

St. John the Baptist Parish Development Commission  
December 10, 2019  
Minutes

The meeting was called to order by Chair Fran Davis followed by the opening prayer. Members in attendance were Ralph Arnott, Fran Davis, Gene Delaune, Mark Hammer, Linda Harmon, Ed Robinson, Melissa Strunc, and Staff Representative Bret Sutton. Bob Gabler and Mark Haidet were absent. We welcome Linda Harmon as the newest member to the Commission.

The November 19, 2019 Minutes were approved.

Final Approval of the Development Commission By-Laws reflecting the minor change from the last meeting was passed unanimously.

**Alumni Engagement Plan:** Discussion occurred regarding the Alumni Engagement plan. Gene discussed one of their primary objectives is to develop financial support for the school. He felt the plan is clearly a product of quality thinking but lacked key components such as metrics including enrollment goals and target dates. Another key component he felt was lacking was having a story to tell such as enrollment growth potential and an estimate of the incremental human and financial resources need to underwrite an enrollment growth process. The Commission discussed what our role would be in this process. After further discussion, Fran and Bret were going to meet with the Father to determine any role or directive the Commission should undertake. The Commission felt that until we have a defined role or directive, we will not pursue further discussion.

**Tuition Assistance:** Bret reported that in addition to the \$30,000 Gift for Tuition Assistance reported earlier an additional \$10,000 gift was received.

**Sunday Giving:** Bret reported that 472 pledges have been received so far this year. 364 have increased their pledge by a total of \$452,882. In addition, 23 had decreased their pledge by a total of \$12,762 and 84 pledges stayed the same. Also, 129 pledges were received from people who did not pledge last year. Overall, the amount pledged is around \$440,000 higher so far.

**OSMG Capital Pledges:** Pledges total \$483,000. Through November 30, 2019 there as been a total of \$111,357 received with approximately \$372,000. Reminders will be going out in January as well as follow-up calls.

**Endowment Update:** Bret reported that 15 responses of the 83 total mailed had been received with a total commitment of \$4,530,000. \$3.6 million was in unrestricted use while the remainder were for designated funds. Discussion occurred about the timeline on when the follow-up of the 68 people who have not responded yet. Bret indicated the plan was to do the follow-up calls in January. Linda Harmon recommended having follow-up calls no later than December 23<sup>rd</sup> for year end tax purposes. Other Commission Members expressed support of that idea as well. Bret was to follow-up with the Father regarding the timeline and possibly making follow-up in December. A motion was passed supporting the plan that follow-up on the letters would be done

by January 21, 2019. Depending on the discussion and approval by the Father these follow-ups could start earlier and be done by December 23<sup>rd</sup>.

**Legacy Proposal:** A handout was provided regarding the *Saint John the Baptist Proposed Legacy Program (Revised December 2019)*. Fran asked that everyone read the document and provide feedback to her no later than December 23<sup>rd</sup>.

**Electronic Giving:** There was continued discussion on electronic giving and how to make this easier. Bret reported he has someone that is willing to look at the church website looking at overall functionality of the website and ways this can be improved. We are looking to get feedback in January.

**Thank You Protocol:** Brett reported developing an updated version of the thank you process has been developed that he will be going over with Mark Haidet for feedback.

The next meeting will be January 21, 2020

Respectfully Submitted,

Mark Hammer