

St. Joseph the Worker TEAM Meeting Minutes May 18, 2025

Opening Prayer:

- TEAM President Peggy Billhartz called the meeting to order at 9:20 am with the opening prayer.

Approval of Previous Meeting Minutes:

- **Minutes from the Meeting of March 2025 (No Meeting in April due to Easter):**
 - The Minutes from our March 16, 2025, meeting was presented.
 - A **motion was made** by Mary Alice Keith, seconded by Geoff Davis, to approve the minutes as presented. Motion approved.

Approval of Treasurer's Report:

- **For the months of April & May 2025:**
 - Since we did not meet in April due to Easter falling on our normal third Sunday meeting day, two Treasurer's reports are presented as follows:
 - The Treasurer's Report for the month of April 2025 (based on March 2025 bank statement activity) was presented by Treasurer Mary Alice Keith.
 - ✚ The bank balance as of 03/31/2025 was \$13,777.49; checkbook balance was \$12,817.41. Per the Reconciliation, there was one outstanding check for \$960.08 payable to M. J. Kellner for Pancake & Sausage Breakfast supplies.
 - The Treasurer's Report for the month of May 2025 (based on April 2025 bank statement activity) was also presented by Treasurer Mary Alice Keith.
 - ✚ The bank balance as of 04/30/2025 was \$12,825.61; checkbook balance was also \$12,825.61 Per the Reconciliation; there were no outstanding checks as of 4/30/2025.
 - ✚ The April ending balance includes all of the Pancake & Sausage Breakfast revenue & expenditures, but none of the net proceeds' distribution of funds to Holy Family Food Pantry. The balance will obviously decrease once that occurs.
 - A **motion was made** by Geoffrey Davis; seconded by JoAnn Nelson, to approve the Treasurer's Report for both April and May 2025 as presented. Motion approved.

Old Business:

- **Pancake & Sausage Breakfast—was held on Sunday, January 19, 2025:**
 - Event Chairperson Rodger Anderson had submitted a final report for the Breakfast prior to the meeting as he is working the Seniors Graduation Breakfast today.
 - The report shows total net profit of \$2,131.42 which includes total revenue of \$4,406.50, less total expenditures of \$2,275.08.
 - As previously approved, all of the net proceeds from this year's breakfast will go to Holy Family Food Pantry in the usual form of gift cards so that the Pantry has more flexibility in accessing the funds and where they can do their shopping.

- Considerable discussion followed regarding the bank fee charged per card and some other options.
- Mel cautioned that we need to be careful to not restrict how and where the Pantry can access and use these cards so as to get the best use of the funds. (Best bang for the buck).
- Mention was made of the Scrip fundraising that the Pre-School is using that does not charge any fee per card.
- Treasurer Mary Alice Keith will further investigate that as a possibility.
 - A [*motion was made*](#) by Mel Kuntemeier to round the distribution amount up to \$2,135 to Holy Family Food Pantry, plus the bank fee per card; seconded by Geoff Davis. Motion approved.
- ***Post meeting note:*** Per Mary Alice's inquiry, we learned that there is an option to get a non-vendor specific (Visa) card in increments of \$500, \$100, \$50, and \$25. Therefore, by consensus of the TEAM Officers, it was determined to go with the Scrip cards and to round the total distribution amount up to \$2,150 for the Holy Family Food Pantry. Treasurer Mary Alice Keith will initiate the process with the office to obtain said cards without any bank fees attached and thus benefit our Pre-School also.
- **Breakfast Sign Up for 2025:**
 - Peggy passed around the sign-up sheet for TEAM breakfasts as we still have a few vacant spots to fill.
- **Deacon Frank Ice Cream Social: to be held on Saturday, June 28th after the 4:30 pm mass.**
 - The event will be held on the Saturday after Vacation Bible School.
 - Daniel & Nancy Snyders will co-chair the event again. Thanks Daniel & Nancy!
 - Sr. Judy stated that construction around the kitchen and hall area will not start until after Vacation Bible School is completed.
 - Volunteers will be needed to help with setup, serving & cleanup.

