



SKT Finance Council Meeting Minutes

SMM Sacristy Meeting Room

Date: Monday September 28th, 2015

Attendance:

Members:	Present	Absent	Staff:	Present	Absent
John Aloisio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fr. Paul English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Richard Barone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jerry Loomis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Crane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carol Wilke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Gantert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pastoral Council:		
Lori Klafehn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bill Doran	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ellen Muratore	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Norb Rappl	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
John Schoen	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Dave Shaheen	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Andrew Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Paul Zoltoski	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

Guests:

Name	Name
Denise Flanigen	Ken Roush

Open Forum

- 1) Ken Rausch presented copies of an estimate from Elmer W Davis to Andrew and Carol for roof repairs and gutter cleaning at STA. Ken reported that there are serious leaks inside of the Church. Ken also reported that there are nonfunctioning light fixtures. Carol will have SKT maintenance check on that. STA Church was built in 1965.

Meeting Minutes Review (see handouts)

- 2) Accepted with these Adjustments and Follow Ups:
 - a) #3biii
 - b) #3di
 - c) #3dvii
 - d) #4b2
 - e) #4biii
 - f) #4dii

Investment Sub-Committee Review (see handouts)

- 3) This committee seeks a new leader and members.



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Parish Financial Review (see handouts)

4) Churches (August):

- a) Balance Sheet
 - i) General Checking balance is stronger
 - ii) Decline in Long Term Investment accounts is reflective of the market.
 - iii) Jerry is working on incorporating the previous year amounts on this report.
- b) Revenue & Expenditures
 - i) Carol distributed a Collections report. Each month of the new fiscal year shows a deficit.
 - ii) Fundraising Revenue = \$13K is from the golf tournament.
 - iii) Rental Income includes SKS, LMC, SC BOCE, CTK convent, SMM rectory, cell tower.
 - iv) Salaries & Benefits = 13 full time employees / 10 part time / Fr Paul and Fr Morgan / 1 musician.
 - v) Insurance is calculated by the Diocese. If SS and STA school are not sold, this amount will increase \$16K over the budgeted amount of \$100K. This would have to be made up by adjusting other accounts.
 - vi) Fundraising Expense = \$6K is for the golf tournament.
 - vii) Capital Purchases are reported in entirety in the actual month that the expense was incurred rather than being divided into twelve month increments.

5) School (August):

- a) Balance Sheet
 - i) FACTS AR = this account should be listed with Liabilities. (updated for Sept reports)
- b) Revenue & Expenditures
 - i) K - 5 Registrations are 141 (Budget = 142)
PreK Registrations are 73

Standing Committee Reports

6) Pastor's Report - Fr Paul English

- a) Father shared a recap of the pilgrimage to Philadelphia to participate in Mass with Pope Francis. Father described the overwhelming feeling of the Pope as pastor and the powerful presence of Catholics in the city. He will prepare a written recollection after resting.
- b) A Diocese Priests' Council meeting was held in mid September. New officers were elected and Fr Paul will be the recording secretary.
- c) All parishes in the Diocese will be required to have a building and grounds committee. At SKT, this sub-committee is already organized as Facilities & Maintenance.

7) Pastoral Council Report - Mike Messenger

- a) The focus of their next meeting will be on goals and objectives.
- b) A Mission & Vision Committee was formed to help educate and implement these standards for the Parish. A 60 to 80 minute slide presentation is being created for phase 1 roll out. Staff (including Finance Council members) will be trained first and then the information will be presented to parishioners.

8) Facilities & Maintenance Sub-Committee - Carol Wilke

- a) Carol took an action item to review contracts with roofers to become familiar with their responsibilities and expectations.
- b) This committee will meet in October. Jason Messenger will lead the group. Activation of this committee is in line with requirements from the Diocese.

9) Planned Giving - Dave Shaheen

- a) The focus of this committee will be planned giving. A meeting is scheduled next week for this initiative.

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Standing Committee Reports (continued)

- 10) Expenditure Review Sub-Committee – Richard Barone (see handouts)
- a) Documents presented at meeting: June 18, 2015 Guidelines for Purchasing Proposal
Sept 28, 2015 SKT Purchasing Policy Draft (John S)
Sept 21, 2015 Need for Policy ½ page memo
 - b) Documents presented after meeting: Diocese Buildings & Properties Policy enote (Carol)
Supplier Form samples (3 pages)
 - c) What is the definition of “single source”?
 - d) The 6/18/15 Proposal was amended to establish 3 categories of purchasing:
Under \$2000 = admin decision
\$2000 to \$49,999 = three written quotes
\$50K and over = three sealed bids with common specifications
- 11) Real Estate Sub-Committee – Carol Wilke
- a) STA School was toured last week.
 - b) Fr Paul received the SS Relegation Letter from the Finance Council. He will gather all necessary documentation in order to present the request to the Priests’ Council in the near future.
 - c) Creative Beginnings owes the Parish \$19K for the former leasing of SC School. This balance appears to be uncollectable. It was suggested that a monthly bill be mailed as one form of due diligence.

Old Business

- 12) Catholic Courier expense – Richard continues to believe that the Parish is charged too much. Carol investigated this expense when previously challenged. The charge is based on the number of Catholic households that the Diocese assigns to SKT. Carol suggested that we should use this resource to reach non-registered households who are receiving the publication.
- 13) The CMA goal for SKT Parish this year will be \$222,889. It is a reduction from last year’s calculation.

New Business

- 14) Finance Council members are required to attend a training seminar presented by the Diocese. The sessions will be held at the Pastoral Center, Bishop Hickey Conference Center. Contact Andrew to register for one of the following gatherings:
10/26/16 2 – 4 10/28/15 7 – 9 11/3/15 5 - 7
- 15) The Town Hall Powerpoint presentation and attendee questions and answers will be available on the Parish website following announcements in the Bulletin on Oct 11th and Oct 18th.

Closing Prayer

- 16) Meeting was closed with a prayer

Next Meeting: Monday, October 26th, 2015 – 7 pm St Margaret Mary Sacristy

Finance Council Meeting Schedule:

10/26/2015	01/25/2016	04/25/2016
11/16/2015	02/22/2016	05/23/2016
12/14/2015	03/28/2016	06/27/2016