

## St. Mark's Parish Council Meeting Minutes

August 28, 2007

(Our next meetings will be on Sept. 25, 2007 at 7 PM.)

Council Members:

- \* Denotes Trustees
- \*\* Denotes Officers
- \*\*\* Denotes Clergy/Staff

Msgr. William Carton***	Present	Gary Cademartori**	Present
Deacon Dennis Saake***	Present	Tom Hayes	Present
Frank Prettyman*	Present	Karen Pappas**	Present
Nelda Ragan*	Present	Frank Sharp	Absent
Peter Abitanto**	Present	Carlos Zuna	Absent
Mary Ellen Ballou	Present		

### Highlights:

Monsignor Carton opened the meeting with a prayer. Then the meeting was called to order by Karen Pappas. After thanking all attendees for their participation, Karen distributed a revised agenda and advised the Parish Council members that two guests would be attending the meeting to discuss St. Mark's website: Joanne Gibson, whose responsibilities include being St. Mark's website administrator, and Frank Cappetta, President of Trinity Publishing Company, who's company is responsible for publishing the information on our website. Frank reported that St. Mark's website is now getting approximately 1800 hits per month. He said in comparison to other parishes this is a good number of website hits and that St. Mark's website is among the more active ones of the approximately 100 Parish websites that Trinity supports.

A general discussion ensued on the ability of St. Mark's to expand its current website. It was agreed that in the past year the increased amount of information available on the web has been positive, especially in relation to Parish Council activities in that all of our meeting notices, agendas and minutes are available on line. It was agreed that we should expand the use of the website to make important information available to parishioners.

In summary there are no finite limitations on the amount of information that can be published on our website. However, it is best to avoid massive files with numerous graphics, since accessing graphics tends to slow down the ability of users to quickly access information. It was generally agreed that having perhaps an average between three to five (3-5) pages of information per ministry on our website would be reasonable. Some ministries will likely only have a page or two. We also learned that the web site is not the best place to archive historical Parish and Ministry information, and all information needs to be backed up in hard copy and on disc to make sure that all records are preserved. However, encouraging all of the parish

**ministries to preserve important information on the website is important so that in the coming months and years, all parishioners will have easy access to this information.**

**Regarding changes and additions to the website, Frank reported that they try to incorporate most of these within 24 hours. Some examples of this taking longer were discussed and it was discovered that we need to email our bulletin separately, since it goes to a different department. Other website additions, changes, etc. need to be sent in a separate email; they were being attached to the emails with the weekly bulletin and therefore were being diverted with the bulletin and not getting addressed quickly.**

**Dennis reported that a special Latin/Italian recital is scheduled at St. Mark's for Saturday, Sept. 8 at 4 PM, and after the 5 PM Mass that day an Italian themed social with refreshments will be held in Father Child's Hall. A hospitality team is developing that will be responsible for this social. Joanne Gibson commented on the activities related to the creation of the Hospitality Committee and shared her enthusiasm with the fact that this will be a team effort, and a number of CCD mothers have volunteered to help with hospitality activities, sharing the work as a team for events planned by our Liturgical Committee.**

**St. Mark's Fall Picnic was discussed and plans to support this year's picnic which will be on September 30, 2007 at 3:00 P.M., appear to be in place. We then discussed our Parish Council Planning Meeting in October which has been scheduled for Oct. 23, instead of the last Tuesday of the month. It was decided that this meeting will be for Council members only and will focus on Parish Council activities for the coming year including Monsignor's priorities, archiving historical Parish and Ministry information, how best to populate our web site with useful information, and other topics to be determined.**

**Future Parish Council meetings will continue to be scheduled to start at 7 PM until further notice and our goal will be to try to complete the topics on our agenda in one hour. With the late additions to this month's agenda, our August meeting ran about 90 minutes.**

**St. Mark's Catholic Library was discussed to determine how it might get more use. Karen will work with Deacon Dennis to have another notice placed in our Bulletin for volunteers to help staff it. He will also have information posted on our website about the Library and its contents. Since this Library is geared for supporting CCD activities, it was suggested that this also be discussed with our CCD leaders for their suggestions.**

**Action Items from August 28, 2007 Meeting:**

- 1. Get suggestions for agenda items for our meetings to Karen by the 10<sup>th</sup> of each month to allow sufficient time for review, approval and distribution of the package one week prior to each meeting. Responsibility: All Members**
- 2. Check on the various Diocesan sponsored publications, meetings, workshops, etc. and report on those of potential interest. Responsibility: Nelda**
- 3. Document the essentials of what our Parishioners need to know when planning for Matrimony. Responsibility: Nelda, Karen and Deacon Dennis.**
- 4. Finalize the formation of our Hospitality Committee and define the leadership role. Responsibility: Deacon Dennis**
- 5. Develop an outline of what Parish Council information should reside on St. Mark's website and use this as a model for other Ministries. Also determine the best way to preserve historical Parish and Ministry information for future reference. Responsibility: Karen in discussion with all members**
- 6. Place a notice in our Bulletin advertising for help with our Library and add information to our website on the Library and its contents. Also talk with our CCD leaders for their suggestions on how we might increase Library usage. Responsibility: Karen, Deacon Dennis, and other Parish Council members.**