



SKT Finance Council Meeting Minutes

SMM Sacristy Meeting Room

Date: Monday October 26th, 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"/>	Pastoral Council:		
Lori Klafehn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bill Doran	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ellen Muratore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mike Messenger	<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 type="checkbox"/>	<input checked="" type="checkbox"/>			
Paul Zoltoski	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Guest's Name:			Guest's Name:		
Arnie Eckert			Denise Flanigen		
Ken Roush					

Open Forum

- 1) Ken Roush met with Carol and Jerry regarding the roof problems at STA. The Diocese has not yet appeared on site to inspect the roof.

Meeting Minutes Review (see handouts)

- 2) Approved with follow up:
 - a) 4-b-iv
 - b) 4-b-v
 - c) 5-a-i

Investment Sub-Committee Review (see handouts)

- 3) Carol provided Dash Board reports that she received just prior to the meeting.
 - a) John A will distribute copies of the reports to Council members via email.
 - b) This was not a good earnings quarter, but investments are still performing better than the index.
- 4) Fr Paul asked for recommendations for new members to revive the Investment Sub-Committee.
 - a) Lori may consider chairing the committee after she learns what is involved.

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Parish Financial Review (see handouts)

5) Churches (September 2015):

- a) Balance Sheet
 - i) General Checking = lower than August, but higher than June and July.
 - ii) Raffle Checking = okay to pay bills from this account.
 - iii) Long Term Investments will improve in Oct and hopefully some losses will be recouped.
 - iv) Stable Patrimony = received approval from the Diocese to withdraw \$135K to pay for the CTK boiler. The withdrawal will reflect in the Oct balance. The boiler project is just about complete.
 - v) Rent Receivable = \$11K is owed by Stepping Stones. Creative Beginnings owes \$19K.
- b) Revenue & Expenditures
 - i) Carol distributed the monthly Collections charts. Oct will be the 4th month of this fiscal year that Collections are below the budgeted amount.
 - ii) Gifts & Donations, as well as, Fundraising are both close to budget.
 - iii) Interest & Dividend Income is not favorable.
 - iv) Total Operating Revenue is less than expected, but Total Operating Expenses are also below budget.
 - v) Other Non-Operating Expense (\$2362) is the attorney fee for the Scofield sale.

6) School (September 2015):

- a) Balance Sheet
 - i) Prepaid Expense – October 1st salaries were deducted from the bank account on 9/30/2015. Staff will receive this in the last pay cycle in June 2016.
 - ii) Deferred Rev for Financial Aid = \$52K has been awarded to families. Funds will be carried on the report until money is actually paid out.
- b) Revenue & Expenditures
 - i) Gifts & Donations = the first of 10 gifts has been received from the anonymous donor.
 - ii) John A asked if more computers are needed for the School. Ellen will check to see if the Town has any available for sale.
 - iii) Total registration for SKS is 212. K-5 = 141 / Pre K = 71.

Standing Committee Reports

7) Pastor's Report – Fr Paul English

- a) The excursion to Philadelphia was an amazing experience of prayer and Church. There was a reunion event on Oct 11th which received great press coverage.
- b) CMA: parishioners received their letters from the Diocese. An anonymous donor will match new contributions again this year. A couple of people are working to engage younger families in this campaign. Another volunteer is connecting with established parishioners.
- c) The Confirmation Retreat was Oct 3rd. Confirmation is a two year process now. Father is proud of the Faith Formation team.
- d) A parishioner has created a video of the Oct 2012 visit from the Mohawk Tribe.
- e) Fr Paul and Carol continue to work on reducing the number of checking accounts used by the Parish.
- f) There was a meeting with an interior designer about the relocation of administrative offices to SC School. She is tastefully coordinating furniture that is already owned.
- g) Training for the Hospitality Ministry is underway for the Parish.
- h) The Memorandum of Understanding with LMC expired at the end of the fiscal year. A new agreement needs to be signed for the current fiscal year.

Standing Committee Reports (continued)

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- 8) Pastoral Council Report – Fr Paul English
 - a) Continuing to apply Mission and Vision by refocusing activities. Fr Paul is positive about this effort.
- 9) Facilities & Maintenance Sub-Committee – Carol
 - a) The catch basins at CTK, SC, SMM will be repaired this week. Five contractors were contacted for, however, only two responded with quotes. Quotes were obtained before assigning the job to a contractor.
 - b) On Sunday, Nov. 1st patch work will be completed at the parking lots of CTK, SC, SMM.
- 10) Planned Giving Sub-Committee – Dave Shaheen
 - a) Donna Walker and 2 other volunteers will present a final draft of the brochure to Fr Paul and Carol within the week.
- 11) Fundraising Committee – Fr Paul English
 - a) Met on Oct 15th. Have a good sense of direction and Father is very proud of their efforts.
- 12) Real Estate Sub-Committee – Carol and Jerry
 - a) Carol is obtaining a quote from RG&E to determine the expense of splitting the power meters at STA between the Church and school buildings. This is in preparation for a sale.
 - b) SC School = have received 2 of 3 quotes for the window asbestos removal.

Old Business

- 13) SS Relegation – Fr Paul plans to observe another relegation situation to use as an example to construct SKT request.

New Business

- 14) Carol reviewed the Diocesan Credit Card Policy and the details of who has them and what their respective limits are.
 - a) For the Parish Credit card:
 - i) 1 card with \$4000 limit
 - ii) 1 card with \$2000 limit
 - iii) 4 cards with \$1000 limit
 - iv) 1 card with \$500 limit
 - v) all other cards have \$200 limits
 - b) All monthly card invoices are reported on one statement.
 - c) There is a Home Depot Credit Card with a \$4,000 credit limit.
 - d) Ellen made a motion to approve the Credit Card Policy as described. John G. seconded the motion. By vote, the motion was approved by the Council.
- 15) John A reported that a new guideline from the Diocese instructs all Finance Council members to serve a term of 5 years, with a limit of 2 consecutive terms.
 - a) John A will create a chart with members' termination dates and apprise each member.
- 16) Paul Crane attended the Diocese training session today for Finance Council Members.
- 17) Carol is working on a project to roll the Parish Boy Scout Troop finances into Parish accounting.
- 18) Add Mission and Vision Statements to the opening prayer.

Closing Prayer

- 19) Meeting was closed with a prayer

Next Meeting

Monday – November 16th, 2015 – 7 pm St Margaret Mary Sacristy

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Finance Council Meeting Schedule:

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