

Our Lady of Peace Parish Finance Council Meeting – Wednesday September 28, 2016

ATTENDEES: Fr. Walter Dziordz, Mike Clark (chairman), Dave Bertram, Bill Lucas, Kellie Moore (Business Manager/Parish Administrator), Mike Murphy, Dc. Pat & Debby Kenny (CHRP), Dawn Fleming (Parish Council president), Nicole Serpico (School Board President), John Berardi (Music Director), Frank Marsala (Music ministry) and Tony Wilkinson (OLoP school principal)

AGENDA

- 1 – New Church sound system – 1b Ministry – Books for Christmas
- 2 – Principal Report
- 3 – Stewardship Program
- 4 – New parish/school website
- 5 – Parish 15/16 Results – parishioner report
- 6 – School budget 16/17 – Enrollment updated- 16/17 Projection
- 7 – Sunday offertory
- 8 – Capital Campaign – Pledge update

The meeting opened with a prayer by Fr. Walter, followed by introductions.

DISCUSSION

1 - **Church sound system** - John Berardi and Frank Marsala from the music ministry presented their proposals from several vendors to consider replacing the church's sound system. The Parish Council president and Business Manager will work with the music department to review the proposals and discuss the item further at the October parish council meeting.

1b – Book Purchase for Christmas – Dc. Pat Kenny requested \$4500 to order 3000 copies of a Matthew Kelly book to be given away after the Christmas Masses in church. It was agreed further information was needed before a recommendation could be made to Fr. Walter. The item will be discussed at the October parish council meeting.

2 – Principal Report – The Principal thanked the finance committee and Fr Walter for their August approval to assist 13 families with additional 16/17 tuition assistance. He reported a company donated twenty refurbished laptops. The school secretary had given her resignation in September and a new secretary was hired as of 10/3/16. Fr Walter and the finance council approved waiving the 16/17 tuition for a school family who is facing medical needs for their children. The school has already begun several fundraising efforts to raise additional funds outside of the parish tuition assistance.

3– Stewardship program: Mike Clark, finance committee chairman, updated the FC on the September meeting with Design Big Dreams and the importance of building our infrastructure before launching a stewardship program. It was agreed further information regarding our parish database and roles and responsibilities was needed. The item would be discussed further at the October parish council meeting and then be revisited at the October 26, finance committee meeting.

4 New parish/school website: The finance council discussed the need to create a new parish-school website. It was recommended the parish contract with Design Big Dreams to begin the process. It was agreed, a website committee, consisting of staff and volunteers, would need to be formed in order to update and build the new pages for the school, REO and parish over the next 8-12 weeks.

5- Parish Results 15/16: The parish results were presented and discussed. The annual parishioner report was approved and will be distributed in the bulletin and posted on line the month of October 2016.

6 – School budget 2016/2017: K-8 tuition and fees are running \$9.1K below budget, while preschool tuition and fees are running \$57.5K above budget. Additional salary/benefit expenses along with needed capital repairs result in a current overall budget surplus of 3.3K. The current school enrollment for K-8 is 270 and preschool is 51 total students.

7 – Sunday offertory: offertory collections July 1 through September 28 are \$4.5K below budget.

8 – Capital Campaign Redemption: The capital campaign pledges are being collected according to donor pledge schedules and there a very few delinquencies. A final donor thank you booklet is being designed and is scheduled to be distributed to the parish before the end of 2016.

The next FC meetings will be held on the following Wednesday – October 26, 2016.