

Meeting Notes
St. John Apostle & Evangelist Catholic Church
Joint Leadership Meeting of the Parish Clergy, Leadership Advisory Council, Pastoral Council, Finance
Council, Planning & Building Committee, Staff and Invited Ministry Guests
Wednesday, July 11, 2018 – 6:30 pm to 8:30 pm

Present:

Clergy – Monsignor John Mbinda, Father Joseph Ayinpuusa, Deacon Modesto Cordeiro, Deacon Romeo Ganibe

Staff – Catherine Awong, Pearl Bates, Jolly Guerrero-Tano, Dominique Kekiwi, Julie Quiroz-Zamora

Leadership Advisory Council LAC) – Angela Bolan, Mike Browning, Rodney Kekina, Cory Lindo

LAC Advisors – Les Hunkele (One Community Center Project Coordinator), James Jennings, CPA, (Parish Business Manager, Erik Westmoreland and James Walsh, (Capital Campaign Chairperson)

Finance Council – Tessie Fernandez, Mitchell Kaaiarii, Stephanie Mauriello, Lin Wong, James Jennings, CPA, Business Manager.

Planning & Building Committee – Ivan Carvalho, Tim Hiu, Tom Ramos, Ann Swider, Mary Smart, Ursula Ramos

Pastoral Council – Barbara Keliikoa, Mila Ramos, Regan Ramos, Aaron Saler, Joy Sanchez

Invited Ministry Chairpersons – Georgette Ane (Women’s Guild), Jim Walsh (Capital Campaign), Val Butcher (Religious Education), Cynthia & Mike Murphy (Extraordinary Ministers for Holy Communion), Paul Olszewski (Lectors), John Akau (Seminarian assigned to SJAE for Summer)

Excused – John Durham (Pastoral Council), Rich Guillory (LAC/PPC), Reuben Inocencia (Planning & Building Committee), Jamie Lee (Planning & Building Committee), Cesceli Nakamura (PPC), Duane & Wanya Ogata (Pastoral Council), Cary Sparks (Knights of Columbus); Steve Uyehara (Planning & Building Committee); Lance Yoshimura (Planning & Building Committee), Debra Zedalis (LAC/PPC)

1. Cory Lindo (LAC/PPC Chair of both) opened the meeting with all reciting the Stewardship prayer and reviewed the agenda for the meeting;
2. Monsignor John Mbinda gave his opening remarks:
 - a. Most of the attendees are on multiple ministries, councils and committees and are all aware of the 25-year history of the St. John Apostle & Evangelist (SJAE) parish’s efforts to improve the campus by adding a parish hall;
 - b. Being a stewardship, spirit-led parish, the effort to add a parish hall has emerged into the construction of the One Community Center (OCC) which can be used by all 61 ministries to evangelize within and outside of the SJAE community as per Bishop Larry’s challenge;
 - c. He had good news to share. An anonymous donor who seems to know very much about our OCC and the professional way in which we have proceeded has committed to donate \$1,000,000.00 for the construction of the OCC. The Anonymous donor challenges the parish to meet its expected capital campaign goal of \$ 2.5 million. He thanked all SJAE leadership for their advice and all parishioners alike for their support of the project. Monsignor John reviewed the challenges with all present.
3. Cory Lindo reviewed the objectives for the meeting:

