**Minutes of the Guardian Angels Altar Society Meeting**

**September 21, 2023**

**Meeting was called to order by Christy Kaszubski at 6:32 p.m.**

**Announcement of Quorum –** Quorum was met. There were 21 members present and 2 board members. Tom and Mary Cochran were excused.

**Opening Prayer** – Opening prayer was said by Father Chris.

**Approval of minutes** – Diane Miller moved to approve the minutes from the July 19th meeting. It was seconded by Linda Becker. The motion passed by unanimous vote.

**Introduction of New Members –** We welcomed two new members – Cathy Latham and Patty Smetzer.

**Secretary’s Report –** Kathy Gerrets reported that 17 new members joined and 57 existing members rejoined for a total of 74 members for 2023-2024. Kathy asked if anyone wants to be a co-chair or helper for the Giving Tree project. Mary Cochran has stepped back from the committee and we thank her for her many years. Patty Montler volunteered to help out.

**Treasurer’s Report** – Christy Kaszubski gave a brief report verbally. There is over $14000 in the account. Tom Cochran will provide a detailed report at the next meeting.

**Committees –**

**Picnic –** Linda Becker and Jeni Warner gave a verbal report and provided a detailed income and expense statement and it was filed. The total funds received were - $5082 from basket raffle, $195 from 50/50 raffle and $2520 from the Silent Auction for a total of $7797.00 less expenses of $597.34 for a total profit of $6464.68.

**Décor** – Father Chris gave an update – no chairperson found yet.

**Devotional Chapels –** Linda Becker gave a verbal update. Two Chairs were ordered at a cost of $1297.00. The order was devoid of tax and West Elm also gave a 20% discount. Additionally, on 8/28/23, Father advised the committee that he will be taking on the finishing of the chapels himself. He thanked the committee for their time and efforts on this project. Linda advised this would be the committee’s last report.

**Scholarship Fund –** Judy Stecz and Marcia Kusnyer gave the report and it was filed. Kathy Gerrets made a motion to increase the amount of the scholarship fund from $600 to $1000. It was seconded by Karen Wiatrowski. The motion passed by unanimous vote. Father Chris advised the church will match the funds for a total of $2000.

**Unfinished Business –**

**Petty Cash Policy –** Christy Kaszubski read the written policy and it will be put on the website.

**Consent to Publish Personal Information Waiver –** Christy Kaszubski explained the form and the purpose as required by the Diocese when publishing phone number or email in the bulletin or other places to facilitate contact with chairpersons.

**Monday’s Count of AS revenue (RE: Standing Policies) –** Christy Kaszubski gave a verbal report on the status of the participating in the Monday counts during times of increased revenue, mainly from the Membership Drive and Picnic fundraiser. Participation in the first counting (8/21) did not happen because Altar Society members were not “trained.” Three out of the next four Monday countings were cancelled because Father could not be present as he required. Completed countings were done on 9/5 and 9/18 with training from the business manager. Counting will continue through 11/6 when revenue slows.

**AS Member purchases – tax reimbursement** – it is now permitted for anyone who purchases items for the Altar Society with their own funds can be reimbursed for tax charged.

**Altar Cloths – defect update** – two of the Altar Cloths had defects in the embroidery and were returned to the company for replacement which should be received before Advent.

**New Business –**

**Giving Tree** – Kathy Gerrets reported at the time of Secretary report – see above

**Nominating Committee –**  At the last Executive Board meeting, Christy tasked Mary Cochran with researching how to set up a Nominating Committee to start the 2024 election process. Mary to report to the Board at their next meeting. We will need a Chair for this committee.

**Breakfast with Santa** – Michele Calderone and Chris Wittkopp volunteered to chair this committee.

**Membership Christmas Party –** a chairperson is needed for this committee.

**Major Projects –** Christy Kaszubski asked if anyone had any ideas for any major projects to commit some Altar Society funds to beautify the church or other ideas. Kathy Gerrets advised that the Stations of the Cross in the church seem to need updating. Kathy asked Father Chris to find out if anyone has any memorial attachments to the existing Stations before we proceed to check on this. Christy advised that Mary Cochran advised we should donate funds to charitable organizations or people in need. We will report more on this at the next meeting.

**Announcements -**

Post Picnic Meeting for Chairs and Sub-chairs is September 26th at 6:30 p.m.

The next General Membership meeting is November 9th at 6:30 p.m

**Christy** – **special announcement** – we accepted the resignation of Christy Kaszubski as President of the Altar Society. Mary Cochran is now the President. We thank Christy for all her work especially all the written procedures she will pass on to the next President and for the other committees she chaired. Please see her email sent after the meeting.

**Closing Prayer** – Final Prayer was said by Father Chris.

**Adjournment** – the meeting was adjourned at 7:57 p.m.

Submitted by Kathy Gerrets, Secretary