

Finance Committee Meeting
Condensed Minutes
Thursday, July 25, 2014

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

Handouts: Meeting Agenda
Year End Reports
Current Student Enrollment vs. Budget
Member Responsibilities

Year End Reports

The Year End financial statements were handed out at the July meeting. These reports will be reviewed before submitting the annual financial report due to DOJ in early September.

School Enrollment.

The school enrollment vs. budget report was distributed and reviewed. FC requested that the school office give the business office enrollment numbers weekly so they can update the enrollment report. Once school begins, the school office will submit any change in enrollment to the business office as they happen.

Capital Campaign / Parking Lot

There was a phone conference between Travis from CCS, and FC discussing the CCS contract terms. The attorneys are meeting to discuss the final contract and it should be ready to bring to the August 5th meeting at the Diocese.

Questions were raised as to what if there is not enough money pledged/collected to fully fund the capital campaign. It was noted that that our deposit account would have to be used.

The capital campaign/parking lot presentation book was distributed for the August 5th meeting at the Diocese for FC and Fr Walter to review.

School Technology

Finance committee and the business office are working with Jason from American Finance to complete the credit application for the three year technology lease. Finance Committee continues to work toward finalizing contract terms and conditions. The upgrading of school technology is an excellent marketing tool, and should be used as such.

FC Role Assignments

Roles and assignments were distributed to each FC member outlining their assigned duties.

School Marketing

Fr Walter requested FC to recommend to the principal and school board that they establish a marketing committee to work with the marketing coordinator.

Fr. Walter also requested that a member of FC conduct exit surveys when any family leaves the school. It was noted that Fr Walter had previously requested the school board or principal perform exit surveys. A member of FC will follow up with the principal and school board to ensure exit surveys are done.

Miscellaneous Items

Don Wittmer and Kellie Moore are meeting with Michele O'Connor on 8/6/14 regarding marketing the T.R.I.P. program throughout the parish.

Bill Lucas will be conducting a complete review of the OLP organization checking accounts and activity prior to 8/15/14.

Don Wittmer was congratulated for his role as FC Chairman.