**Our Lady of Peace Parish Finance Council Meeting – February 22, 2017 at 6:30 pm**

ATTENDEES: Rev. Walter Dziordz, Pastor, Mike Clark-Chairman, Dave Bertram, Bill Lucas, Joe Phillips, Mike Murphy, Kellie Moore -Business Manager/Parish Manager, Tony Wilkinson-Principal, Nicole Serpico-Ward-School Board President (Attended School report only)

 AGENDA

1. – Parish Council Report
2. – Sound System Project
3. – Stewardship Report
4. – Sunday Offertory Analysis
5. – School Report
6. – Salary Schedule & Budgeting
7. – Capital Campaign Update
8. - Additional Reporting (5)

The meeting opened with a prayer by Fr Walter Dziordz at 6:30 pm.

# DISCUSSION

 **1– Parish Council:** Fr Walter reported he would like to increase the members of the parish council members from three to ten or twelve to better serve the parish community, ministries and focus on a stewardship campaign. The parish council is reorganizing their structure to assign members as commission heads of specific areas of the parish and its ministries.

**2– Sound System:** AV Church recommended we schedule installation of the new sound system after April 24th to avoid a conflict with confirmation, Divine Mercy, Holy Week and Easter Sunday. The installation will take approximately two weeks and the old system will remain active until the new system is up and running.

**3- Stewardship Report:**  A letter will be sent to parishioners inviting them to a Lenten Evening of Reflection on February 28th at 6:00 pm, presented by Katie price of Design Big Dreams to discuss stewardship. Parishioners will be encouraged to volunteer for the stewardship committee.

**4–Sunday Offertory Analysis:**  The Sunday offertory Analysis was presented and discussed. The current YTD through February reflects a $16,000 surplus over budget. Approximately 700 parishioners use their envelopes on a regular basis.

**5-School Report:** The committee reviewed and discussed 17/18 tuition proposals along with current and projected enrollment. The principal was asked for his preliminary curriculum and staffing budgets by March 15th. The principal did not have a draft technology plan for 17/18 at this time and it was discussed to reassign technology to the business manager.

**6-Salary Schedule & Budgeting**: The 17/18 DOJ salary guidelines were discussed. A 0-2% increase is suggested for lay staff. Teaching staff salaries are set by the DOJ. A reorganization of the parish front office was proposed to allow for additional help in the business office due to an increased workload of facility and technology projects. Preliminary 17/18 budgets will be circulated next week for review by the school board and finance council.

7-**Capital Campaign**– Current YTD pledges are %1,691,000 with $1,189,000 collected to date. Seventeen donors are currently delinquent and the business office has made contact with those donors to discuss their pledges. Mike Clark will reach out to five of the donors with personal calls.

**8-Additional Reports** – The following reports were reviewed and discussed

 CMAA Results

 School Enrollment Update

 Projected YTD Budget vs Actual

 Fr Walter Dziordz closed the meeting with a prayer at 8:30 pm.

Next Finance Council Meeting – April 5, 2017 at 6:30 pm