

## St. Margaret of Scotland Pastoral and Finance Council

### Meeting Minutes: September 2, 2025, Tuesday 1:30 p.m.

I. Call to Order & Prayer: By Fr. Joe Dorner at 1:30 pm

II. Roll call:

Pastoral Council Members: Ed Nowland (Secretary Trustee), Kathy Vanden Bush, Marcie Crandall -  
Finance Council Members: Andy Vanden Bush (Finance Trustee) Jim Crandall, Pam Vross, Suzanne Fabisiak, - Supportive Staff: Don Cofta (Maintenance and Building and Grounds), Jenn Cofta (Parish Secretary) - Parishioners: Pat Koskinen, and Mary Koskinen - No absent members

III. Approval of the Agenda

IV. Approval of the Minutes

V. Pastoral council

a. Discussion of Greeters possibly handing out the missalettes

i. Do we want to sell our hardcover books, combined with St. Anthony, St. Margaret, and Sacred Heart and split the profit?

1. ACTION: Jenn to contact and discuss- Currently we have active participation of parishioners taking the Breaking Bread books, but do we want to have someone pass them out?

b. Music books discussion

i. The need for more Breaking Bread books -

1. ACTION: Jenn to ask if we can purchase half a case from St. Anthony?

c. Future of piano and organ in the kitchen

i. Do we want an organ/piano combo in the future to have the ability for people to play a piano at weddings/funerals?

1. ACTION: Fr. to ask Jeanne Swanson if the current organ has a piano setting?

2. ACTION: Jenn to ask who has serviced our current organ in the past and has it ever been done?

3. ACTION: Jenn to reach out to Debbie Wodenka to see if the current piano in the choir loft can be tuned, and how much to fix

4. ACTION: Don to arrange to get rid of extra organ in the church hall

d. SWOT analysis: will discuss next meeting

e. Agenda items for next meeting:

i. Carol Scheidt Family memorial gift of \$1000 - where or what to do with this generous donation and let the Scheidt family know how the money was to be used for

1. ACTION: Think about ideas and prepare to discuss at November 2025 meeting

## VI. Finance Council

a. Building and grounds reports

i. Don Cofta general report

1. Don would like a building walk through

2. Do we want to repaint the road sign on Hwy 141 to make more visible using white background with black letters, not worth sandblasting due to major expense, and the life left of the sign - Do we want to move the sign closer to hwy 141:

a. ACTION: Don to talk with Town Chairman, Ross if can be done, looking at about 10 ft.

3. Do we want to improve our sign on hwy 141 and US 8 by the Pembine sign to make the parish more visible -
  - a. ACTION: Don to contact the Chamber of Commerce to see if possible
4. 2 flag poles need replacement, council agreeable to replace -
  - a. ACTION: Andy to contact Greg Linsmeyer to get quote
5. Don to replace all current light fixtures in hall with already purchased LED's - only current cost is labor
6. Need to plan for furnace replacement, currently have 4 working, but lifespan unknown; All currently are high efficiency -
  - a. ACTION: Ed to get possible quote, with Jacobson and/or Sikora Heating and Cooling, need to get serviced at a minimum, and tagged with service, need to budget for possible new furnaces in the future.
7. Roof looking brittle, and thin, has had leaks requiring patching - maintenance vs replace, but need to budget for future -
  - a. DECISION: determined to avoid going on roof, and maintain as necessary
- ii. Developing a 5-10 building project plan:
  1. ACTION: Don presented long term project needs to councils
- b. Financial highlights since last meeting: (Pam Vross reporting)
  - i. Finalizing the Budget:
    1. ACTION: Budget be submitted to Dawn for use in the bulletin
    2. ACTION: Jenn submit budget to Diocese at AFL address
    3. ACTION: Pam will work to get more information on year end data from Cain and discuss

with the Finance Council

4. ACTION: Jenn to notify Cain that we need complete reporting on a regular and consistent monthly basis
  - ii. Father advised that the financial support from the Diocese carries us through 2025 but may likely end for 2026.
  - iii. Current number of contributing units
  - iv. Budgeted expenditures vs actual
    1. ACTION: Pam to work to get active spreadsheet to use in tracking actuals against budget
  - v. Actions/agenda items for next meeting?
- VII. Next meeting: Tuesday, November 4, 2025 at 1:30 pm
- VIII. Concluding prayer: Fr. Joe Dorner with dismissal at 3:04 pm

