

Holy Redeemer Council of Catholic Women

Board Meeting in Bridal/Adoration room following the 5:30 Mass

Monday, February 24, 2020

The National Council of Catholic Women acts through its members to support, empower and educate all Catholic women in spirituality, leadership and service. NCCW programs respond with Gospel values to the needs of the Church and society in the modern world.

Members present: Cindy Vogt, Janet Trost, Jackie Doom, Sheryl Kaiser, Leanna Olsem, Joyce Strootman, Paula Meyer, Karla Antony, Janet Vandendriessche

#### AGENDA

Call to Order

Additions to the Agenda – Donation requests, see below.

Opening Prayer – Jackie Doom – Hail Mary

Secretary's Report – Paula Meyer – January minutes approved.

Correspondence: Thank yous received from several parishioners for helping to sponsor the bus to the ProLife Rally in St. Paul. Thank yous also received from Dana Webskowski and Lori Timmerman for the donations made to youth programs. Dana is going to use the money her group received for RACE speakers. Lori is going to use the money her group received for Totus Tuus taking place this summer.

Treasurer's Report – Janet Vandendriessche – Dues are trickling in, about one per week. Still \$2,000 under budget. Coffee sales went over budgeted amount of income, so goal has already been met. Valentines received in the amount of \$94.00 as well as a second collection for San Lucas totaling \$3,004.32. M/S/P to approve Treasurer's Report

President's Report – Janet Trost – thanked those present for their help in organizing the convention.

#### COMMISSION REPORTS

##### **Spirituality**

Church Commission – Jackie Doom – Perpetual Adoration is beginning Ash Wednesday. The Chapel has been set up in the old convent/Faith Formation building. It is going to be called St. Joseph's Chapel.

Legislation Commission – Joyce Strootman – Election season has begun. Catholic Advocacy – Surrogacy Abuse Prevention Act which deals with abuse with surrogacy, ie. Wombs for Rent. Can check these things online for more information.

Reverence Life – open board position

##### **Service**

Family Concerns – Leanna Olsem – She is still working on getting crib crosses for baptism, but is having a hard time finding them and the company has not gotten back to Rachel at Treasured Times. Gifts for First Communion and RCIA are in. We are hoping that Confirmation gifts arrive on time.

Community Concerns – Cindy Vogt – no report

International Concerns – Paula Boerboom – absent – Lynn Nelson has informed her that the second collection for Friends of San Lucas totaled \$3004.32 and there is a check in the CCW mailbox for this.

Scholarship – Patricia Drown – Scholarships have been mailed in. Pat will start planning the salad luncheon in March.

### **Leadership**

Organization Commission – Sheryl Kaiser – The 2021 New Ulm Diocese Convention is scheduled for April 23-24 at the Cathedral in New Ulm. The Deanery 2 Fall Gathering will be in Wilno on Sept. 21, 2020

Vice President – Karla Antony

Historian – open board position

### **Old Business**

NUCCW Spring Convention, April 24 & 25- The group met Thursday evening to go through items to be taken care of. There is a meeting again on Saturday morning at 10 a.m. in Carlin Hall with Diocesan leaders.

Update on the Mission of Love for San Lucas Toliman – see Treasurer's Report.

Annual Reports – The report is ready to be mailed. Janet reviewed the various activities completed over the past year to include in the report. Janet V. reviewed items on the Treasurer's Annual Report.

Challenges included on the Annual Report include finding/filling Board positions and engaging the general membership.

Discussed creating a Facebook page for Holy Redeemer CCW and seeing if someone from the parish would be willing to be an administrator. Also discussed creating our own email account for utilizing our database of email addresses collected when dues are submitted.

### **New Business**

2020-2021 Budget Planning – Janet went over a planning sheet that she had sent out to the Board members. She is looking for input on the process she put together which sees us working in three different groups: Leadership, Service and Spirituality. See information attached on the last pages of the meeting minutes.

Board Member Responsibilities: Janet also proposed adding some additional responsibilities to some of the board positions in an attempt to keep from having some of our activities overlooked or not getting the attention they need, ie. Parish staff Christmas gifts, CCW recognition Sunday, Cookie Walk, etc. More information on this is available in the last pages of the minutes.

Budget needs to be ready for approval in May. Janet requested that everyone review the proposal, get together in small groups to review your commission and make recommendations for the budget. These will be reviewed as a whole group in April.

Deanery 2 Spring Gathering is scheduled for Tuesday, April 14<sup>th</sup>. Board meeting in April is scheduled for Monday, April 27, 2020 at 6:30 p.m.