New Business:

- **Election of TEAM Officers:**
 - Peggy announced that our annual election for TEAM Officers will be held next month at our June meeting.
- **TEAM Donation to Fr. Franzen Golf Outing:**
 - Peggy reported that last year TEAM donated \$300 to the Golf Outing.
 - After a brief discussion, it was the consensus of the group present to donate \$300 again this year.
 - A [*motion was made*](#) by Joe Schatteman, seconded by JoAnn Nelson, to donate \$300 to the Fr. Franzen Gold Outing. Motion approved.
- **Reserve Church for Events: Need to vote on benefactor of funds for the form for:**
 - **Art & Craft Fair:**
 - Since Chairperson Nichole Poss was not present to offer her input, no action was taken.
 - Mary Alice Keith mentioned that her husband Don is a bus driver for Ball Chatham School District and has noted the amount of food wasted by being left on the bus after a distribution day.
 - Further discussion may follow at a subsequent meeting.

- **Pancake & Sausage Breakfast:**
 - Since Chairperson Rodger Anderson was not present to offer his input, no action was taken today.
 - The date for 2025 needs to be scheduled.
- **Other:**
 - **Fundraiser Request from St. Patrick's School, Springfield:**
 - Peggy reported that there was an article about St. Patrick School (Springfield) fundraiser in the Catholic Times.
 - After a brief discussion, it was the consensus of the group to donate \$500.
 - A ***motion was made*** by JoAnn Nelson, seconded by Geoff Davis, to donate \$500 to St. Patrick School. Motion approved.
 - **Electronic Devices for the Choir:**
 - As has previously been noted in the Treasurer's Report footnote section, TEAM approved (at our June 16, 2024, TEAM Meeting) to reimburse John Kennedy up to, but not to exceed \$250 for two used electronic devices to be used by the Church Choir.
 - Mary Alice Keith reported that a receipt for \$257.38 has been turned in by John for said devices.
 - Since this exceeds the original approved amount of \$250, we will need a new motion of approval.
 - A ***motion was made*** by Joe Schatteman, seconded by Mary Alice Keith, to reimburse John Kennedy for the additional \$7.38 (for a total of \$257.38) for the purchase of two used electronic devices for the choir. Motion approved.
 - **Spreadsheet for Tracking of TEAM Donations:**
 - Joe Schatteman asked about a report that tracks donations made by TEAM.
 - All donations are recorded in the monthly Treasurer Reports with a footnote of explanation as deemed necessary.
 - Mel reported that the Church system does track it by a separate line item.
 - Joe offered to put together an Excel Spreadsheet to track said contributions.

Breakfasts:

- **Today:** Thanks to Peggy for today's breakfast.
- **June 15th Breakfast:** Mel Kuntemeier
- **July 20th Breakfast:** Nichole Poss

Upcoming TEAM Sponsored Events:

- **Next TEAM Meeting: Sunday, June 15th (Father's Day) at 9:15 am in the Resource Room.**
- **Deacon Frank Ice Cream Social** – scheduled for Saturday, June 28th after 4:30 pm mass.
- **Art & Craft Fair:** Saturday, October 18, 2025
- **Other Events: need to be scheduled ASAP. (Most. Dinner & Pancake & Sausage Breakfast for example)**

Meeting Attendees: Peggy Billhartz, Geoff & Rita Davis, Mel Kuntemeier, Kathy Bednarchik, Mary Alice Keith, Sister Judith Pfile, Joe Schatteman and JoAnn Nelson.

The meeting adjourned with the Closing Prayer, led by Peggy Billhartz.

Respectfully submitted by:

Mel Kuntemeier

TEAM Secretary,

St. Joseph the Worker Catholic Church, Chatham, IL