Meeting Minutes Recorded by Jenn Coffa, Parish Secretary, and approved for publication by Fr. Joe Dorner

## St. Margaret of Scotland Pastoral and Finance Council

### Meeting Minutes: November 4, 2025, Tuesday 1:30 p.m. \*FINAL\*

I. Call to Order & Opening Prayer: By Fr. Dornier at 1:36 pm

II. Roll call:

Pastoral Council Members present: Ed Nowland (Secretary Trustee), Kathy Vanden Bush-absent, Marcie Crandall

Excuse:

Finance Council present: Andy Vanden Bush (Finance Trustee)-absent, Jim Crandall, Pam Vross, Suzanne Fabisiak

Excuse:

resources: Don Cofta (Maintenance & B/G), Jenn Cofta (Parish Secretary)

III. Approval of the Agenda: Motioned and seconded by Jim & Marcie Crandall

IV. Approval of the September Minutes: Motioned and seconded by Pam Vross & Jim Crandall

V. *Pastoral Council:*

1. Update on Pastor's annual letter
  - a. ACTION: Fr. Dornier to put out a letter to parishioners 1-2 X per year, encouraging people, addressing any needs of the parish, ways in increase time, talent & treasure, and bring people back to the church
2. Annual meeting review and feedback
  - a. ACTION: good & positive feedback noted
3. Jenn's proposal to increase membership and income for our parish.
  - a. ACTION: yard sign idea approved, under advertising budget-Jenn to look at Iron Mountain Printing, and start the process for yard sign advertising upon design approval for spring
4. Discussion of a Stewardship Weekend/ volunteer sign up
  - a. ACTION: Form drawn up by Dawn, to ask people to evaluate their time & talent availability-possible projected date to make available: Memorial Day (5/23/2026) weekend 2026

5. Funeral Luncheons: making them manageable and catering options
  - a. ACTION: Fr. to talk to Josh about new process.
  - b. Jenn to get Fr. list of catering options for families if SM not available
  - c. Talk to key leadership for the funeral luncheons and get their input on what is reasonable for us to continue. This discussion should include Connie Gieb, Mary Lou N., Suzanne F.
  - d. Follow up at the Jan. 2026 meeting

VI. *Finance Council:*

1. Building and Grounds report
  - a. Annual Furnace check completed - furnaces inspected, and well maintained. We are committed to annual cleaning and upkeep by Jacobsen out of Kingsford, MI.
  - b. Reprogram LED sign on road - completed
2. Clarification on \$12K B&G expense item
  - a. ACTION: Utilities are included per Pam Vross.
  - b. Decision by pastor after consultation to set thermostat to 67 degrees in church.
3. Review and possible adjustment of our 1 by 1 Campaign case statement
  - a. ACTION: Pam V. talked to Diocese Leadership within the One by One Campaign. We were informed that there is a process for using the parish funds for work other than indicated on our original application. Part of that process is completing a form which Father would authorize and submitting it to the Diocese, announce the revision to the parish, publish in the bulletin etc. It is not a difficult process and the Diocese will assist us. St. Margaret's currently has approximately \$8000 available.
  - b. The group discussed various projects, including recarpeting specific areas, industrial cleaning of all floors, and replacing carpet entering the church.
4. Report on Septic cover quilts
  - a. ACTION: quilts approved expense - quilts placed by Don Cofta

5. Carol Scheidt Family unrestricted memorial gift of \$1000, Discussion

a. ACTION: Bench with Plaque to be placed at entrance?

i. Pam V discussed the bench option with Gail (daughter of Carol) and she feels that option is beneficial for the parish and her family would be pleased. Gail told Pam that she would do some research on benches and make recommendations to Pam V to bring to this group.

b. ACTION: Follow up at January meeting.