New Board Members: Some positions are up for renewal after this year. Jackie Doom\* (Church Commission), Pat (Scholarship), Paula B. (International Concerns), Leanna Olsem (Family Concerns), Sheryl Kaiser (Organization – Janet T. will move to this position)\* and Vice President. Historian and Reverence Life are currently vacant positions.

\*indicates people who are not returning. Discussed renaming Historian to Communications Commission, but will review if this is possible first.

Salad Luncheon will be held the Thursday before Mother's Day, May 7<sup>th</sup>. Pat is going to begin working on this in March. Her sister, Marie, will be helping her. Karol Kopitski will also be working with her.

For the March meeting, members of Service commission will be providing a light meal for everyone.

Donation requests:

Shaundra Casey is a member of Holy Redeemer and is the chaplain at Avera Marshall. The Avera Spiritual care are seeking funding for support in building a spiritual care volunteer base at the Marshall location. They are looking for \$200-\$250 for materials, luncheons, etc. for the programs they have and to add volunteers. She is willing to give a formal presentation. Discussed adding her to the agenda for the next general meeting if she is able to come and share with the group.

Carlin Hall: They have requested funding for more coffee pots. They are looking to purchase a dozen more. Motion made to use the Dubbeldee donation of \$150 toward the purchase of as many of these as possible.

Upcoming Meetings:

March 30	General Meeting following 5:30 Mass
April 14	Deanery 2 Spring Gathering
April 25	Diocesan Convention in Marshall
April 27	Board meeting following 5:30 Mass

Closing Prayer: Jackie Doom – Our Lady of Good Counsel prayer

## **Holy Redeemer Council of Catholic Women Board Responsibilities**

### **Leadership Commission**

President

- Provide overall guidance of the Board and CCW Parish Events
- **Membership Development and Education**
- **Board and General Meeting Agendas**
- Attend Parish Council and Deanery Meetings

Vice President

- Learning year while assisting the President
- Preside over meetings if President is unavailable
- Organize the yearly dues notices
- **Parish Staff Christmas Gifts**

Secretary

- Take minutes at Board Meetings and General Meetings
- Publish minutes on the parish website

Treasurer

- Keep Financial records of the organization
- Pays bills as appropriate
- **Lead budget development and manage budget**

Organization Commission

- Be a resource for the current President and Board
- **Manage Member and Public Communications**
- **Manage Website**
- **CCW Recognition Sunday**

### **Spirituality**

Legislative Commission

- Inform members on issues facing the church and family
- Pubic Square Rosary

Reverence Life Commission

- Reverence Life Sunday (Birthright)
- Blessings Bouquet
- Mother's Day Roses (Birthright)

#### Church Commission

- Prayers for meetings
- Shepherd of the Field
- Church Library

#### Service Commission

##### Family Commission

- Baptism Meal Ministry
- Pornography Awareness Week
- Children Church Bags
- Sacramental Gifts for First Communion, Confirmation, RCIA

##### Community commission

- Meals on Wheels in October
- Nursing Home Bingo in January
- Christmas Cookie Walk
- CCW/CDA Christmas Party
- Halloween Trunk or Treat

##### International Commission

- Juan Ana Coffee Sales
- Mission of Love for San Lucas Toliman

##### Scholarship Commission

- Diocesan Scholarship Program
- Spring Salad Luncheon

\*Green items added for discussion and accountability.

The 2020-2021 Budget Process is intended to be an intentional, thoughtful process developed by the entire board. This process is a financial and strategic plan to help guide us towards our mission in 2020-2021. The process should review our activities with the following questions:

1. Does this activity further our mission? Does it support, empower or educate our members, our faith community or the broader community?
2. If it is intended to be an income generating activity, does it meet that objective in an efficient manner? i.e. For the time and effort invested are we generating enough return?
3. Will this activity engage or increase membership?
4. Should we continue with this activity?
5. Are there activities we should be adding to further our mission for the upcoming year?
6. For budget items not directly related to activities:
  - Is this expense necessary for the operations of CCW?
  - Does this expense further our mission?
7. For those activities we want to continue or add and those necessary expenses please determine an income or expense amount to include in the upcoming budget.
8. Are there any extraordinary items or capital expenses we may want to consider in the upcoming budget?

Each of the three Commission Areas will review the activities of their commission for the upcoming year.

Leadership – Trost, Antony, Meyer, Vandendriessche, Kaiser

Service- Olsem, Vogt, Boerboom, Drown

Spirituality- Strootman, Doom

Provided is a budgeting worksheet with history of income and expenses.