**Our Lady of Peace Parish Finance Council Meeting – January 18, 2018 at 11:30 am**

ATTENDEES: Rev. Walter Dziordz, Pastor, Joe Phillips –Chairman, Dave Bertram, Bill Lucas, Mike Clark, Bill Chromizky, Kellie Moore -Business Manager/Parish Manager, Don Wittmer, Former Chairman

 AGENDA

1. – Stewardship
2. – School Strategic Plan
3. – New FC Member
4. – Parish Database
5. – Technology Plan
6. – Facility Planning
7. – Offertory Analysis
8. - Additional Reporting

The meeting opened with a prayer by Fr Walter Dziordz. Fr Walter thanked Mike Clark for his service and dedication as the finance chairman for the 16/17 fiscal year.

# DISCUSSION

 **1– Stewardship:** Fr Walter will speak at all the masses on January 20th and 21st. Members of the finance council will be present at all masses to answer questions regarding stewardship. The two stewardship letters were approved and will be mailed out the week of January 22nd to all active and inactive donors. Follow up communications, including bulletin and website message, are in process through the stewardship committee and parish council.

**2– School Strategic Plan:** A motion was made and approved to establish a school sub-committee to work with the parish strategic planning committee on the vision for the school moving forward. Members will include: Mike Murphy, Joe Phillips, Nicole Serpico-Ward, Kim Rucinski, Kellie Moore and Fr Walter Dziordz. The February planning meeting has been reschedule for March 2018.

**3-New FC Member:**  A motion was made and approved to add a new member to the finance committee effective February 2018. The new member will be introduced and attend the February 20th meeting.

**4–Parish Database:**  The parish database has approximately 1500 families that have not financially supported the parish in two years or longer. The council will discuss identifying those parishioners as inactive status and they will no longer receive monthly envelopes. This item will be discussed further at the February finance council meeting.

**5-Technology Plan:** The Parent Education Technology Night was held on January 11, 2018 in the gymnasium. Approximately 220 parents and staff attended the evening. A technology presentation was given by Mr. Kip Pygman. The student technology education and safety day was held on Friday, January 12th for all 4th-8th graders. The students received their Chromebooks after they completed the training session. The staff received specific Google training to be applied in the classroom. Konrad Lazarski was hired as the new part time technology coordinator for all departments and will work with the technology team.

**6-Facility Planning**: A meeting is scheduled with the business manager, members of finance, the architect and mechanical engineer who performed the 2015 facility assessment. The plan will be updated and consolidated to a five year plan to identify specific facility projects. Budgeting and planning for specific capital items will be discussed at the February council meeting.

7-**Offertory Analysis** – A report was circulated and discussed by the members. The YTD figures through December 2017 reflect a surplus of $6,000 over the YTD budget.

**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 1:30 pm.

Next Finance Council Meeting – February 20, 2018 at 6:30 pm