6. There was a discussion around needs for Karen's Food Pantry. With a solid percentage of parishioners tithing online, the pantry envelopes get missed. There are current needs for Thanksgiving.

ACTION: Pam will reach out to the Pantry and figure out the needs and assist in communicating those needs. The question of whether the Pantry continues to be connected to "Feed America" was a concern.

Pam spoke with the leadership: They advised that Dawn J will include needs in the bulletin. Pam made a needs announcement at Mass. Pam did verify that they are still connected with Feed America. They are getting valuable fruits and vegetables but no meat for quite a while. They have been purchasing meat locally. They do have some discount arrangements with local grocers.

VII: Next meeting: January 6, 2026 at 1:30 pm

VIII: Concluding prayer: Fr. Dorner

# ST. MARGARET OF SCOTLAND PASTORAL AND FINANCE COUNCIL

## MEETING NOTES

JANUARY 6, 2026, Tuesday 1:30 PM

- I. Call to Order & Opening Prayer
  - a. Father J. Dorner called the meeting to order and led the opening prayer.
- II. Roll Call
  - a. Attendees: Father J. Dorner, Ed Nowland, Marcie Crandall, Kathy VandenBush, Andy VandenBush, Suzanne Fabisiak, Pamela Vross, Jim Crandall, Don Cofta and Jenn Cofta
- III. Approval of Agenda
  - a. Father J. Dorner requested to add two items to the agenda:
    - i. Tabernacle
    - ii. Finance Letter to Givers
- IV. Approval of November 2025 Meeting Minutes
  - a. Jim Crandall made a motion to approve the Minutes and Marcie Crandall seconded-approved.
- V. Pastoral Council
  - a. Funeral Luncheons: making them manageable and catering options.
    - i. Father J. Dorner will speak to Connie Geib, as the contact for the volunteer group, and get her input on what she feels the available volunteers can handle and support. He will make decisions after that discussion.
    - ii. Don Cofta shared that the hall can seat a maximum of 96.
    - iii. Father J. Dorner indicated that he would be the first point of contact with the funeral directors for services at St. Margaret. He will assess the needs of the family and determine how to handle the luncheons, if requested.
    - iv. Jenn Cofta will work with Father J. Dorner to pull together options other than St. Margaret Hall
      1. Ziblor Restaurant (Marcie Crandall will talk to owners and determine if they can handle funeral luncheons and provide that data to Jenn.
      2. Jenn Cofta will contact Richards and collect and compile their data.
      3. Margarets Hall is an option to rent for \$175 with a \$75 refund if left in order and no extra clean up is required. Details of what the \$100 will cover will be provided to family/funeral director: i.e. we will arrange tables and chairs for requested amount of attendees; we will provide a church volunteer to open hall and close after luncheon is concluded; we will remove trash from cans to collection cans. The St. Margaret time of salary we pay to provide set up, clean up, and tear down can be a minimum of 4 hours.

4. Don Cofta will contact Pembine Town Hall and provide data to Jenn Cofta.
- b. Karen's Food Pantry:
  - i. Concluded (see November 2025 Meeting Minutes)
- c. Sound Proofing for Confessional
  - i. Don Cofta will purchase two sound machines and place them outside the confessional and see if that helps the issue.
- d. Lobby TV Communication Tool
  - i. Father led discussion surrounding the need to reinstall this as a tool. The group discussion led to the decision not to use that tool at this time.
  - ii. Father J. Dorner will discuss the matter with the parishioner who brought the issue forward.
- e. (New Agenda Item) –Tabernacle – Father J. Dorner brought to the group the fact that the top of the Tabernacle meets the bottom of the cross. The color of the cross blends into the background. He asked the group for their ideas and suggestions.
  - i. Back light the cross
  - ii. Remove the back curtains and do not replace.
  - iii. Shorten the cross
  - iv. Remove the top of the Tabernacle (Father J. Dorner indicated that the top will be removed and reviewed.)
  - v. Sand and stain the cross a deeper color.
    1. Decision was made to remove the curtains and not replace them – mainly because changing them introduces a safety concern.
    2. Father J. Dorner thanked everyone for their input and will take it all into consideration. He will advise the councils of the final decision.

