

St. John the Baptist Parish Development Commission  
November 19, 2019  
Minutes

The meeting was called to order by Chair Fran Davis who led the Commission in prayer. Members in attendance were Ralph Arnott, Fran Davis, Gene Delaune, Mark Haidet, Mark Hammer, Ed Robinson and Staff Representative Bret Sutton. Bob Gabler and Melissa Strunc were absent. Guest attending was Jill Munsinger of the PLC. School Principal Ann Laird attended the first part of the meeting.

The October 22, 2019 Minutes were approved.

School Alumni Plan Update – Ann Laird reported on the efforts to develop an Alumni Program. She noted that they have about 300 alumni in the data base and are in the process of verifying addresses. Plans are to send Christmas cards to alumni in the system. The school is also planning to launch a Facebook campaign in December that will invite people to identify students in class photos. An alumni newsletter is scheduled to be launched in February – its goal will be to reengage alumni as volunteers and donors. The school plans to recruit alumni “captains” to plan future events.

Gene expressed concern about the amount of staff time that is devoted to this effort and asked about the use of volunteers to help. He also recommended meeting with other parochial schools who have developed successful alumni organizations to identify strategies and best practices. Mark Haidet suggested using the 50 Year Club members (over 200 households) and other long-time parishioners to identify alumni and get their contact information. It was suggested that the school consider hosting an All Class Reunion to launch the Alumni Program. Fran will ask Ann for a copy of her detailed plan.

Approval of Constitution and By-Laws – The Development Commission Constitution and By-Laws were unanimously approved with a clarifying change to Section 3 of the Constitution.

Commission Members – The following list of members and their proposed terms will be presented to Father Paul for approval: For 3-year terms – Mark Haidet and Mark Hammer; for 2-year terms – Ralph Arnott, Gene Delaune, and Melissa Strunc; for 1-year terms – Ed Robinson. Gene recommended developing a position description for Commission members and a process for screening prospective Commission members. Fran agreed to write a position description for consideration.

Legacy Program – Bret reported that 14 Legacy donors have responded to the August mailing informing the Parish that their future gift commitments total an estimated \$4,530,000, of which \$3.6 million will be unrestricted. Personalized acknowledgement letters have been sent to the 14 donors. Commission members approved a plan calling for Bret to call the remaining 70+ people who received the August letter before the end of the year with the goal of receiving written confirmation forms from everyone by the January meeting. Emphasis is to be placed on how they would like their future gift to be designated and how they would like to be recognized (or if

they prefer to remain anonymous); identifying a future gift amount is optional. Bret is to provide an update report at the December meeting.

Sunday Giving – Bret reported that 380 OSMG commitment forms have been received to date and that more than 200 parishioners have pledged to increase their giving over 2019. He reported that we have met the \$75,000 challenge. He also noted that more parishioners have signed up for electronic giving. Commission members expressed gratitude for the generous response from the parish community. They also recommended looking into the possibility of creating a secure system that would enable parishioners to access and manage their giving to the parish.

OSMG 2019 Pledge Reminders – The Commission recommended sending OSMG Capital pledge reminders in early December to everyone with an outstanding balance to the capital campaign in order to provide donors with an opportunity to make payments before the end of the year. The Commission also recommended sending anyone who is behind on their 2019 Sunday Giving Pledge a reminder in early December.

#### Updates

- The All Saints Party and Hospitality Weekend were a great success. Bret recommended that the Commission sponsor Hospitality twice a year.
- Bret reported that a special \$30,000 gift for student scholarships has been used to assist 16 students. The students have written thank you cards to the donor.
- Everyone agreed that the bulletin story about Julie Hammer was a moving tribute to Julie and a wonderful way to announce the creation of the new Pastoral Care Endowment.
- Bret and Mark will meet with Mark Dittman about implementation of the proposed Donor Acknowledgement Process.

Respectfully Submitted,

Mark Haidet