

CONFIDENTIAL  
Finance Council Meeting  
Monday, December 15, 2014  
(Condensed)

Attendees: Fr. Walter Dziordz, Bill Chromizky, Mike Clark, Bill Lucas, Don Wittmer, Kellie Moore, Jackie Noel

Absent: Mike Murphy

Handouts: Agenda  
2014-15 Sunday Offertory YTD Budget vs Actual  
School Enrollment/Tuition Report  
Revised Credit Card Policy  
Campus Assessment Proposal (Newman Architecture)  
DOJ School Tuition Policy Re: Parishes Without Schools  
Draft of Reduction in Spending Letter to all Departments  
Minutes from DOJ Business Managers Meeting 10-15-2014

Capital Campaign

Ben Wilinsky stopped by the meeting to give an update on the Capital Campaign progress. He again reiterated that (based on CCS experience) the Capital Campaign should not significantly impact Sunday offertory (some decline but not significant). At the present time only a small minority of school families has supported the campaign. Ben will meet with Dr. Stockhausen and encourage her to take more of a leadership role in getting school families and teachers involved. A supportive school parent who has already made a pledge should be identified and enlisted as a leader to assist in soliciting school families as well. It was suggested that three separate letters be mailed this month; one to 20-25 previously identified school families; one to general school families; and one to parishioners. (Note: It was subsequently decided that only one letter to school families will be sent.) It was also brought up that there is some confusion with regard to a one time gift vs. a three to five year pledge. Ben assured the group that this will be cleared up when the pledge card/mailing is received.

Sunday Offertory Statistics

2014-15 Sunday Offertory YTD Budget vs Actual report was reviewed. Current deficit, compared to budget, is \$34,799 through November.

Statement of Activities – November

The Statement of Activities through November was reviewed. Projected tuition for the full year is expected to be slightly above the budget. If the Sunday offertory is stable and spending is controlled the result should be close to the original budget. A complete re-projection will be calculated after the first of the year when the December results are finalized.

Parish Raffle Update

Holy Name Society will not be taking over the raffle in 2015. Colleen McCormack offered to run the raffle and there was no objection. Fr. Walter asked Eric Korentang, former PC president, if he would be available to offer his advice and guidance with this project and he readily agreed. A meeting should be set up with Fr. Walter, Bill White, Eric, Don, Colleen and Kellie to organize the raffle.

Revised Credit Card Policy

Employees who have credit card access signed the revised policy. The main focus is that credit card receipts should be handed in within a day or two after the purchase is made.

### Organization Meeting Updates

Bill L. gave an update of the recent PC meeting. He mentioned that there is a noticeable lack of attendance at PC meetings. It was again noted that School Board meetings show the same lack of interest/ attendance. It was suggested that Bill White advertise in the bulletin for new PC members. Could it be that Tuesday nights are not good meeting nights? Bill informed the PC that there is no budget for the book kiosk program this year, but they will submit a proposed budget for next year and also apply for CEF grants. (Mike M. can advise further on this.) Regarding website management, each department is responsible for their own content. Changes need to be sent to Phil Gransard, a school parent, who updates the website for the parish and school. Kathy Curinka, parish secretary, has his contact info.

### Parish Audit

Our Lady of Peace was scheduled for an audit from the Diocese on January 6<sup>th</sup>-8<sup>th</sup>, 2015. Due to the timing of the capital campaign a request was made to the DOJ and it has been rescheduled for March.

### Facilities Assessment Program

Newman Architecture's Facilities Assessment Program was reviewed and approved. Brian Cassin supported the proposal, and Don stated that he had consulted with another company that confirmed the \$7,650 is a good price. The assessment dates depend on when Newman is available to begin, most likely spring. It was pointed out that the lighting is not included in the study. That would have to be done at a later time.

### DOJ School Tuition Policy Re: Parishes Without Schools

It was agreed that it is too late in this school year to do anything about collecting additional tuition from parishes whose members send their children to our school. This will be incorporated into next year's budget.

### Technology Project

Proceeding along and getting closer to wrapping up.

### CCS Contract Extension

It was agreed that the contract for CCS/Ben Wilinsky be extended through the end of January at a cost of \$35,000. It would not be practicable to have Ben leave later this month taking into account there is a considerable absence of support staff and volunteers needed to run the campaign from this point forward. Kellie can't take the project on full time.

Next meeting date – January 22, 2015

Submitted by Jackie Noel

Approved by Fr. Walter