



## SKT Finance Council Meeting Minutes SMM Sacristy Meeting Room Date: Monday **April 23<sup>rd</sup>, 2018** at 7PM

### Attendance:

Members:	Present	Absent	Staff:	Present	Absent
Richard Barone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fr. Paul English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Gantert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Aloisio	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kathy Kane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Reetz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lori Klafehn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annette Syracuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carol Wilke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ellen Muratore	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Pastoral Council:</b>		
John Schoen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ray Manuszak	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<b>Buildings &amp; Grounds:</b>		
			Jason Messenger	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The meeting was opened with a prayer and the SKT Vision Statement.

### Meeting Minutes Review (see handouts) – Lori Klafehn

- 1) The February 2018 meeting minutes were approved with an update to 2-a.
- 2) March 2018 meeting scheduled during Holy Week was cancelled due to anticipated low attendance. All financial reports were distributed in advance of the March meeting date.

### Investment Sub-Committee Review – Lori Klafehn

- 3) Communis = negative \$5K market fluctuation  
     \$3K withdrawal was a contribution to Bishop Fund for Capital Improvements.
  - a) Carol distributed the March 2018 20 Quarter End Balance and Trailing Average Report.
- 4) Education Fund = \$45K withdrawal used for school operating funds, in accordance with the SKT Education Fund charter (Note 5).

### Parish and School Financial Review (see handouts) – Carol Wilke

- 5) Balance Sheet (March 2018):
  - a) General Checking reflects a very generous anonymous donation of \$200K.
- 6) Revenue & Expenditures (March 2018):
  - a) Collections were \$12K unfavorable for March and \$163K unfavorable YTD.
  - b) Building Maintenance is unfavorable \$40K YTD because of the large expense for snow removal and salting this winter; and repairs at all properties.
  - c) SKS March enrollment was 203 students.
  - d) A \$37K grant for SKS was received from NYS Mandated Services.
  - e) Music ministry Purchase of Services is close to full year budget with 3 months left in this fiscal year attributed to shift from staff employee to RBA employees.
- 7) Ministry Report (April 19, 2018):
  - a) Net Operating Income for March was positive \$177K. YTD was negative \$134K.
  - b) 58 new families have registered in the Parish since July 1, 2017.
  - c) CMA pledges as of 4/17/2018 are at 84% with \$34,563 yet to be achieved. 72% of the 1500 goal for number of donor households has been reached.



**Parish and School Financial Review (see handouts) – Carol Wilke (continued)**

Ministry Report (April 19, 2018 (continued))

- d) Operating Expenses are 4% over budget after 3 fiscal quarters. Revenues are 2% under budget.
- e) There was a discussion of the delivery systems, expense and value as an evangelical tool regarding the Courier Journal.

**Standing Committee Reports**

- 8) Pastor's Report – Fr. Paul English
  - a) SKT Parish came together for wonderful Triduum celebrations.
  - b) 41 young people from SKT were confirmed at Sacred Heart Cathedral on April 12, 2018.
  - c) On April 11<sup>th</sup>, all SKT staff participated in a retreat at St Bernard's School. The retreat topic was "Being Intentional Disciples".
  - d) The number of funerals slowed a bit over the last month.
  - e) Wedding and Baptism seasons have begun.
  - f) The Parish was able to acquire gifts and other sources of funds which improved our financial situation.
  - g) The CMA committee plans to seek \$5K more in pledges to achieve our parish goal.
  - h) Fr. Paul will soon embark on his quarterly finance update for the congregation. He will speak at all Masses the first weekend in June.
  - i) The desired Parish direction for the foreseeable future is for the entire Congregation to understand clearly what discipleship means, and to put this into action. During a wonderful retreat around this topic, staff dreamed of the kind of parish that actually practices discipleship. This concept holds the possibility of very hopeful things but requires Parish movement in a discipleship direction with support from all members.
  - j) Fr. Paul will attend an all-day conference about Social Ministry the week of April 23<sup>rd</sup>.
  - k) Fr. Paul continues to serve as Secretary of the Presbyteral Council, which includes membership in the Priests' Council of NY. This group meets every 6 weeks in NYC.
- 9) Pastoral Council Report – Ray Manuszak
  - a) Compliments to Faith Formation for improvements in Confirmation programs.
  - b) PC is studying how to update the volunteer task force.
  - c) A report is anticipated about the results of the eye glass donation campaign.
  - d) PC is developing a summer retreat for the Councils.
  - e) There will only be 1 or 2 empty seats on PC this year.
- 10) Budget Sub-Committee – Carol Wilke
  - a) Will meet before the May Finance Council meeting.
  - b) Committee volunteers are: John Gantert; Kathy Kane; Lori Klafehn; Mike Messenger.
- 11) Planned/Charitable Giving Sub-Committee – Carol Wilke
  - a) Fr. Paul and others from SKT are attending a dynamic session of the Planned Giving Council of Upstate NY on June 7<sup>th</sup> at St. John Fisher College. Registration is \$30. (see Carol's Ministry Report for details.)
- 12) Fundraising Committee – Carol Wilke
  - a) There are no plans to organize the annual SKT golf tournament this year.
- 13) Advertising Sub-Committee – Richard Barone
  - a) Fr. Paul reported positive feedback for the D&C Triduum flyer and Irondequoit Post ads.
  - b) D&C insert advertising is available by zip codes.
  - c) Richard will provide a report in May about ad results.
  - d) A future ad will focus on service.

## **04/23/2018 Finance Council Meeting Minutes**

### **New Business**

- 14) Kathy Kane suggested each site be studied for handicap accessible parking adequacy. SMM was sealed/striped last year and has sufficient parking adjacent to entrances.
- 15) Nine "ambassador" families from SKS recruited 9 new student families for enrollment.
- 16) Carol Wilke is in the process of compiling the most recent quarterly financial reports to be shared with the congregation. Reports will be available at all sites beginning May 19<sup>th</sup>.
- 17) Ray Manuszak suggested printing extra Christmas envelopes to have available for visitors at holiday Masses.
- 18) CYO Suggestions
  - a) Adding uniforms to the Parish Wish List.
  - b) Kathy questioned if sponsors on the uniforms is permitted.
  - c) Mike suggested sponsor signage at home games.

**The meeting closed with a prayer and the SKT Mission Statement.**

### **Next Meeting**

**Monday – May 21<sup>st</sup>, 2018 – 7 pm St Margaret Mary Sacristy**

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

**05/21/2018**

**06/25/2018**