

## **Minutes of the regular monthly meeting of the Saint Cecilia Parish Finance Committee**

Date: October 9, 2007

Location: Saint Francis Room

Members Present: Joel Thilges, Jerry Greving, Rick Hoenig, Mark Imerman, Father Nienhaus and Randy Dalhoff (chairperson)

Meeting started at 7:00pm

Rick reviewed the September bank statements.

September minutes approved.

**Jerry will check where the Education Endowment monthly payments are being recorded for School and RE.** The payments should be in the Other Receipts.

The School, RE and YM budgeted restricted deferred maintenance amounts need to be accounted for. **Joel and Jerry will work out the details.**

Karen Kerns will be hired on a contractual basis as the parish Development Director and Communications Specialist. The arrangement is in line with archdiocesan hiring guidelines. **Mark and Jerry will work out the contract details and deliverables.** Parish volunteer, John Feyerer will assist Karen. Work will involve creating a comprehensive communication package to the parishioners concerning parish activities and constructing an atmosphere conducive to developing a financially sound parish now and for the future. This may involve some restructuring of parish reporting and responsibilities. Karen will be working with the Finance Committee as well as many other parish committees, organizations and entities.

At this time the Phase 1 pledge total is \$3,066,715. The parish has received \$2,335,424 (some parishioners paid more than their pledge amount) and \$784,913 is still to be collected. The loan amount is \$1,126,000, which leaves about \$341K shortfall after all pledges in Phase 1 are collected.

The Phase 2 financial response letter was sent to Rick Runde, Archdiocesan CFO, on September 11. No response yet, but expect a reply in the next week or so.

The estate of Ruth Bremer, as based on her 2004 will, contributed \$1,000 to the parish.

The parish is anticipating a cost of \$2K to \$3K to meet the updates and repairs as stated in the last archdiocesan inspection as pertaining to insurance coverage.

Jerry will work with the Facilities Committee to convert the restroom in the Social Hall kitchen to more kitchen storage area.

To gain some office space the copier, printer and related equipment in the south parish office will be moved to the furnace room off the parish office area. The equipment will still be quite easily accessible. Some network wiring will have to be done.

As part of the possible restructuring of parish responsibilities, a better means of communicating financial news between the school and parish offices will be worked on. One possible report addition would be that each month a report on family status in regards to tuition payments be produced.

The financial annual report is a bit behind schedule in getting to the parishioners. **Randy, Jerry and Karen will be meeting soon to review the annual report structure.**

Adjourned at 8:15 pm.

Submitted by Randy Dalhoff