



SKT Finance Council Meeting Minutes SMM Sacristy Meeting Room Date: Monday December 19th, 2016 at 7PM

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Reetz	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Crane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annette Syracuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Gantert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carol Wilke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kathy Kane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pastoral Council:		
Lori Klafehn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Archibald	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ellen Muratore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Luisa Baars	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Schoen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buildings & Grounds:		
	<input type="checkbox"/>	<input type="checkbox"/>	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) November minutes were approved by consensus with the following updates: 4; 7b.

Investment Sub-Committee Review – Lori Klafehn

- 2) Communis realized a gain of \$25K for November. The Education Funds increased by \$9K.
- 3) Following the approved resolution at the SKT Finance Council meeting on November 22nd, 2016, three Education Fund accounts were merged on 12/8/2016 to form a new account entitled “SKT Education Fund”. The value of the new Fund was \$585,937.35 on the transaction date.

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

- 4) Balance Sheets (November 2016):
 - a) Balance in Prepaid Expense, #1800, is a deposit to reserve the date for the Steve Angrisano event in September 2017.
 - b) A new general ledger account number will be assigned to the new “SKT Education Fund” to clarify that these are restricted funds.
- 5) Revenue & Expenditures (November 2016):
 - a) Through the end of November, Collections are \$26K short of budget after 5 months.
 - b) Parish Services and Ministry – there have been fewer funerals this fiscal year, compared to last.
 - c) Gifts and Donations – a generous donor has contributed funds needed to purchase a St Kateri statue for each site. The figures are 3 feet tall.
 - d) The Parish and School are currently fully staffed in alignment with the budget.
 - e) Total enrollment for SKS is 193 students.
- 6) Ministry Report (December 20, 2016):
 - a) Combined NET OPERATING REVENUE for SKT Parish and School was -\$14K for the month of November and +\$36K YTD.
 - b) CMA pledges totaled \$189K as of 12/13/2016 from 995 contributors. This is 86% of



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goal. Included is the donor match of \$26K. At this date in 2015, pledges totaled \$181K from 957 contributors.

Standing Committee Reports

7) Pastor's Report - Fr Paul English

- a) SKT staff, councils and support groups continue to develop "Responding" programs.
 - i) September 2016 = Responding With Weapons of Love
 - ii) Advent 2016 = Responding With A Quiet Heart
 - iii) Lent 2017 = Responding With Open Hands
 - iv) Pentecost 2017 (parish anniversary)
- b) Steve Angrisano will present concerts and workshops for SKT Parish on September 22nd and 23rd, 2017. Steve is a nationally and internationally recognized musician and faith minister. Advertising and promotion will begin soon for the event, including YouTube videos prepared especially for SKT. Attendance fees will be charged.
- c) "Fall Into Advent" was a successful women's event envisioned and implemented by a group of volunteers. 100 women attended.
- d) Ellen Brannin is retiring from the SKT staff. John Aloisio and Tim Reetz are effective new staff members. Carol created a RACI grid for organizing workload across administrative staff and identifying primary (with backup) person responsible and communicating to all.
R= person responsible A = person accountable C = person(s) consulted I = persons informed
- e) Advent and Christmas preparations are ongoing.
- f) SKT Parish continues to focus on evangelization. There is a push to speak one-on-one with people.

8) Planned Giving Sub-Committee

- a) An invitation will be extended to David and Stacey Rappold to provide an update on the "Financial Peace" program presented earlier this past autumn.

9) Real Estate Sub-Committee - Carol Wilke

- a) Abatement of the SC shed is expected to be completed by 12/23/2016. It will be razed after the holidays.
- b) There is a public hearing at the Town of Irondequoit Zoning Board tonight (12/19/2016) for approval of the site plans for Providence Housing's design for the SS property. (Follow up: the motion was passed by the Board at that meeting.)

Old Business

10) Commitment Campaign January 2017

- a) A commitment correspondence will be included with the tax statement mailing sent to parishioners in January. Since the two efforts are coordinated so close in time to each other, it is logical to combine them into one mailing.
- b) Responses will be tracked to determine the result compared to the 2016 campaign.
- c) Unresolved is how to reach the 2000 non-participating families in Irondequoit.

11) May 2016 Audit Follow Up (documents attached to hard copy of minutes) - Carol Wilke

- a) The Business Manager updated the list of all credit card users and secured signatures on acknowledgement forms (SKT Parish, School, and Latin Mass Community). The F&A Director brought documents to Finance Council on December 19, 2016. The Finance Council circulated documents for review. There were no credit card limits in excess of \$4,000. The Finance Council approved documents and a copy is attached to the hard copy of meeting minutes.

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- b) The Bonadino Group will return on January 23rd and 24th, 2017 to follow up on recommendations provided during the May 2016 audit of internal controls.

New Business

12) Finance Reports Distribution:

- a) It was agreed by consensus that reports for each Finance Council Meeting will be distributed the Thursday prior to provide members adequate time to examine the data.

13) Andrew Williams volunteered to prepare the 2016 1099 forms for SKT vendors.

14) The Finance Council wishes to recognize JACK SHEVLIN for the generous donations of the new position crosses for Extraordinary Ministers of Holy Communion at all sites and the 100 wooden ornaments sold after Masses during December. These beautiful works of art feature our unique Parish cross and were crafted by Jack. Your talent and benevolence are very much appreciated, Jack!

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

Next Meeting

Monday - January 23rd, 2017 - 7 pm St Margaret Mary Sacristy

Finance Council Meeting Schedule:

01/23/2017
02/27/2017
03/27/2017
04/24/2017
05/22/2017
06/26/2017