well and the next step will be to break off into new smaller groups to add even more people.

### New Business

- Update on termite damage repairs and recovery (Dick Kingsley & Bill Fastabend)
  - On behalf of the Building Committee, Dick (with support from Bill Fastabend and Kevin Chamberlin) provided a thorough overview of the progress, associated costs, and next steps. See attached presentation slides. The entire Parish Council was also given a tour of the sanctuary and it was informative and enlightening. This very important item on the meeting agenda took most of the allotted time and thus there were several agenda items below that must be moved to the next Parish Council meeting.
- Finance Committee update & options for how to pay for construction costs (Mike Madden)
  - On behalf of the Finance Committee, Mike provided the Council a summary of the current financial state of the parish and compared that to the total estimated cost for the repairs, including the contingencies as outlined in the Building Committee presentation. Mike also presented four financing options for the recovery project: a) use savings, b) borrow from Diocese, c) parish appeal, and d) combination. A vote was put to the Council and it was unanimously agreed that option d) “combination” was the best choice. We will use a portion of our savings and have a parish appeal over the next weeks. And we will borrow from the Diocese as necessary. Mike’s Finance Committee presentation is also attached to these minutes.
- Discuss responses to Bishop’s follow-up on “We Walk by Faith” progress (information sent out prior to Council meeting). Move to next meeting.
- Review “Constitution of Pastoral Council” (also see “Called to Serve”). Move to next meeting.
- Any last minute planning or special needs for the Parish Picnic. All is going well.
- Brief discussion on schedule for Parish Council meetings. At this time, it appears that Wednesday is still the best day for the majority of the Council members. We could discuss different Wednesday’s of the month if necessary.
- Others.....

Break: Refreshments - Bob (Dick Kingsley gave the Council a tour of the sanctuary construction progress)

1. Pastors Report /Budget Fr. Rush
  - a. Father presented the letter from the Diocese to Deacon Gordon Cartwright on their recommendation for retirement as a Deacon at Holy Cross. Father also talked about his discussions with Gordon. Father and the Council greatly appreciate Deacon Gordon's wonderful service to the Holy Cross Parish over these many years.
2. Young Adult Ministry (YAM) Mimi Campbell
  - a. Five new people have joined YAM! Completed two Summer theologicals, changing faith sharing, having a Fall theological (Jerry Bianco on secular music), continuing faith young adult Sunday activities.
3. Christian Formation Linda Contreras
  - a. Talked about the Christmas show that is being sponsored with STM, called "3 ½ Stories of Christmas" by actor Frank Runyeon on December 11<sup>th</sup> at 1 pm and 7 pm at St. Thomas More Catholic Church.
  - b. Getting ready for the start of Religious Education for all classes at Holy Cross School on September 26<sup>th</sup>. Much going on....
4. Holy Cross School Mary Lexa
  - a. Enrollment at HC School is 220 students; there target is 242. Having a yard sale on the 18<sup>th</sup> of September.
5. Youth Representative TBD
  - a. Youth group is very active under the leadership of Sandra Tapia.
6. Pastoral Care Marge Chamberlin
  - a. Ministry has not met yet. Plans for Anointing of the Sick in October and Remembrance Mass in November.
7. Social Ministry Evelyn Monark
  - a. Meeting on September 17<sup>th</sup>. September 25<sup>th</sup> is the "Stop Hunger Now" event (see bulletin); active in CUM (churches for urban ministry); Camp Timothy in Parish Life Center on July 14-15 went very well.
8. Fellowship Committee Marie Anstey
  - a. Brian Clifford noted that Picnic plans are going well. A final picnic committee information meeting was held on September 2<sup>nd</sup> and went very well. Everyone is excited about the picnic on September 18<sup>th</sup>.
9. Hispanic Report Arturo Fernandez-Lopez
  - a. Linda noted that the Hispanic community went to a class on the Catechism of the Catholic church; have had several 1<sup>st</sup> Communions; December 12<sup>th</sup> will be our Lady of Guadalupe celebration.

Closing Prayer

Walter Karvetski

Next Exec. Committee Meeting

September 29<sup>th</sup>

Next Committee Meeting

October 13<sup>th</sup>

## 2010/2011 Parish Council Prayer and Refreshments

<b>Month</b>	<b>Opening Prayer</b>	<b>Closing Prayer</b>	<b>Refreshments</b>
September 2010	Mimi Campbell	Walter Karvetski	Bob Clarke
October 2010	Evelyn Monark	Linda Contreras	Marge Chamberlin
January 2011	Larry Wetzel	Evelyn Monark	Linda Van Scooter
February 2011		Mary Lexa	Evelyn Monark
March 2011	Walter Karvetski	Patrick Ivie	Mary Lexa
May 2011			

# **Sanctuary Recovery Project**

**Building Committee**  
**Project Status Report To**  
**Holy Cross Parish Council**  
**(September 8, 2010)**

# Project Status

- Engineering Design Complete
  - Bid Packages Issued 6/25/10
- Asbestos Abatement Complete
  - Abatement Completed July 22, 2010
- Contracts/Legal
  - 3 of 4 Contracts Complete (4<sup>th</sup> 90% Complete)
  - Contract for GC Services Finalized (8/19/10)
- General Contractor Selected: (Morris Construction)
  - Notice-To-Proceed Issued 9/3/10

