

**MINUTES OF PARISH COUNCIL MEETING MARCH 10, 2020**  
**SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH**

Meeting called to order at 6:40 p.m. Opening prayer by Mirella Hickman

*Attendance:*

Bob Morano, Susan Morano, Meredythe Hutchinson, Rosa Isela Lopez, Tonya Adams, Bertie Ninchuck Remo Ottone, Jennie Guida

Council Members Absent: Norma Lanfray, Oscar Andrade, Sharon Smith, Stephany Crisantos

Secretary (Present): Doris Hand

Non-Council Members Present: Mirella Hickman, Deacon Tony Russo, Mother Martha Rogers, Fr. Arturo Querijero, Kelly Querijero, Deacon Tammy Fuqua, Paul Schumaker, Polly Touhey, and Business Manager Kathryn Tuma

*Opening Remarks:*

1. Susan and Bob work as a team to give Saint Matthews the best they have to offer. Susan has many years' experience in project and team management and has taken on many projects for the council. Please work with her and give her your cooperation.
2. Bishop Peter Hickman Recovery Fund has collected about \$2,600; the money has been received by Saint Matthews, and is in a designated fund. The Hickman's have HMO insurance. If they use any doctor "out of network", they pay extra costs. If B. Peter is to get supplemental stroke recovery assistance, it will probably be "out of network." Bob Morano has consulted with B. Peter and Mimi about getting the opinion of stroke experts. Mimi is discussing this with their primary care physician as his referral is needed.
3. We are now having our 5<sup>th</sup> council meeting. Our mission statement would have been an aid or tool to help us discern what is in scope or out, and a way to focus on our objectives for 2020. We have failed to achieve a mutual understanding on a statement and will continue through 2020 without one.
4. As a community we need to think about cost cutting or revenue generation. We know more members are needed, yet we must survive until new members start coming. Final pledge numbers are not in. Kathryn, Tony and Bob will go over the budget when we have them. We will also revisit all of the expenses. Bob will look for any expense that may be considered discretionary or variable. We may have to create some variability in some of our expenses.
5. We want to keep all of our current members. We want to demonstrate concern and due diligence regarding the threat COVID-19 brings. We must think about what we can do to make our community safe. Some ideas from the Morano Household include:
  - a. Sanitizer at both entrances and in both bathrooms.
  - b. Question: About the safety of offering Communion wine.

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*Decisions and Votes:*

Bob Morano moved that we fund the banner Jennie Guida described as 4 ft. by 12 ft. at a cost of \$150. It will be funded through the PR budget. Jennie seconded the motion. **Passed unanimously. None opposed.**

Bob Morano moved that Jason Adams be given \$130 to complete the paneling behind the tabernacle to match the existing paneling behind the seats at the altar. The funding will come from Mother Esther Diane Smith's fund. Bertie seconded the motion. **Passed unanimously. None opposed.**

*Old Business:*

1. **Financial Report from the Finance Committee:** We need to do cost cutting, reduce expenses and find revenue generation. The end of February we are \$11,000 in the red. We need to find more members. Bertie suggested that we all be diligent in turning out lights when leaving a room. Jennie Guida will get names of commercial supply places. Then Jason Adams can look into securing supplies from these places.
2. **Sign Identifying the Church Entrance:** Sign is ready. Mirella presented it to the council. It will be posted on the gathering room door to direct people to the Sanctuary.
3. **Building and Property Management:** Jennie Guida found a website that could produce a banner for us at a cost of \$125. Banner is 4 ft. by 12 ft and will include basic information. Will have our name, phone number and website. Justin Viega is working on the graphic for the banner. It can ship in 42 to 78 hours. For special events additional information can be attached to the banner. The \$125 cost is not final. Bob increased the \$125 estimate to \$150, anticipating tax and shipping fees. We need to request approval from the association to hang the banner between the posts in front. Jennie will check with the city for posting the banner on our premises.
4. **Community Events Banner:** Deacon Tammy is working on another banner that would be more suitable for community events. That banner is 6 ft. by 2 ft. A place in Huntington Beach will do the graphics for free for non-profits. The color of the graphic is purple. The cost is \$40. Tammy fund the cost of this banner as a donation to Saint Matthew.
5. **T-Shirt Fundraiser:** Meredythe advised that we can do fundraiser with no up-front costs. In order to cover printing costs for 50 shirts or more, we must sell 8 t-shirts at \$20 each. Once those costs are met, any additional shirts sold will be full profit for the church. If the 8-shirt minimum is not reached, money for orders placed will be refunded. Tonya wants t-shirts for the Youth Group but does not want to use SMYG. Tonya can create a separate fundraiser for the Youth Group. The t-shirts will be ordered in navy blue and the word Saint will be spelled out. They will be sold for \$20.00 each. The start date for the fundraiser coincide with the first Unity Mass and can run for as long as we

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wish (2-4 weeks recommended). Meredythe will send the link for ordering and sizing information.

