

Condensed Minutes  
Finance Council Meeting  
Thursday, October 23, 2014

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

Guest: Nicole Serpico Ward

Handouts: Agenda  
2014-15 Sunday Offertory YTD Budget vs Actual  
School Enrollment/Tuition Report  
2014-15 Salary/Wage Budget vs Actual  
HSA 2014-15 Budget  
Parking Lot Repair Estimate  
Parking Lot Project Update  
Snow Plow Contract  
RE Enrollment/Financial Report  
Cleaning Services Contract Revisions

#### HSA

Mike Clark began with an HSA meeting update and introduced Nicole Serpico Ward, a school board member. She gave a very positive report regarding school board progress and activities. Of special note was the fact that four kindergarten moms have volunteered to co-chair the annual auction fundraiser. Additionally, there is a new board member who has stepped up to handle school marketing.

#### HNS

Fr. Walter said that HNS may be interested in running the parish raffle again. The parish would consider letting them raise funds for well thought-out, budgeted projects that are presented to parish council and finance committee. Don will follow up with HNS to determine if they are willing to run the parish raffle.

#### Ben Wolinsky/CCS

Ben from CCS gave a recap of how Msgr. Jim Burnett's went, and that he is working on identifying a core group of leaders for the project. It is a multi-phase campaign that should take about four months to complete. Handouts are forthcoming, and Kellie will get copies to FC members.

#### Actual vs Budget Reports

Actual vs Budget by department reports for September available for online.

If weekly offertory collection trend continues it will result in significant budget shortfall for the year. This needs to be addressed. If there is no improvement by the end of the calendar year a letter will be send to the parish staff explaining the deficit and requesting fo the remainder of the fiscal spending should be limited except for those items that are absolutely necessary.

School tuition report indicates that, due to increased enrollment, a modest surplus will be achieved for the year. This budget surplus will be needed to offset the reduction in the offertory collections.

School salary/wage report shows an anticipated surplus of \$2,700 for the year as a result of a personnel change in the maintenance department.

#### Approval of Policy for Commitment of Parish Funds

A policy requiring Fr. Walter's approval for any item over \$2500 not in the budget was approved. This policy will be conveyed to all parish employees who are authorized to make purchases,

#### Meeting Dates

Upcoming meeting dates were changed to Thursday, November 13<sup>th</sup> and Thursday, December 11<sup>th</sup>.

#### Confirmation of Terms

The term lengths of FC members were confirmed as discussed at the committees prior meeting.

#### School Board Update

Don gave an update of the school board meeting. When discussing that a new 3 to 5 year plan must be submitted, the need for a formal physical appraisal of the property came up. Such an appraisal should include the entire parish grounds. Kellie said our architect can provide such an appraisal and we can also get referrals from other parishes and Chris Nye at the Diocese. Kellie will develop a list of possible appraisers that we can meet with to review the requirements for the appraisal.

#### Parish Council Update

Bill L. gave an update of the PC meeting. The annual appeal is changing for next year, and Bill will work with Fr. Walter and attend the DOJ meeting regarding the upcoming changes. The PC wants to install a kiosk in the vestibule to provide various religious materials for parishioners. There was a discussion about the space it would take up and it was decided that this be presented for next year's budget with emphasis on having the necessary financial controls in place. Catholic Education Foundation grants were discussed as a means of receiving financial assistance for funding this type of ministry. Applications are submitted in June and funds received in July. Mike M. is a member of the CEF and said that this type of project would most definitely meet the grant criteria. Mike C. proposed an organized book club with facilitator be considered.

#### HSA Update

The HSA budget was submitted and approved by Fr. Walter. They have committed to raising \$120,000 this year. All funds raised will benefit the school's operating budget. The only exception is that any monies raised by "a call for cash" at the HAS auction in February can be used for the purpose announced.

#### Bank Receipts/Deposit Review

Bill C. has been conducting monthly reviews of receipts and deposits. In order to avoid any future problems relating to receipts for purchases using credit cards a revised policy will be developed.

#### School Technology Update

Don reported that it appears that the implementation costs for the project will not exceed initial projections with regard to hardware, software and consultation. Dr. Stockhausen will be sending a report with updated figures until the project is completed which is now expected to be in November. It was originally reported that this project would be completed by September, then October, and hopefully now by November.

#### Parking Lot Repair – School Entrance

Cost estimates to repair the 2 sink holes near the school entrance is \$15,000 per area. The committee opinion is that it does make sense to spend this money since we will be beginning the campaign to raise funds to completely renovate the parking lot. A more permanent barrier than currently exists will be put in place for safety rather than repairing the basin support.

#### Parking Lot Project Update

The updated probable construction cost from our architect Kimley-Horn is \$1.2 million, this includes a reduction in CCS cost from \$100,000 to \$65,000. It was noted that this is an estimate and will not be final until after the actual bidding occurs. The updated parking lot configuration has resulted in a few additional spaces, and Chris Nye (DOJ) confirmed with Kellie that this is sufficient. Kellie reported that she has been notified that Phase 2 of the county's road construction on 75<sup>th</sup> Street will not be completed until next. The east access drive on 75<sup>th</sup> will be closed until Phase 2 is completed

#### Mt. Carmel Subsidy Status

Fr. Walter proposed a meeting with Fr. O'Keefe, Dr. Stockhausen, Don and Kellie to discuss reinstating the subsidy from Mt Carmel for those families who are sending their children to OLOP but are parishioners of Mt Carmel.

#### CSO School Financial Report.

Don noted that each year we are allowed to draw a small amount from our Endowment Fund held by DOJ. We have not taken advantage of this in previous years. A letter asking pastors if they wish to take a distribution from their EF is sent every June by the DOJ. We will review this when the letter is received so we do not miss the deadline for requesting the funds.

#### Snow Plow Contract

The snow plow contract for this coming winter season was reviewed and approved. It was noted that the vendor has done a great job for OLP for over 35 years and gives us high priority and very timely service. Prices have not increased for the past several years.

#### RE Enrollment/Financial Report

Kellie submitted a report prepared by Jeanne Waliczek, RE Coordinator, and FC approved~\$2,400 financial assistance for those families who are not able to pay their tuition. Jeanne has asked these parents to help out in any way they can, by volunteering their time and/or talents.

#### Cleaning Services

Kellie spoke with the owner of the service regarding OLP's financial situation and asked what, if any, cuts could be made to save money on the cleaning contract. Changes were made that will save ~\$9,000 for the remainder of this fiscal year. Fr. Walter approved these changes.

In addition to the items on the agenda, Mike M. discussed a retreat called "Christ Renews His Parish" that he has attended and highly recommends it. It builds/ strengthens relationships and encourages parishioners to serve their parish which, in turn, can improve ministries. It has a proven track record and potential to increase school enrollment and weekly collections. Fr. Walter gave permission for this retreat at OLP. No specifics for arranging this retreat were discussed at this time