

ACC Planning Council
Meeting Minutes - June 1, 2021
7:00 Sacred Heart Church
Annunciation, Sacred Heart, St. Francis Xavier, St. Stephen
One in Christ -- Area Catholic Committee

In Attendance:

Fr. Ron Weyrens, Frank Rajkowski, Stef Rothstein, Leonard Popp, Candice Koopmeiners, Jeff Brunn, Shirley Skapanski, Chuck Spychala, Fr. Tom Knobloch, Dcn. Joe Kresky

Absent: Adam Vonderahe, Joan Krause, Jean Bemboom

Stef opened the meeting with prayer

Minutes were reviewed with no changes made.

Our Agenda has been slightly revised

ACC Planning Committee Transitions:

Articles of Organization:

Joan made comments in the margins on the side as did Stef. Stef showed members how to view the version history. All are able to do that.

Discussion and clarification was suggested: Some Comments were:

- Frank - the Articles of Organization are like a constitution, they are very general but they lay out the bedrock of what we are here for. Bylaws are a little more specific. Does not see any changes that are substantive at all.
- Leonard: What did we mean by secretary vs. Note taker?
- Fr. Ron - Some organizations have a secretary for signing legal documents and someone else who takes notes.
- Frank - As we defined the secretary's role in the bylaws was simply to be at the meetings, record the minutes and be responsible for any of the documents of the ACC.
- Stef - clarified Joans comments. She thought that the secretary should be someone else other than a member so that minutes can be taken without that person expected to participate in the meeting.
- Fr. Ron - Do we need an officer that is called a secretary?
- Frank - this can easily be changed by eliminating the position of secretary and still create a secretary position under the bylaws.
- Stef - the changes were made. Are there any other changes needed in the articles of Organization? Do we need to vote on this? It was decided that a vote should be taken.
- Frank made a motion that the committee approve the articles to the amendment that were discussed. Candice seconded the motion. Motion carried.

See Articles of Organization for the final change.

Bylaws:

- Leonard - In the bylaws, under #8- decision making, it states we need $\frac{2}{3}$ of the people present as a quorum however, the bylaws indicated $\frac{3}{4}$ of the council members.
- Frank - The amendments state there should be $\frac{2}{3}$, so it should probably be consistent. The change was noted and made.
- Leonard - had questions about the secretary and what the role of that person would be. That person would not be a member of the council but responsible for note taking notes.
- The ACC is responsible for communicating the information to the people. The secretary is not responsible.
- Frank - Proposed adding the language "The council shall retain a secretary for the purpose of taking minutes of each of its meetings and maintaining those minutes and related documents." Add that to #11 and eliminate the language concerning the secretary from Bylaws. The Secretary no longer has any responsibility to being an officer or a member of the council.
- Clarification was made that the secretaries only responsibility will be to take notes and share them with the committee on a timely basis.
- Stef - Because members of this committee will change, we will need to be sure that in the future, stored documents are shared with those current members only. She suggested that the OiC Gmail be the holder of the entire folder. She will see to it that this information is correct.
- Stef - Should the note taker be given a stipend if it is a volunteer position? Members felt a stipend may be in order. Fr. Ron suggested that a stipend may be in order and if the person wants to return it, that is their decision.
- It was suggested that this continue to be reviewed and in the future if that person is comfortable in taking on more, a stipend may be in order reflecting those additional responsibilities.
- The question was asked about wording in the bylaws for future reference and that it was discussed regarding the possibility of offering a stipend for the position of recordkeeper
- Frank suggested wording be added regarding the council having authority to offer a stipend for the services of the record keeper, and it will be at the discretion of the record-keeper to accept or decline this offer.
- A motion was made for approval of the amended bylaws by Leonard. Seconded by Chuck. Approved and carried.

Representative transitions:

- Frank - The bylaws state there must be a minimum of two members from a parish on this council. As of now, St. Francis Xavier does not have the minimum two members as required. He also gave his resignation at this meeting noting that Adam will also be leaving in July.
- Stef - Marie Pangerl from St. Stephen has agreed to take Carol's place on the ACC. She is a parish council member for 2 more years. Unfortunately, she was unable to attend this meeting.
- Frank - We need to be sure we have continuity throughout the years. The current members who may want to continue as members, and/or new members may have staggering years.
- Jeff - We will need to keep track of who is joining and when their term will be finished.
- Fr. Ron - We will also need to watch as council members come on so, for example, if they have one year on the council, there will be an explanation of what their term will be on the ACC council.

Review of Progress toward our Goals

- We are going to set this aside and come back to this.

