

Minutes

St. Mary's Altar Society

Date and Time: Sunday, January 15, 2017

First and Last Name	Title	Organization
Alvina Reichert	President	St. Mary's Altar Society
Judy DeWitz	Secretary	St. Mary's Altar Society
Nancy Morth	Treasurer	St. Mary's Altar Society
Donna Bloom-Hipfner, Meredith Gross, Mary Bartsch, Pamela Seifert, Mary Ludwig, Sandy Koch	Members	St. Mary's Altar Society

Topic	Discussion	Conclusion
CALL TO ORDER	President Reichert called the meeting to order. An "Our Father" was said for all Living Members.	
AGENDA	Mary Bartsch requested "Fellowship activities" be added.	
CORRESPONDENCE	Cards of appreciation were received from the families of – Albert Ternes, Dorothy Wald, and for John Barnes for serving at their funeral services.	Altar Society received cards of appreciation.
MINUTES	Members reviewed minutes from December 15, 2016.	Donna Bloom-Hipfner moved and Mary Bartsch seconded to accept the minutes as presented. Motion carried.
FINANCIALS	Nancy Morth, Treasurer, reported: 1. Savings \$ 8,168.69 2. Checking \$ 7,633.35 Income included monies received from dues, serving two funerals, Sunday fellowship and a card party. Expenses included lunch supplies for Altar Society Christmas dinner, "funeral servers" brunch, card parties, and quarterly housekeeper expenses.	Mary Ludwig moved and Meredith Gross seconded to accept the financial report as presented. Motion carried.
OLD BUSINESS	<ul style="list-style-type: none"> ➤ <u>Card Party – January 8</u> 27 individuals attended ➤ <u>Funeral Services</u> <ul style="list-style-type: none"> • Name Tags for Volunteer Servers Funeral Servers have requested name-tags to wear while providing service. They believe it would make it easier for those attending to know whom they might contact for assistance. Discussed purchasing name tags that can be written on with a dry erase pen and then erased and used numerous more times in the same manner. • President Reichert informed the group that "left-over" food from funerals could be taken to Ruth Meiers'. A phone call to the agency should be made prior to delivering. • Discussed having reservation signs made to be used for the family tables at funerals (as well as when needed for other functions). • Discussed purchasing individual condiment dishes for dining tables. These can be inexpensively purchased. 	<p>Alvina Reichert & Nancy Morth served.</p> <p>Donna Bloom-Hipfner moved and Mary Bartsch seconded to purchase plastic name-tags on which a name can be written and then erased so it could be used over and over. Motion carried. Judy DeWitz will work on this project.</p> <p>Judy DeWitz will pursue suitable table reservation signs for gatherings. Meredith Gross moved and Mary Ludwig seconded these dishes be purchased. Motion carried.</p>

	<ul style="list-style-type: none"> • Discussed instructions to use when making the juice and the coffee for serving at funerals. • President Alvina will continue editing the funeral set-up and serving Instructions. <p>➤ <u>Multipurpose Room Check List</u> President Alvina is continuing to work with Cressy Aberle, Parish Manager, regarding this checklist.</p> <p>➤ <u>Gifts for Altar Society Christmas Party</u> Discussed purchase of SCRIP used as gifts. Since a decision was needed prior to the event, the Executive Committee made the decision to purchase the cards.</p> <p>➤ <u>Purchase of additional Corelle plates and cups</u> President Alvina provided update on this purchase. A purchase at Albertsville was not suitable due to pickup opportunities. Other options were explored and President Alvina is currently working with Wal-Mart to purchase dishes at a reasonable cost. A purchase for cups is continuing to be explored.</p> <p>➤ <u>Topics for February agenda</u> President Alvina provided topics to be discussed at the February meeting to include tablecloths for the dining tables, choir chairs, chairs for accessible section in the church and Altar Society membership.</p>	<p>Alvina Reichert continues with the “Funeral Instructions” edit.</p> <p>Check List is being developed for users so they may be made aware of their responsibilities.</p> <p>Alvina Reichert is following up with purchase of the dinner plates.</p> <p>Discussed topics to be “postponed” until the February meeting.</p>
NEW BUSINESS	<p>➤ <u>Altar Society Bank Account</u> Msgr. Gene Lindemann shared that the Diocese has guidelines that must be followed by parish organizations.</p> <p>➤ <u>Purchase of additional Coffee Carafes</u> Discussed purchasing additional coffee carafes to be stored in the school kitchen so that are readily available for funeral services and other activities served from there.</p> <p>➤ <u>Purchase of Creamer Servers</u> Nancy Morth brought the dry creamer servers purchased for the individual dining tables.</p> <p>➤ <u>Sunday Fellowship – January 22</u></p> <p>➤ <u>Additional agenda item brought by Mary Bartsch</u> Mary reported being asked by a parishioner if it would be possible for the parish to provide activities for senior parishioners. She stated many don’t play cards but would appreciate having a similar activity available for her and other “seniors.” After discussion, it was determined this was not a mission of the Altar Society but the suggestion would be given to Church Staff for awareness of request.</p> <p>➤ <u>Card Party, February 12, 2017</u> Alvina Reichert and Nancy Morth will serve this event.</p>	<p>Treasurer, Nancy Morth, will follow up with these guidelines.</p> <p>Donna Bloom-Hipfner moved and Mary Bartsch seconded to purchase 12 additional coffee carafes. Motion carried.</p> <p>Nancy Morth will serve. Alvina Reichert will provide additional baked items.</p> <p>No action was taken regarding additional fellowship activities.</p> <p>Card Party, February 12 — Alvina Reichert & Nancy Morth</p>
CALENDAR	Next Meeting Date – February 19, 2017	
ADJOURNMENT	<p>Meeting was adjourned.</p> <p>President Reichert closed the meeting with a “Hail Mary” for Deceased Members</p>	Donna Bloom-Hipfner moved and Mary Bartsch seconded the meeting be adjourned. Motion carried.

Respectively submitted by Judy DeWitz, Secretary