

## **Our Lady of Peace Parish Finance Council Meeting – April 10, 2018 at 6:30 pm**

ATTENDEES: Rev. Walter Dziordz-Pastor, Mike Clark, Dave Bertram, Bill Lucas, Joe Phillips-Chairman, Mike Murphy, Kellie Moore -Business Manager/Parish Manager, Sandra Sobotka, Bill Chromizky

### AGENDA

- 1 – Member Assignments
- 2 – Operating & Deposit
- 3 – Office Efficiency
- 4 – Stewardship
- 5 – School Business
- 6 – Facility Budgeted & Planning
- 7 – Parish Database
- 8 - Additional Reporting (3)

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

### DISCUSSION

**1– Member Assignments:** Sandra will assume the responsibilities of reviewing the parish credit card, parish bank reconciliations for operating and payroll and the parish organizational checking accounts.

**2– Operating & Deposit:** The projected surplus for the 17/18 fiscal year is approximately \$90,000. A motion was made and approved to transfer an additional \$100,000 to the parish savings account held at the Diocese.

**3- Office Efficiency:** Dave Bertram and Bill Lucas were assigned to investigate how to best utilize the current campus space. The school, rectory and church hall space will be assessed for options to better integrate the staff and create efficiencies throughout all departments.

**4–Stewardship:** Dc Vonesh has requested we continue to work with our stewardship company, Design Big Dreams, and requested we allocate appropriate funds to continue to move forward with our stewardship program.

**5-School Business:** The proposal to secure the services of Trinity Executive Partnership placement service was presented. The cost of services is approximately \$24,000. Once a contract is signed it will take four to six weeks to secure qualified candidates that match our specific criteria. The search committee will continue to interview qualified candidates from the CSO group. There are several staff openings for the 18/19 school year. The business manager will receive the applications from the principal and arrange for interview teams to begin the process. The current open positions are

Spanish, Physical Education, Art and AM Kindergarten. The transition team continues to meet each week to discuss current issues and planning for the 18/19 school year.

**6-Facility Budgeting & Planning:** The church air handler proposal was circulated and discussed. The initial estimate is \$525,000 for a full replacement of both air handler systems in the church. A motion was made and approved to move forward with full replacement of the church air handler systems in the fall of 2018. Newman Architecture will create construction drawings to be presented to the Diocese of Joliet for review and approval. The new system will be installed in September – October 2018 to work around the weather conditions. There will be some disruption to the church hall activities.

**7-Parish Database–** A motion was made and approved to address the non-contributors on the parish database. The business office will send a letter to all parish families who have not actively supported the parish financially in over two years. They will remain as parishioners but their status will be changed to inactive. Reducing the number of households that receive monthly envelopes will translate to a substantial savings to the parish. The letter will be sent in May 2018.

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

- CMAA Results
- School Enrollment Update
- Sunday budget vs Actual

Fr Walter Dziordz closed the meeting with a prayer at 8:00 pm.

Next Finance Council Meeting – May 16th, 2018 at 6:30 pm