



# SKT Finance Council Meeting Minutes

## SMM Sacristy Meeting Room

Date: Monday November 16<sup>th</sup>, 2015

### Attendance:

Members:	Present	Absent	Staff:	Present	Absent
John Aloisio	<input checked="" type="checkbox"/>	<input 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"/>	<b>Pastoral Council:</b>		
Lori Klafehn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mike Messenger	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ellen Muratore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dan Schum	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>Guest's Name:</b>			<b>Guest's Name:</b>		
Ken Roush					

### Open Forum

- Ken Roush requested an update on the status of the STA roof repair --> Have any additional quotes been obtained? Carol reported that representatives from the Diocese will inspect the site on 12/3/15. Roof repairs fall into a category that requires 3 quotes.

### Meeting Minutes Review (see handouts)

- Approved with the following updates:
  - 6-a-i
  - 7-d
  - 9-a
  - 14-a

### Investment Sub-Committee Review – Lori Klafehn

- Lori has accepted the position of Chair of this sub-committee. She will have a report for the Council at the December meeting.

### Parish Financial Review (see handouts) – Carol Wilke & Jerry Loomis

#### 4) Churches (October 2015):

- Balance Sheet
  - General Checking = \$135K is designated to pay for the CTK boiler.
  - Bingo accounts continue to grow.
  - Accounts Payable includes \$11K for Roth maintenance and 2 boiler installation invoices.
  - Accounts #2501 and #2507 will be gone from the balance sheet next month.

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## 11/16/2015 Finance Council Meeting Minutes

### Parish Financial Review (continued)

- b) Churches Revenue & Expenditures
  - i) Collections = Sept. & Oct. are lower than 2014. All months in the current fiscal year are below budget. Andrew believes the higher collections last autumn reflected the attention of the "Increased Giving Campaign".
  - ii) YTD Net Operating Revenue and Expenses under run the budget. However, the Revenue shortage is greater, so the net result is negative.
  - iii) Change in Investment Market Value is still negative YTD.
  - iv) CMA = 41% of the goal has been pledged to date. Andrew requested that the shortfall be accrued on the Dec. 31, 2015 statement. John G inquired what the shortfall was on 12/31/14? (Shortage as of that date was \$40,211)

### 5) School (October 2015):

- a) Balance Sheet
  - i) General Checking balance is lower than September.
  - ii) Accounts #1503 and #2803 will always equal each other.
- b) Revenue & Expenditures
  - i) There are 210 students enrolled as of the end of October.
  - ii) Salaries and Benefits slightly under run the budget.
  - iii) Supplies Expense is over budget because many supplies were purchased at the start of the school year.

\*\*\* Kudos to Jerry for adding the Prior Year Columns on the Balance Sheets.

### Standing Committee Reports

- 6) Pastor's report
  - a) Saint Kateri Parish is in its 5<sup>th</sup> year of existence. A chance for a little looking back and looking forward.
  - b) Vision and Mission sessions continue with creative presentations for staff, councils, committees/ministries. The Vision and Mission Statements help to focus activities. Eventually, the presentations will be rolled out to the entire Parish community.
  - c) Preliminary meetings with staff are being held to explore the office relocation.
  - d) A capital wish list is being developed.
  - e) Fr Paul received excellent feedback regarding the adult faith formation, 4 sessions with Doctor Joseph Kelly.
  - f) Month of November is a time to remember our deceased brothers and sisters. A fine memorial mass was held on November 2. An extraordinary 27 funerals have been held in the last three weeks.
  - g) Meetings on parish governance, sponsored by DOR, outlined several concerns raised in audits, as well as, concerns for physical plant conditions around the diocese. Jamie Ott and Eric Patchke are on a schedule to visit all parishes for inspection and recommendations for exposure reduction.
  - h) Per diocesan regulation, a Buildings and Grounds Committee (a sub-committee of the FC) has been established with a mandate of regularly inspecting buildings and grounds and making reports to the FC for recommendation to the pastor. First meeting was held on Nov. 5. Jason Messenger is the chair.
  - i) Four young people of the parish and chaperons, including Colleen Trevisani (Dir. Youth and Young Adult Ministry) are attending the National Catholic Youth Convention in Indianapolis this week.

## 11/16/2015 Finance Council Meeting Minutes

### Standing Committee Reports (continued)

- 7) Buildings and Grounds Sub-Committee
  - a) Richard made a motion for the Finance Council to approve the establishment of a Buildings and Grounds Sub-Committee with Jason Messenger as chair. Dave seconded the motion. By vote, the Council approved the motion.
- 8) Planned Giving Sub-Committee – Dave Shaheen
  - a) The brochure is pretty much finished.
  - b) Carol will be the contact for interested donors.
  - c) Experts are sought not only to speak at seminars, but also to advise and tutor staff.
  - d) Fr Paul is pleased with the excellent work of Dave Shaheen and others on this sub-committee. It provides an ongoing look into a coordinated and broad approach to endowment development alongside fund raising.
- 9) Real Estate Sub-Committee – Carol Wilke & Fr Paul English
  - a) Carol reported that the paving projects at all sites are complete. The \$14K expense will reflect in the November financial statements.
  - b) Fr Paul continues to observe the relegation process currently underway in another parish in order to compose effective documentation for SS.
  - c) An interested party toured STA School, but they are only interested in utilizing part of the building.
  - d) Paul Mura advised that all communication with Creative Beginnings be documented. It does not seem prudent to pursue legal remedy to collect the \$19K remaining balance at this time.
  - e) Carol received quotes of \$300K for complete asbestos abatement at SC school. The building cannot be rented as is. Is the project worth the investment?

### Old Business

- 10) Expenditure Proposal
  - a) Carol and Richard presented recommendations for levels for Purchasing Categories. These recommendations were accepted to include in the eventual final proposal.
  - b) Purchasing Categories:
    - > **Less than \$2000** = administrative decision.
    - > **\$2000 to \$10,000** = 2 or 3 quotes, administrative and pastor decision.
    - > **\$10,001 to \$30,000** = 3 written quotes with common specifications, administrative and/or pastor decision with Finance Council advisement.
    - > **\$30,001 and above** = 3 sealed bids with common specifications, with review and recommendation of Finance Council.
  - c) Examination of the Plan of Priorities was tabled for the December meeting. John A suggested looking at Diocese guidelines. Carol will research.
- 11) Offertory Commitment Renewal Campaign - Andrew
  - a) Andrew made a motion to recommend to the Pastor that SKT Parish conduct an annual Commitment Renewal Campaign during the first quarter of each calendar year. Dave seconded the motion. By vote, the motion was carried.
  - b) The goal of the campaign is to keep offertory giving where it needs to be in order to cover operational expenses.

## **11/16/2015 Finance Council Meeting Minutes**

### **New Business**

12) Andrew thanked the members of the Council for attending the Diocese training on parish governance.

### **Closing Prayer**

13) Meeting was closed with a prayer

### **Next Meeting**

**Monday - December 14<sup>th</sup>, 2015 - 7 pm St Margaret Mary Sacristy**

### **Finance Council Meeting Schedule:**

<b>12/14/2015</b>	<b>03/28/2016</b>	<b>06/27/2016</b>
<b>01/25/2016</b>	<b>04/25/2016</b>	
<b>02/22/2016</b>	<b>05/23/2016</b>	