

Our Lady of Peace Parish Finance Council Meeting – Wednesday October 26, 2016

ATTENDEES: Fr. Walter Dziordz, Mike Clark (chairman), Dave Bertram, Bill Lucas, Kellie Moore (Business Manager/Parish Administrator), Mike Murphy, Joe Phillips, Dawn Fleming (Parish Council president), and Tony Wilkinson (OLOP school principal)

AGENDA

- 1 – Church sound system
- 2 – Stewardship program
- 3 – Parish office staff
- 4 – New parish/school website
- 5 – Employee tuition credit
- 6 – School budget 2016/17
- 7 – Sunday offertory
- 8 - FLSA compliance

The meeting opened with a prayer by Fr. Walter, followed by comments by Mike Clark pointing out the difference between needs and wants, and ways to increase available funds through TRIP, Shop-A-Roo, and corporate matching funds for donations to the school.

DISCUSSION

1- Church sound system - John Berardi and Frank Marsala from the music ministry have requested that the Parish Council consider replacing the church's sound system. The Parish Council will obtain specifics and cost information and then make a recommendation to the FC.

2 – Stewardship program: Dawn Fleming, on behalf of parish council, requested a \$10K budget to cover costs associated with implementing a contract with Design Big Dreams (DBD) for website enhancement and stewardship program development. The FC asked the business manager, to clarify specific parts of the contract with DBD before a decision is made.

3 – Parish office staff: The planned retirement of one of the rectory's secretary and the responsibilities and restructuring of that position were discussed.

4 – New parish/school website: In conjunction with website enhancement, the Sunday bulletin will contain a request for a parish member to volunteer to help write and edit the content of the parish's ministries.

5 – Employee tuition reimbursement: A policy clarifying the amount of tuition credit given to employees having children attending OLoP school and RE was approved for the 2017/2018 school year.

6 – School budget 2016/2017: K-8 tuition and fees are running \$19.5K below budget, while preschool tuition and fees are running \$55.6K above budget. Added labor expenses associated with the larger preschool enrollment, additional family tuition assistance, and the need to make a capital repair result in the school expenses being \$9.0K over budget to date.

7 – Sunday offertory: offertory collections July 1 through October 23rd are \$8.2K below budget.

8 – FLSA compliance: OLoP employee reporting status has been reviewed by DOJ and we are in compliance with all FLSA requirements.

The next FC meetings will be held on the following Wednesday – November 30th.