

**St. Nicholas  
Expansion Committee Joint Meeting  
Meeting Notes  
January 31, 2017**

**Invited:** Pastoral Council, Finance Council, Building Committee, Capital Campaign Committee

**Attendees:**

Heather DelForge<sup>PC</sup>  
Chad Evers<sup>BC</sup>  
Barb Gerritts<sup>CC</sup>  
Mark Hansel<sup>BC</sup>  
Karen Krejcie<sup>CC PC</sup>

Brad Sowinski<sup>CC</sup>  
Father Walter Stumpf<sup>ALL</sup>  
Mary Talbot<sup>CC</sup>  
Mark Vander Linden<sup>CC, TBOE</sup>  
Leah VanHandel<sup>BC, TBOE</sup>

Ron VanRossum<sup>BC</sup>  
Gary VerVoort<sup>BC, TR, PC</sup>  
Paul VerVoort<sup>BC</sup>  
Ron Wolf<sup>BC, BG</sup>

BC = Building Committee  
CC = Capital Campaign Committee  
BG = Building & Grounds Committee

PC = Pastoral Council  
TBOE = Total Board of Education  
TR = Trustee

**MEETING NOTES:**

Introductions

Financial Update

Grant Update

Timeline Review

- Stained Glass Restoration underway!

Commitment Weekend Review

- Discussions by Jodi Roskowski, Bob Schommer & Gary VerVoort
- Positive feedback
- 1st week discussions shared their experiences of the need for the project
- 2<sup>nd</sup> week discussions shared the mechanics of how to donate & Bob spoke to In-Kind donations
- Feedback received:
  - People who were on the fence about the gym were open to hearing why a gym. After discussion seemed more open to it. Education is key.
  - If we did just gathering space, we could build bathrooms with showers later, but then can't do retreats without bathrooms.
  - Some prefer 3 showers in bathrooms instead of 2.
  - Question asked: How many times in the next years will we be asked to pay bills
    - People not convinced the gym is a profit center; may generate revenue, but enough to cover the bills?
  - Effect of FASD referendum. Will we have too many gyms in the area?
  - They liked the Gathering Space, ramps and elevator
  - Efforts to educate about the multi purpose space needs to continue
  - Can we build site grade up instead of elevator and steps? Build ramp only instead?
    - Examples include Sturgeon Bay's St. Joseph's and Appleton's St. Pius
    - Both have 2-vehicle wide carport area on elevated area.
  - Time spent explaining drawings
  - Like how it attaches to the church and shortened ramp
  - People are interested in in-kind donations, but waiting to see if it will happen
  - What about Rosary Garden?
    - Can be moved. It will NOT be eliminated.

### Survey Concerns for Expansion Project

- Pastoral Council response provided to CC and published in bulletin.
- Finance Council response in progress. Will be published once received.

### In-Kind Donations

Some contractors are hesitant without a blueprint.

- Can budget based on existing drawings
- However, cost 2 years from now could be different than now.

### Organized Approach for Trades Professionals

- 1 lead contractor with sub-contractors
- Gary VV to check with St. John's Little Chute about how they managed this with their expansion.
- Insurance issue with volunteer contractors?
  - **ACTION:** Cortney to contact insurance company about possible restrictions; need to become educated about best options.
- Need to get trade professionals together to discuss
  - Need rep from BC and CC present
  - BC to identify and contact
  - **ACTION:** Gary VV to identify trade categories & at least one lead to invite peers to a meeting.
  - **ACTION:** Building Committee to develop process for leading these meetings.
- **ACTION:** When in-kind pledges come in, how does THANK YOU get written/addressed to? CC to follow-up with in-kind donors as to individual named or business name.

### Bishop's Appeal

- Kick-off weekend is February 4-5
- BC & CC can educate and inform, but no solicitation
- Goal to wrap-up Bishop's Appeal is early May.
  - If not met by early May, then what? Can we stop asking and assume remainder out of operational budget?

### May 2017 Checkpoint & September 2017 Deadline Expectations

- With Finance Council and Pastoral Council making the call, what is the measure?

#### *Process:*

- Apply for an amended proxy (we did this process for Window Restoration)
- If a pledge has been made, [TBD] to contact donor to determine if pledge still honored.
- If a gift has already been made, [TBD] to contact donor to determine if return of funds is desired.
- ***BC noted the multi-purpose room has to be built AFTER the gathering space, if it will be phased.***

**ACTION:** Building Committee to determine multiple phased-approach proposals based on dollar amounts. These proposals will be presented to Finance Council in the event the full amount is not raised.

### Parishioner Update Mailing

- A letter has been drafted to send out to all parishioners in the first half of February.
- Back of the letter will confirm about pledged and amounts received through 12/31/2016.
  - Goal to confirm/audit our list with parishioners to show we are tracking.
  - Include a flyer about Bishop's Appeal since there is a direct correlation between these 2 initiatives? Who to develop? Anything from Diocese we can use?
- **ACTION:** CC to compile full list, including Alumni mailing list to print and mail letters.
- **UPDATE:** Father Walter is drafting a new letter. Timing is still desired for first half of February.

#### District-Wide Mailing (EDDM)

- Informational-only mailing that includes information about St. Nicholas in general to be sent.
- Topics: Mass Times, School Registration, Expansion Project, NE news?
- Have another mailing ready to go in the event BA is met early with solicitation.
- Father was uninformed about availability of funds to do this earlier. This is now an approved endeavor using available marketing funds.
- To utilize marketing funds from ITW, playground must be mentioned in mailing.
- **ACTION:** CC to determine optimal date to have in mailboxes.
- **ACTION:** CC to lead mailing

#### Phone Bank

- CC will be making phone calls to parishioners. We need help.
  - **ACTION:** If you are willing to help make phone calls with a script, please contact Mark VL.
- Answering questions or addressing comments from parishioners
- Focus is to provide info to those who have not yet contributed or pledged

*Respectfully submitted by Karen Krejcie, recording secretary*