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- a. Review the OCC project status to include:
 - i. Construction status;
 - ii. Preschool status;
 - iii. OCC as an evangelization outlet status;
 - iv. Capital Campaign status;
 - v. Financial capabilities status;
 - vi. Diocesan approval status.
 - b. Review the Parish Leadership's responsibilities to include:
 - i. Understanding where we are and where we are going;
 - ii. Giving a consistent message to parishioners regarding the project.
4. Les Hunkele (OCC Construction Project Coordinator) reviewed the Construction status to include:
- a. Status of permits – in process;
 - b. Status of Design – complete;
 - c. Status of Project Manager – contract sent to Diocese;
 - d. Status of Hazmat abatement – in process;
 - e. Status of existing building demolition – waiting on selection of contractor
 - f. Status of construction – waiting on selection of contractor.
5. Angela Bolan (Preschool Board of Directors Chairperson) reviewed the Preschool status to include:
- a. Temporary move to Mililani Presbyterian Preschool campus is complete;
 - b. SJAЕ Preschool teachers are setting up the space;
 - c. State Department of Health Services inspectors will complete licensing of the space by Friday, July 13, 2018;
 - d. First day of class will be August 1, 2018.
6. Debra Zedalis (Senior Leadership Team member, Pastoral Council member and Social Ministry Commission chairperson) was off-island so Cory Lindo and Michael Browning (Senior Leadership Team member, Pastoral Council member and Catholics Returning Home Ministry Commission chairperson) reviewed the OCC as an evangelization outlet status to include:
- a. Memorandums of Understanding (MOUs) have been finalized by 2 major outreach organizations (Catholic Charities and ALEA Bridge) to periodically to use the OCC for the dissemination of their services to the Mililani, Wahiawa, Waiialua and North Shore communities;
 - b. A community impact chart (consisting of 12 potential programs and 8 identified program providers) has been completed and will be used in presentations to institutional donors;
 - c. The OCC will be available to these service providers from Monday through Friday, 9:00 am to 4:00 pm.
7. Erik Westmoreland (Capital Campaign chairperson) and Michael Browning reviewed the Capital Campaign status to include:
- a. Parish campaign – phase 1 - \$1,600,000+ donated or pledged during phase 1;

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- b. Parish campaign – phase II - \$900,000+ in parish donations and pledges being solicited;
 - c. Redemption of Phase 1 - \$605,000+ collected to date with \$775,000+ to go;
 - d. Foundation Giving – Elizabeth Lum of Creative Fundraising Associates (CFR) has been contracted and has projected institutional donations between \$2,000,000.00 and \$2,500,000.00 over 24 months.
8. Mitchell Kaaialii (Finance Council member) reviewed the Financial Capabilities and Diocesan approval status to include:
- a. Presentation of documents to Lisa Sakamoto (Diocesan Finance Manger);
 - b. Presentation to the Diocesan Finance Committee;
 - c. The SJAE OCC loan application package to include:
 - i. Project budget;
 - ii. Financial statements;
 - iii. Cash flows (outflows and inflows);
 - iv. Capital Campaign results (parish/community).
9. Monsignor John Mbinda, Cory Lindo and Michael Browning reviewed the message that everyone present at the meeting needed to be consistent with in talking with parishioners, community, donors or anyone having an interest in the OCC project to include:
- a. “We are building;”
 - b. Our capital campaigns and 20-year mortgage will fully fund the OCC:
 - i. James Jennings (Parish CPA) advised that the mortgage could very well be settled in less than 20 years.
 - c. The OCC will be available for all ministries 7-days a week but that most ministries only use the parish facilities on weekday evenings and on weekends;
 - i. We are being good stewards of our God-given assets to allow the facility to be used for community evangelization during the hours not used by parish ministries;
 - ii. We are answering Bishop Larry’s challenge to take evangelization beyond the parking lot gates.
 - d. The SJAE Preschool will be returning to our campus with a 24-student model upon completion of the OCC construction.
10. Monsignor John Mbinda, Cory Lindo and Michael Browning reviewed the next steps to include:
- a. Obtain a Sense of the Faithful (consensus):
 - i. There was a consensus from those in attendance to proceed with the OCC project
 - b. Meet phase II campaign goal of \$900,000+;
 - c. Submit the loan application to the Diocese and present to the Diocesan Finance Loan Committee;
 - d. Build the OCC;
 - e. Pray and continue to extend the Kingdom of God.

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Minutes submitted by Cory Lindo, Chair, Parish Pastoral Council & Leadership Advisory Council