## VI. Finance Council

- a. Carol Scheidt Family unrestricted memorial gift of \$1000
  - i. Additional information in November 2025 Meeting Notes.
  - ii. Pam Vross is working with the Scheidt Family to bring suggestions for benches out front of the church and we will revisit this in the spring.
- b. Preparation for budget discussion at May 2026 meeting for upcoming fiscal year.
  - i. Pam Vross to reach out to Dawn Johnson of St. Anthony's and get feedback for preparation.
    1. Pam Vross has reached out to Dawn Johnson, and a form has been created to present to Father J. Dorner for his review and input. Pam Vross and Father J. Dorner will work on a format for the council members.
    2. Father J. Dorner will provide information to council members for their review prior to the April 21, 2026, meeting.

- 3. The goal is to finalize the next fiscal year budget by the May 2026 council meeting.
    - c. (New Agenda Item) -Year End Giving Letter – Father J. Dorner added discussion surrounding the year end giving letter. He presented a draft for feedback. Discussion was held. Father thanked the council for input and will review/revise the letter for distribution within the next week.
    - d. Building and Grounds
      - i. Update on St. Margaret's street sign
        - 1. Everyone agreed that changing the color to white was a positive change.
        - 2. Decision made to put any additional wiring on hold. Suggestions to back light the cut outs on the sign and add a spotlight.
        - 3. Pam Vross will provide Don Cofta the number for Wendy Linsmeyer to discuss digital instructions for the sign.
      - ii. Don Cofta reported that he has located the LED lights and intends to work on concluding the project installing the hall lights.
      - iii. Andy and Kathy VandenBush reported on the decision to shade the atrium windows. The cost will be \$1600, and Kathy and Andy have volunteered to cover the cost.
      - iv. Don Cofta will secure estimates for stripping the floors and rewaxing.
      - v. Don Cofta will organize a group to review and remove items in the storage area that are no longer used.
    - e. Adjust the date for the next council meeting.
      - i. The next meeting will be April 21, 2026, at 1:30PM
- VII. Next Meeting
  - a. April 21, 2026, at 1:30 PM
- VIII. Concluding Prayer

# ST. MARGARET OF SCOTLAND PASTORAL AND FINANCE COUNCIL

## MEETING NOTES

May 5, 2026, Tuesday 1:30 PM

- I. Call to Order & Opening Prayer
  - a. Father J. Dorner called the meeting to order and led the opening prayer.
- II. Roll Call
  - a. Attendees: Father J. Dorner, MaryLou Neumann, Ed Nowland, Marcie Crandall, Kathy VandenBush, Andy VandenBush, Suzanne Fabisiak, Pamela Vross, Jim Crandall, Don Cofta and Jenn Cofta
- III. Approval of Agenda
  - a. Father J. Dorner approved with the addition of three items to the agenda: Motion made by Jim Crandall and seconded by Ed Nowland-approved.
    - i. Tabernacle
    - ii. Copier (Pam)
    - iii. Confession Feedback
- IV. Approval of January 2026 Meeting Minutes
  - a. Marcie Crandall made a motion to approve the Minutes and Andy Vanden Bush seconded-approved.
- V. Pastoral Council
  - a. Review of Christmas Tree Display
    - i. Positive feedback to continue to participate with the Chamber of the community. Thanks to Don and Jenn for handling!
  - b. Outreach to local family of fire
    - i. Jenn will provide Father with name and address. Father will reach out to the family.
    - ii. Once Father reaches out--a decision will be made to make a gift card "gift" to the family through the parish or involve the parishioners
  - c. Confessions
    - i. Father asked how the white noise machine was working. It was agreed that it needed to be louder.
    - ii. Father asked Don to put the machine on a table so he could turn it off without having to go to ground level and felt that having it elevated might disperse the sound more widely.
  - d. Funerals at St. Margaret:
    - i. All discussions from January 2026 meeting were reviewed and Father has what he needs going forward.
    - ii. Connie Geib is the contact person and organizer.
- VI. Finance Council

