

Administrative Services Commission Minutes

July 17, 2018 Meeting

Opening Prayer

Attending: Fr. Powers, Sharon Norman, Rory Rowland, Steve Salmon, Marti Bisacca, Dan Montgomery, Jim Riesselman and Ted Sikora

Not attending:

Business Updates & Reports:

- **Minutes**
 - Reviewed and approved the minutes from the May 22, 2018 meeting. They will be posted on the website.
- **Financials:**
 - Reviewed the financials for May and June 2018. There were no issues noted.
- **New Business:**
 - Discussed and agreed to have Sharon prepare a quarterly financial report to publish in the bulletin.
 - Discussed having Sharon prepare the year end financial report for the website, bulletin and mailing. This will be part of our regular Annual Report to the Parish.
 - Selected the next to meeting dates of 9/25/2018 and 11/20/2018.

Next Meeting: Tuesday September 25, 2018 at 7:00 p.m. in MR 9.

Closing Prayer

With no further business the meeting was adjourned.

Respectfully submitted,

Sharon Norman

Director of Administration