



SKT Finance Council Meeting Minutes

SMM Sacristy Meeting Room

Date: Monday January 25th, 2016

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 type="checkbox"/>	<input checked="" 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"/>	Mike Messenger	<input checked="" type="checkbox"/>	<input 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"/>	Buildings & Grounds:		
John Schoen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jason Messenger	<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"/>			
Guest's Name:			Guest's Name:		
Denise Flanigen			Ken Roush		

Open Forum

- 1) Ken Roush read aloud a letter comprised of statements and requests on behalf of LMC. He presented a copy of the letter to Andrew.

Meeting Minutes Review (see handouts) – John Aloisio

- 2) Approved with one update: 4-b-iv.

Parish Financial Review (see handouts) – Carol Wilke, Jerry Loomis and Lori Klafehn

3) Churches (December 2015):

- a) Balance Sheet
 - i) An anonymous donor contributed \$100K for SK School in January. The funds will be moved to the Education Investment Fund. The School Advisory Committee will determine the use of the funds.
 - ii) Stable Patrimony LT Investment lost \$27K this month, reflective of the market.
 - iii) Accounts Payable includes \$25K for the final CTK boiler payment (\$5K lower than anticipated); \$9K for boiler repairs at SC; property tax payments.
 - iv) CMA Due to Diocese – as of January 19th, \$18K short of \$223K goal. (see New Business below)
- b) Revenue & Expenditures
 - i) Collections – end of December is midpoint of fiscal year. December collections significantly lower than Dec. 2014. Christmas collections were \$3K lower than 2014.
 - ii) Net Revenue remains positive because although Revenue is running lower than budget, Expenses also continue to be lower.
 - iii) Gifts & Donations – received funds in January, so coming closer to budget.
 - iv) Salary & Benefits are close to budget. Currently interviewing for maintenance staff opening.

Parish Financial Review (continued)

4) School (December 2015):



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- a) Revenue & Expenditures
 - i) 208 students currently enrolled. Tracking close to budget.
 - ii) YTD revenue for extended care is \$22K.
 - iii) Matching funds of \$5,000 was received from a donor's employer (net gift of \$10,000).
 - iv) Fund Raisers to date include a walk-a-thon and book fair. Two fundraising activities to be held in February. (Bill Gray's - Feb 2nd and Barnes & Noble - Feb 6th)
 - v) Grants and Subsidies includes an annual one time Diocese subsidy for \$15K.

5) Investment Sub-Committee (December 2015):

- a) Lori suggested reviewing the reports quarterly rather than monthly.
- b) -2.58% LT Investment gains for 2015 reflect the market volatility since August 2015.
- c) Short Term account: 83.7% cash equivalent for December is for the CTK boiler.
- d) Richard asked for reports that represent a longer time period. Lori will ask Tim (Alesco) how far back the reports are available.
- e) Tim (Alesco) will make the annual formal presentation at the February 22nd Council meeting.

Standing Committee Reports

- 6) Pastor's report - Fr Paul English
 - a) The Advent and Christmas seasons were celebrated in a beautiful fashion at SKT.
 - b) Father began the new year with a fresh perspective.
 - c) Bishop Matano has granted relegation for SS.
 - d) SKT Parish is organizing a bike pilgrimage along the Erie Canal to the SKT Shrine in Fonda.
- 7) Pastoral Council Report - Mike Messenger
 - a) Tuesday meeting agenda includes a discussion on "Welcome Centers". The sub-committee formed will make a presentation to the full Council, who will then decide what they will recommend to Fr English.
- 8) Buildings and Grounds Sub-Committee - Jason Messenger
 - a) Jason will visit the Council meetings as projects arise.
 - b) Jason and Carol meet frequently.
 - c) Sub-Committee Team: Jason, Carol, Bernie Ernst, Doug Stewart, Chris Wilke.
 - d) SMM; CTK; SC inspections by the Diocese in December - most comments concerned safety issues which have been addressed. The SS and STA inspections reports have not been filed yet.
 - e) Some sites were inspected by the Irondequoit Fire Marshall in January. At SC, the fire extinguishers required updating, as well as, the smoke and carbon monoxide detectors in the rectory.
 - f) Doug will use the Diocesan reports as part of his quarterly site walk through.
 - g) ME Engineering is consulting with Carol on projects at CTK and SC.
- 9) Planned Giving Sub-Committee - Dave Shaheen
 - a) The sub-committee has met a handful of times.
 - b) A beautiful document was discovered that is used by other parishes in different parts of the country.
 - c) Goal is to have a mini document in pews within the next couple of weeks that would present a survey to return.
 - d) Donna Walker is working on brochures to have available at all site offices that would serve as a tool for questions about Gift Giving.
 - e) The sub-committee has a sensitivity not to initiate any activities that would conflict with the Commitment Campaign.

Standing Committee Reports (continued)

- 10) Real Estate Sub-Committee - Carol Wilke

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- a) STA School is for sale. SC School is not currently being advertised for lease.
- b) Snow Plowing – SC contract is 3 payments per season. Salting is per trip. CTK and SMM are charged per trip for both plowing and salting. SKT contributes toward the SS plowing.

Old Business

11) Sacrificial Giving – Carol Wilke

- a) A “commitment campaign” will be conducted in the first calendar quarter.
- b) A mailing will be distributed by March 1, 2016.
- c) 2400 cards will be mailed to contributing parishioners.
- d) What approach shall we make to the 1800 registered non contributing parishioners?
- e) IMS will process the mailing. John Aloisio suggested running our mailing list against the US Post Office registry to provide a more efficient process. He also requested that IMS share the results with us in order to update our data base.
- f) Ellen Brannin has been a key player in organizing data in Parish Soft.

12) Expenditure Priority Policy (see handout) – Andrew Williams

- a) Richard and Carol met.
- b) A document was distributed for Council members to read and digest.
- c) Andrew will canvas members for input via email.
- d) Be prepared for recommendations at the February Council Meeting.

New Business

13) Father Paul requested that the Finance Council commend Donna Walker for her extraordinary efforts to help SKT Parish achieve their CMA goal. John Aloisio will prepare a letter thanking Donna for going above and beyond her job responsibilities. The letter will be from both Finance and Parish Councils. John will float the letter by Andrew, Carol and Mike and Fr Paul will sign it. A second letter will be prepared to thank Karen and Kevin Spears for chairing this year’s successful campaign.

- a) Attaining 92% of the CMA goal is the best result for SKT Parish in many years.

Closing Prayer

14) Meeting was closed with recitation of the Mission Statement.

Next Meeting

Monday – February 22nd, 2016 – 7 pm St Margaret Mary Sacristy

Parish Town Hall

Saturday – February 20th, 2016 – 10AM SC NFC

Finance Council Meeting Schedule:

02/22/2016	5/23/2016
03/28/2016	6/27/2016
04/25/2016	