

Finance Council Meeting
Condensed Minutes
Thursday, August 28, 2014

Attendees: Fr. Walter Dziordz, Mike Clark, Bill Lucas, Mike Murphy, Don Wittmer, Kellie Moore, Jackie Noel
Absent: Bill Chromizky
Handouts: Policy and Procedure regarding spending
Statements of Activities July 2014
Sunday Offertory YTD Budget vs Actual
Working School Enrollment Report
FC Term Assignments
Revised CCS Contract
Fr. Walter's letter to parishioners re: capital campaign
Carpet cleaning updated costs
Proposed new hires in Rel Ed Dept
Request for Spanish teacher to go from PT to FT

POLICY AND PROCEDURES

Don Wittmer submitted a proposed policy and procedure for purchasing equipment and supplies. He asked that FC please review it and respond to him with input so it can be approved at the September meeting.

STATEMENT OF ACTIVITIES

Hard copies of July 2014 reports were handed out for all parish departments. Meetings will be held monthly to review these reports with each department head. The appropriate FC member will handle reviewing the activity statements with each department.

WORKING SCHOOL ENROLLMENT REPORT

Now that school has started, this report is updated as changes occur rather than monthly. Both the preschool and K-8 reports were reviewed.

SALARY AND BENEFITS

Two members of the finance committee and the business office are reviewing the current salary and benefit scale for school and there will be an update of the latest annual projection compared to the budget at the September meeting.

TERMS FOR FINANCE COMMITTEE MEMBERS

Don distributed a document that defines the term limits of the current FC members in keeping with the DOJ guidelines.

- Each term is for three years, but can be reappointed
- Keep an odd number of members to avoid tie votes
- Staggered terms so all FC members would not leave at the same time
- Terms begin on 10/1/14 (and were selected alphabetically)
- Finance chair is a one year term and can be reappointed (next on 10/1/15)

The terms for the existing members are: Bill Chromizky and Mike Clark 9/30/2016, Bill Lucas and Mike Murphy 9/30/2015 and Don Wittmer 9/30/14. Reappointments are at the discretion of Father Walter.

CCS / PARKING LOT

The revised contract from CCS was distributed to all members. Estimated start date is September 15th, pending how long it takes to receive Bishop Conlon's approval of the contract once the documents are sent to him. (NOTE – Documents sent 9-4-14)

With regard to the DOJ board's concern about losing parking spaces, Andy Heinen of Kimley Horn Engineering is preparing a detailed report explaining why the parking lot changes were proposed. Andy will follow up with Chris Nye.

BULLETIN ANNOUNCEMENT

Fr. Walter wrote a letter to the parishioners that will appear in the bulletin this weekend explaining that we will soon be starting a capital campaign. It was decided that this same letter should be copied and placed in the pews this weekend.

PARKING LOT

There is a problem with sewer basin in the parking lot right in front of the school. Andy will prepare an engineering report and recommendations early next week. The area has been zoned off with snow fencing and cones.

CARPET CLEANING

Many complaints were received about the condition of the church carpeting. The business office was asked to contact KC Carpet, the vendor who installed the carpeting. After a complete review it was decided to change vendors which result in an annual savings of \$3,000.

STAFF CHANGES

1. LUNCH COORDINATOR

Dr. Stockhausen is implementing a new school lunch program. Students (and staff) will have the option of preordering a meal on Mon-Wed-Fri each week. Lunches will be supplied by local businesses. She has hired a lunch coordinator 12-15 hours a week. A volunteer group of parents will be assisting her on lunch days.

2. YOUTH MINISTER AND YOUNG ADULT MINISTRY COORDINATOR

It was decided by Father Walter that it would be beneficial if we were able to hire two employees, one to fill the YM position that was in the budget, and the another to implement a much needed Young Adult program. Jill Horneman has been hired to work with junior high and high school age kids and Rissa Loucks to work with post high school adults through age 30. Both individuals will work closely with Jeanne Waliczek, the RE coordinator, and Kellie Moore and they will begin work on September 9th and each will be speaking at masses later in September.

3. SPANISH TEACHER PART TIME TO FULL TIME

Dr. Stockhausen submitted a detailed request to Fr. Walter, Don Wittmer and Kellie Moore outlining her reasons why she would like the Spanish teacher to move from PT to FT effective as soon as possible. Fr Walter and the FC members who were present voted unanimously to approve this.

EXIT INTERVIEWS

As discussed at the July meeting it is a DOJ requirement to conduct exit interviews with parents whose children leave the school. It was decided that a member of FC should conduct the interviews. Mike Clark has taken on the duty.

TECH PURCHASE UPDATE

We are waiting for the equipment and implementation of the new system. Dr. Stockhausen told the finance committee that she expects everything to be operational on October 1st. Fr. Walter commended FC for supporting the tech purchase, adding that the new system is important for marketing the school, and hopefully leading to increased student base in the coming years.

ACCOUNTS PAYABLE

Don will be holding a meeting with Dr. Stockhausen and the business office in September regarding the school's AP process.

STRATEGIC PLAN FROM SCHOOL

Beth Sennett forwarded a copy of the strategic plan prepared the School Board. It is a wonderful tool and gives great direction to the school vision.

MARKETING

Don Wittmer noted that there was no August school board meeting and he will attend the September meeting.