

Our Lady of Peace Parish Finance Council Meeting – May 16 2018 at 6:30 pm

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

ABSENT: Rev. Walter Dziordz, Pastor

AGENDA

- 1 – Year End Projection
- 2 – Facility Planning & Budgeting
- 3 – School Business
- 4 – Parish Budgets 18-19
- 5 – Family Tuition Assistance
- 6 – Parish Database
- 7 – Religious Education
- 8 - Audit Report
- 9 – Offertory Analysis
- 10 Additional Reports

The meeting opened with a prayer by Fr Walter Dziordz at 6:30 pm. The April Minutes were reviewed and approved.

DISCUSSION

1– Year End Projection: It was noted that the parish operating account will have additional funds to be transferred to the parish savings account at the Diocese of Joliet. The business office will make the appropriate transfer by June 30, 2018.

2– Facility Planning & Budgeting: The RFP for the new church air handlers has been sent to seven vendors. The bids are due June 13, 2018 and will be reviewed with the architect and engineer in mid- June. The contract will be awarded in late June and submitted to the Diocese of Joliet for the Bishop’s approval. The scheduled time of installation is September – October 2018. Fr Walter made the decision to suspend the school office renovations and relocations until further notice. The project will be revisited in July with finance council, Fr Mark Baron and the new school principal. Newman Architecture completed the construction drawings and has been paid for their services.

3- School Business: Trinity Executive Services has not yet provided the search committee with any candidates for interview. The search committee and Fr Walter requested the Catholic Schools Office review any potential candidates on file and make recommendations based on the criteria provided to them. The current open positions in the school are physical education, Spanish, athletic director, AM Kindergarten and school secretary. Appropriate interview teams have been established and they are currently conducting interviews.

4-Parish Budgets 18-19: A motion was made and approved to request an extension from the Diocese finance office for submission of the 18-19 budgets.

5-Family Tuition Assistance: Two school families have made requests for financial assistance for the 18-19 school year. Both families were approved for CEF awards. A motion was made and approved to award equal assistance of \$250 per child to each family.

6-Parish Database: The parish office is in the process of updating the database after sending a courtesy letter to all parish families that have not actively supporter the parish for the past two year. These families will remain on the database as parishioners but their status will be changed to inactive. The number of offertory envelope packets mailed each month will be reduced accordingly and the results will be a savings to the parish for printing and postage expenses.

7-Religious Education– The REO secretary has resigned effective May 31, 2018. Fr Walter has decided to reorganize the Religious Education department and assign Fr Mark Baron to oversee the program effective July 2018. The current DRE will remain in her role and assume the day to day duties of the office.

8-Audit Report – The results of the March 2018 Diocese of Joliet audit were reviewed and discussed by the council. The results of the audit were positive and no major findings were noted. A response to their findings will be sent from the finance council chairman and Fr Walter this month. The audit noted the parish has \$700,000 on deposit in savings, \$300,000 in the endowment and generated \$190,000 in revenue to be transferred to the deposit account for the 16/17 fiscal year. The \$1.7 million parking lot capital campaign is in the final stage of collections and pledge redemptions have remained on schedule.

9-Offertory Analysis – The offertory analysis report for January 2012- January 2018 was presented and discussed.

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 – June 19, 2018 at 6:30 pm