*New Business:*

**Unity Sunday:** Will be multicultural with participation in Spanish, Filipino, and Native American. Jorge Ordiano, a musician, will join the music ministry and bring 5 children and 5 adults along with percussion instruments. Youth group will have face painting. We anticipate one hundred attendees. We need someone at the 8 am Mass to get sign-ups for the hospitality portion. We need sign-ups for soup, bread, and clean-up. Bertie and Meredythe volunteered to help. Jennie talked about flag centerpieces on table with a blank flag to color in. She acquired flags for Mexico, India, Philippines, U.S., Belgium, and Native America. Jennie will ask Sharon for flag holders. Table centerpieces will include polyester scarfs with flags. Jennie has other ideas for fundraisers, passed out a list of suggestions, and needs feedback. Look for fundraiser ideas on our website. (**Update as of 3/21/2020 March 31 Unity Sunday is on Hold until May**)

Answers to questions asked:

1. A Unity Sunday follow-up is needed: what worked and what didn't should be noted.
2. Who will communicate with CPR for an e-mail blast? Deacon Tony Russo will be the point person to communicate with CPR ministry. Three flyer designs were shown and the flyer depicting the cross was decided upon. More details were needed on the flyer, like multicultural music and social to follow with food, entertainment, and children's activities.
3. Does Community Life ministry have enough helpers? Volunteer recruitment is in progress. Jennie requested a person to help with soliciting volunteers at 8:00 am service.
4. Are there any conflicts with any other activities? Answer was 'no'.

**Easter:** Enough money has been collected for the advertising our Easter Masses in the LA Times. Susan will place the ad. Bob and Susan asked that we assign volunteers as "greeters" at each Easter service (Easter Vigil and Easter Sunday 10:30 am and 12:30 pm). These greeters would welcome people into Sanctuary and provide a brochure to newcomers. Discussion on gathering information from visitors included:

- We currently use a 3-ring binder to record contact information which is brought to the visitor by an usher.
- Susan suggested that a less intrusive method would be to have "visitor contact cards" in back of the seat, available for a visitor to complete and place in donation basket at their discretion.
- Kathryn said that she sends a letter to each new person who signed the book.
- Jennie reported that the usher badges came in.

**Fund Raising Ideas for 2020:** Jennie Guida circulated a list of fund-raising travel and dining prizes offered through [www.winspireme.com](http://www.winspireme.com). The charity coordinator (Jennie) selects ideas from the website, advertises to the community, and when sufficient raffle tickets are sold, the prize is purchased from the website with collected funds, and awarded to the winner. The website offers these travel packages for a fundraiser with no risk, since the charity would only pay when enough money was collected to purchase the travel package.

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Susan raised an objection to these Winspire travel prizes - - detailed here:

1. If Saint Matthews is unable to collect enough money (sell enough tickets) to pay for the travel package, then money needs to be refunded to the donors, and no winner is announced. There is an opportunity cost experienced if this happens. The lost opportunity is the time spent on selling tickets for this fund raiser, when another fund-raising effort could have produced a successful outcome - - satisfied participants, plus increased Saint Matthew revenue. Also, the effort to refund the money requires careful bookkeeping.
2. Many of Saint Matthew members do not have sufficient disposable income to purchase a \$100 raffle ticket, or even a \$50 raffle ticket (in addition to their committed tithing). We need to be cognizant of their budget constraints, because we don't want to lose existing members.
3. We lost five high-contributing families from Saint Matthew membership in 2019. Our membership numbers are down - - less people to purchase tickets. If tickets are sold to people outside of Saint Matthew membership, then refunding money to them, in event we have to do this, would be problematic.
4. Shortly after meeting adjournment, Rosa Isela Lopez, Kelly Querijero, and Jennie Guida met to discuss a Disneyland fund raising effort. Rosaisela offered two Disneyland entrance tickets to the church that could be used as a raffle item. Rosaisela, Kelly, and Jennie discussed raffle ticket selling options.

**Saint Matthew Website:** Bob advised we have a new web page. Check it out. The Ministry reports are posted there to further our goal of being transparent. Here is the URL: <https://saint-matthew.org/ministries/reports/> Or go to the Website Ministry Page and enter and enter /reports after the word ministries. We want to stress the web as it is available to the world. Jennie suggested a blurb be put in the bulletin for everyone to know about it. It is too late for Sunday's bulletin, but can be put in the next one.

Rosa Isela moved that the meeting be adjourned at 8:30 pm. Tonya seconded it.