

St. Anselm of Canterbury
Board Meeting
April 20, 2009

Members Present: Fr. Jon Goman, Jean Marie Walker, Ron Wynn, Steve Blevans, Pauline Morrison, Paul Vecchi, Keith Dunlap, Marian Ely

Not Present: Linda Kahlbaum

Meeting was held at Steve Blevans' home. Dinner followed the meeting.

- Opening Prayer - Fr. Jon
- Board members reviewed the draft Contact List. – Jean Marie
- Minutes of March 16 Board Meeting – Jean Marie
 - Approved by e-mail and are on the website
- Scrip Programs – Fr. Jon
 - St. Anselm registration with the State of Oregon is now up to date
 - Needs to be marked in a yearly operations calendar so it doesn't lapse again.
 - Paper scrip program account will be set up Monday, April 29
 - Forms will be available the second Sunday of May (10th)
 - Requestors pay in advance and the scrip is delivered and distributed the next Sunday
 - Needs consistent marketing to be successful
 - % of amount going to St Anselm varies with the business that is in the program.
 - E-scrip easy to sign up for and is even more useful because it can be effective anywhere in the country. Paper scrip is more local.
 - Link from St. Anselm website to E-Scrip?
 - Marketing through electronic and mass mailing newsletter.
- Sermons on the Website – Fr. Jon
 - In process of labeling and categorizing the sermons by season and cycle.
- Social Events that Include Significant Others – Jean Marie
 - The next social event will be on either June 21 or June 28. Let Fr. Jon know within two weeks which date works or doesn't work. Note – June 21 is also Father's Day.
 - Time: 5:30 pm for appetizers, 6:00 pm for dinner.
 - Menu (so far): Corn Bread (Jon); Beer Can Chicken (Ron); Green Salad (Paul); Other Salad (Jean Marie); Fruit Salad (Steve); Watermelon (Marian); Dessert (Pauline); Wine (Keith)

- Executive Committee Action on Music Software – Fr. Jon
 - “Finale” has been ordered.
 - Lucy’s music will be done “in-house” to save St. Anselm some \$\$.

- Breakfast Nook – Fr. Jon
 - No bids have yet been received
 - Fr. Jon will do some calling to move this process forward.
 - Fr. Jon and Lucy will cover the labor costs for the Breakfast Nook
 - A sub-committee will review future bids and have conversation with contractors.

- St. Anselm Library – Steve
 - Steve presented information on “LibrarySoft” – upon recommendation from the Corvallis-Benton County Library.
 - Software includes modules on autocataloging of books with ISBN numbers, linking to website, and a barcode scanning module.
 - The net cost will initially be \$510 with an annual cost (after the 1st year) of \$149
 - 7500 entries would take up only 6MB of memory.
 - Suggestion: Wait until August to buy software
 - Suggestion: Include library at Good Samaritan
 - This provides a connection with Good Samaritan
 - Software will help with circulation statistics
 - Suggestion: Use St. Anselm library as a subscription library (membership for nominal fee)
 - Suggestion: Look into Interlibrary Loan connection to further circulate St. Anselm books
 - Suggestion: Consult with professionals on proper book preservation. Some books are First Editions and the oldest book dates at 1610. Others are considered irreplaceable.
 - Software can be purchased with Memorial funds. The Board indicated support. This did not require a motion and a vote. Fr. Jon suggested that the Board needed informed consent to keep transparency in the process when using funds like this.

- Finance Report – Jean Marie/Fr. Jon
 - Treasurer’s Report from Mary Arnold, St. Anselm Treasurer
 - A linked savings account will be set up when the paper scrip account is set up.
 - Fr. Jon asked the Board if money can be transferred from Endowment to the Trust Reserve Account for two months payroll and benefits
 - Trust Reserve Account funds more easily available – takes only about a week to receive from Diocese.
 - Endowment account funds take much longer.
 - MOTION: That Fr. Jon’s request of two months’ payroll and benefits (app. \$11,000) from the Endowment Fund into Trust Reserve Account be supported by the Board.
 - After some discussion, motion passed with one (1) abstention

- Clarification on finance report: Office costs normally are higher the first six months of the year because of renewal of various yearly licenses, insurance payments, etc. The second half is usually lower. Furthermore – bi-annual pledges usually show up in June.
- Fundraising – Fr. Jon
 - Fr. Jon indicated that currently results from fund raising bring in more dollars than money provided by the church.
 - Current key is the mass-mailing newsletter
 - Goal is to diversify fundraising efforts among the Board members
 - Discussion about the direct purposes of Higher Education Ministry
 - Life Long Learning (i.e. Advent Group)
 - Two-way connection with the church and those in higher education
 - Fr. Jon presented an outline for seven sessions of fundraising training
 - Key crucial points from handout will be reworked into a single Saturday session for the Board.
 - Date and time: May 2, 9:00 am – 2:00 pm
 - Fr. Jon will ask Carolyn Olsen to be present to talk about visitation process
 - Fr. Jon will also ask Carolyn Olsen for use of her home for the workshop
 - Personal contact – “making friends” – is the best way to overcome misunderstanding and to increase awareness about St Anselm Higher Education Ministry
 - Fr. Jon will send out e-mail soon to confirm workshop location.
- Board Areas of Involvement – Jean Marie
 - Fr. Jon suggested this be tabled until after fundraising workshop. The workshop may help clarify Board member’s inclinations toward particular areas of involvement.
- Adjourn – 6:55 pm. Meeting and dinner hosted by Steve Blevans
Marian Ely – Recording Secretary