Communications:

- Stef - The Branding Presentation - All seem to be in agreement that we need to have transparency, and consistency and it would be great to have someone take that role on. Whether it be the Communication Director or Mark Kuhl or someone else is what is on hold.
- Stef - Shared Joan's Notes - She does not want to lose the image and logo of both Sacred Heart and OiC. She likes the branding ideas, and thinks having a dedicated person responsible for communication might be helpful in keeping up with the website along with overseeing the bulletin.
- Fr. Ron - We need to be sure we have workable pieces. The idea is that Dana would become the Communications Director and the new hire for the business director could take care of both St. Francis and Sacred Heart.
- Dcn Joe - Dana did mention that she could be available to help with the budget within our parish.
- Stef - Do we need to reach out and talk to Mark about anything? Or are we in limbo at this time? What should we be doing?
- Frank - Until we know if we are going to have someone in charge of communications, that person can then let us know what they recommend as to what we should be doing. And also that we can advise them on what we are looking for.
- Stef - This will be added to the bottom of the agenda and discussed once we know what decision is made.
- Stef - Google Drive Update. She will take care of seeing to it that every document in that folder is owned by the OiC email account.
- Leonard - Had concerns about information that was published in the bulletin but happening in September. How is information put in the bulletin? There is still some confusion as to how to make changes to documents.

- There was discussion and questions on how to make the changes. Examples were shared by Stef. She met with those who still had questions after the meeting.

Updates of Committee Work

Stewardship:

- Stef - The committee will be meeting in the Middle of June. We met with the evangelization committee to talk about ways we can work together. There are a number of things that cross or connect in different ways. Some have started to read the book *Start with Jesus*. One thing we will be moving forward on is an ACC retreat day set for September 12. This will be for various committee members, staff and anyone else who may be interested in attending. It needs to be hosted in a large area. Sacred Heart has such a facility with breakout rooms, for connecting our parishes, for letting people meet others and work together. There will be an education portion as to what it means to be a steward. As Evangelization blends so well with that, it was felt this could be an all-encompassing time. It will be a three hour session. With Fr. Tom and Fr. Ron who were asked to be our keynote speakers. We have a mock schedule of what the day will be like. There will be food, ice breakers, keynote, reflection on your own beliefs, breakouts for parishes themselves to talk about what their takeaways are and how it applies to their specific roles and goals for their parish. The event planning committee is meeting June 7th. A stewardship meeting will follow on the 22nd to discuss the progress that has been made at that time. A draft of the events was shared with the committee.

Young Adults

- Dcn Joe - We are looking to hire a Young Adult/Youth Minister. The young adult portion would be for all four parishes. Youth Ministry is for students up through high school. Young Adult for those after highschool to age 39.
- There was discussion about how the ad was placed in the bulletin regarding the youth ministry position.
- Frank - Concerns were shared about how we can be more inclusive of all the parishes. We need to be sure that all parishes understand what is happening. There is concern as to whether there is any purpose of this committee? We have talked about many things and yet we don't really have any input about things. We should be more involved in the decision especially since we have tried to discuss and bring things together in a cooperative nature.
- Shirley - Will the Young Adult/Youth Ministry be helping with Confirmation?
- Fr. Ron - Not at this time. St. Francis needs to hire a person to help take care of the confirmation pieces from both places and help with youth ministry.

Evangelization

- The committee will be Meeting next week. They are reading Chapter 3 & 4 and working with the stewardship committee. We discussed the results from phone calls that were made. Each parish council will be given the information regarding the calls.

Stewardship

- The National Stewardship Conference will be taking place in Alexandria. Contact Joan for attendance. Stef shared the link with others

Worship/Spirituality

- Nothing at this time.

Parish Council Updates

- Annunciation - PC met and discussed Mass Times. We are working at reestablishing the structure of our Parish Council. Hopefully aligning with the ACC. The PC does support the Pictorial Directory. Discussed the Youth Ministry. And also talked about the results from the phone calls. We are trying to come up with ways to help engage people who have expressed interest.
- Sacred Heart - PC will meet on Tuesday - to discuss our relationship with the Parish Council and the ACC Planning Council, the Worship schedule, the evangelization piece, We too are reading and discussing the book, *Start with Jesus*.
- Fr. Tom - We have never experienced these parishes in a non-covid mode. So what is the norm is not familiar to us so we need your help to understand what the past practices have been.
- St. Francis Xavier - Discussing the stewardship book. Hospitality and how we welcome people. How we use our time and talent resources. Sometimes there is no follow-up with those who may be interested in getting involved. Mass schedule - the 10:30 Mass is not a popular option. We do have a new Parish Council member, Joe Gill.
- St. Stephen - A celebration of the 150 year anniversary of the parish will be taking place. The bishop did lift some of the restrictions so things will be happening. We will meet again on June 22.
- The Mass schedule is still a concern for SFX. The Mass schedule was reviewed and may need to be addressed again. There was discussion again about asking retired priests to help cover the weekends. There are many variables to the schedule.

We will NOT meet in July. Our next meeting will be Tuesday, August 3 at 7:00 pm at St. Francis.

Meeting adjourned at 8:30

Closing Prayer

Minutes submitted by Aggie Schulte