# Project Budget

- Budget Summary
  - Major Budget Items: \$660,000
  - Contingency Work Scope: \$88,000
  - Project Budget Contingency (20%): \$150,000
  - Total Project Budget: \$898,000

# Project Budget (contd.)

- Major Budget Items
  - Construction: \$404,000 *General Contractor + Mechanical (Southern Air)*
  - Asbestos Abatement: \$47,000
  - Engineering Design: \$86,000
  - Contracts Legal: \$40,000
  - Construction Administration: \$35,000
  - Site & Sanctuary Preparation: \$25,000
  - Building Assessment: \$20,000
  - Project Management Consulting: \$10,000

# Project Budget (contd.)

- “Contingency” Work Scope
  - Remove & Replace the organ: \$48,000
  - Upgrade the Complex’s Alarm System: \$40,000
- Project Contingency (for unexpected & unknown conditions)
  - Identify roof/wall leak source(s) and Repair (south end of Sanctuary)
  - Repair water damage to south end of sanctuary
  - Unexpected findings (i.e. rock, additional damage)
  - Project Budget Contingency
    - 20% of total budget: \$150,000

# Project Schedule

- Holy Cross Defined Milestones
  - Boiler # 1 Startup October 15, 2010
    - Heat the Commons
    - Heat the Parish Life Center (e.g. Parish offices)
- No Other Holy Cross Defined Milestones
- General Contractor Proposed Schedules
  - Range from 84 to 165 days to complete
    - (e.g. 12 weeks to 24 weeks)
  - Morris Construction: 112 day (16 weeks)

# **Project Scope**

## **A. Initial Project Scope (previously discussed with Council)**

- 1. Abate Asbestos Contamination**
- 2. Repair Sanctuary Floor (termite damage)**
- 3. Bring Sanctuary and its Utilities into Code Compliance & Make Access Friendly**
  - a) Boiler Room**
  - b) Sanctuary Utilities**
  - c) Crawlspace**

# **Project Scope** (contd.)

## **B. Added Scope** (As A Result of Engineering Findings)

1. Install new light dimmer system (\$ 22,000)
2. Rebuild Barrel Lights (\$ 12,000)
  - a) Includes Sanctuary Emergency Lighting, LED and florescent lights (no incandescent lights)
3. Install Theater Lighting Focused on Altar (\$11,600)
4. Conduit Runs for Future Sound System Upgrade (\$11,800)
5. Add Fire Detection to entire Sanctuary (\$40,000)
  - a) Attic, Sanctuary, and Crawlspace
6. Clean & Add Catwalk to Attic (\$5,700)

# Sanctuary Engineering Assessment

## A. Assessments Completed

### 1. Attic Assessment Complete

- a) Three rafters failed on south end (water damage)
- b) Balance of roof in excellent shape considering age (interior side of roof)
- c) Combustible materials present in attic
- d) No fire detection capability present in attic!
- e) No asbestos in attic
- f) Limited insulation in attic; (a major energy loss)

### 2. Preliminary Assessment of Steeple Complete

- a) No problems Identified (to date)

# **Sanctuary Engineering Assessment**

(contd.)

## **B. Planned Assessments**

1. **Roof Assessment (with engineering & roofing team)**
  - a) Identify source/cause of roof leaks @ Clay St. End of Church
  - b) Scope & engineer leak repairs
2. **Assess Sanctuary south wall (with project team)**
  - a) Determine extent of damage
  - b) Scope & engineer repairs
    - 1) Do we remove the organ?
3. **Assess south end of Sanctuary floor**
  - a) Water damage
  - b) Scope & engineer repairs

**Parish Council Meeting**

**9/8/10**

- A. Financial Results and Liquid Assets
- B. Estimated Renovation Costs
- C. Project Financing Options

Net Operating Income (fiscal year ending 6/30/10):	\$58,000 (approximate)
Net Operating Income (7/1 – 8/31/10 vs prior year):	Lower

Unrestricted Liquid Balance Sheet Assets:

Savings/CDs (Parking Deck)	-	224,440
Checking	-	63,589
Cash/CDs (S&S)	-	444,308
Contingency (Bank America)	-	56,822
Contingency (SunTrust)	-	32,102
Savings Certificates	-	38,371
Contingency	-	<u>43,609</u>
Total	-	903,241
Less: Money for operating expenses	-	<u>(40,000)</u>
Net Available	-	863,241

Estimated Renovation Project Costs (w/contingencies):	898,000
Expenses paid to-date (approximate):	<u>279,000</u>
Net Remaining Costs (estimate):	619,000

Project Financing Options:

- A. Use Savings
- B. Borrow from Diocese
- C. Parish Appeal
- D. Combination

## Parish Appeal

- Letter – Pulpit – Information sessions – telephone calls – personal meetings
- Give general numbers and reasons for ask
- Ask to continue regular contributions at same rate, if possible
- Ask for contingency gift or pledge over 3 years to help pay for project. Use gift or pledge card for budgeting purposes.
- Emphasize no shifting of gift from regular to contingency
- Timetable:
  - o Weekend of 9/11 – Msgr. Rush makes brief announcement that a letter giving update on project will be sent to all families in next few days.
  - o Wednesday, 9/15 – letter and pledge card mailed
  - o Weekend of 9/18 – Mike Madden talks at each Mass about the project and asks for support of parish. Available to answer questions or collect pledge cards.
  - o Weekend of 9/26 – Mike or someone else available to answer questions and collect pledge cards.