- a. Carol Scheidt Family unrestricted memorial gift of \$1000
  - i. Pam Vross is working with the Scheidt Family to bring suggestions for benches out front of the church and we will revisit this in the spring.
  - ii. Pam talked to Gail and she and her daughters are searching for the right bench and will get back to us.
- b. Building and Grounds
  - i. All the lights have been converted to the LED
  - ii. Bell stand for the servers is complete
  - iii. Shades provided by Kathy and Andy have been installed – thank you!
  - iv. TO DO
    1. Mower tuneup – gas leak on tank repaired and completed
    2. 2 spot lights for road sign to be purchased and installed
    3. Rosary in need of repair
    4. Light for back of Crucifix
    5. Flagpole donation from Linsmeier Family (Andy will pick up)
    6. Council agreed to remove the message board from the front of the church. We will try to recycle it for a new use.
    7. Don offered an inventive suggestion called Park and Pray. Because our parking lot is used regularly as a meeting place/passenger exchange/park and ride, we could consider putting a signage box and exchange prayers to extend our outreach. This was received positively. Don and Father will discuss and then we'll work on getting volunteers to assist Don.
    8. Father asked about the top of the tabernacle and decided that Don will investigate a wood cover (possibly bordered with brass)
    9. Drapes were installed on the altar. In the January meeting the decision had been made to no longer use drapes. Father asked about pullies to install drapes and asked Kathy to investigate sheer drapes. Mary Lou will try to find a semi transparent white drap to hang behind the crucifix for most of the liturgical year, with the exception of Easter. At that time, the golden drap will be used.
      - a. Father will work with a liturgical calendar and lay out a full year's dates for altar changes.
    10. Father asked how the storage was coming – Don had appliances on the serving stand-Don will evaluate the 3 station warmers to see if they work-if yes, we will keep. Don will evaluate the 3 coffee pots to ensure they all work. If they work, we will keep the two smaller ones. The roaster pans

were donated to the Riverside Church in Niagara (Pam delivered them to Riverside).

11. Don asked if there are deliveries to please bring them in and put them on the benches and do not open them. It is important that inventory is taken before the statements are paid to ensure we receive what we ordered.

12. Discussion around landscaping/bush trimming etc.

a. Father asked that Don ask for ideas and volunteers for landscaping. Going to start and B&G Committee

13. Suzanne asked if Don was able to get all the tools he has requested in an earlier bulletin – Don said he had gotten about 75% of what he needed but is supplementing with his own.

v. 1-5 Year Projects

1. Toilet fix needs a plumber.

2. Side walks out front need replacement. Will get an estimate.

3. Seal parking lot – need to get an estimate

4. Entry carpet replacement

vi. Jenn:

1. New copier – we bought a refurbished copier and ended up with a reduced monthly charge. The cost is \$4130.

a. Council agreed to pay for the copier from 50<sup>th</sup> Anniversary Funds.

2. Yard Signs:

a. We decided in the January meeting that moveable yard signs would be beneficial for notifying visitors and residents of the area of the Mass times for St. Margaret's. Jenn did the research and we can get 10 signs for \$235. Father asked about reviewing the message and Jenn reassured that there would be a final review prior to the production. The goal was to get the signs out early spring to increase attendance. There was an offer to have the cost covered by a sponsor. Father felt that we need to use the budget to communicate needs to parishioners vs. donations. Thereby not confusing parishioners on "giving and budget." Therefore, we won't get the signs until after the new budget goes into effect until July.

vii. Father commented that Margaret's contributions to the Bishop's Appeal went well.

c. Budget

i. The budget was reviewed. There were questions and the decision

- was made to delay approval till a special June meeting.
- ii. Father will arrange a meeting with Dawn Johnson, himself, Pam Vross, and Jim Crandall to discuss and understand the budget and then bring it back to the council for approval in June
  - iii. Father scheduled a special budget approval meeting for June 2<sup>nd</sup> at 1:30pm

VII. Next Meeting

- a. July 7 at 1:30 PM

VIII. Concluding Prayer