

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: January 15, 2008

Location: Conference Room

Members Present: John Nelson, Jerry Greving, Rick Hoenig, Mark Imerman, Joel Thilges, Karen Kerns, David Suntken, Noel Hindt, Father Nienhaus, Duane Siepker, John Feyerer and Randy Dalhoff (chairperson)

Meeting started at 7:10pm

Finance and Administration Commission – Randy

Written reports and agenda items will be requested from commission members about 10 days prior to the meeting time. Email notice of the meeting will be sent about five days prior to the meeting.

Meetings are anticipated to say on the second Tuesday of each month.

Meeting will primarily focus on updating each group with the activities of each group.

Major decision items will be brought forth in the meeting.

Minutes will be approved via email in time for inclusion in the next Parish Council packet.

Parish Operations – Jerry

Two tuition assistance requests were approved as recommended by Jerry and Duane. Future requests will go directly to the Budget and Audit Committee.

The current government mileage reimbursement of 50.5 cents/mile will now be used for mileage reimbursements.

Church budget is in good shape after December contributions. \$60K above projected income and \$20K under projected expenses. This is mostly due to the Christmas collection.

\$150K was paid on the building loan.

Parishioner contribution statements should be out by the end of the month.

Rick handed out a comprehensive Facility and Assessment Goals/Methods/Schedule document. Much work needs to be done on tracking and assessing all the facility items to be monitored.

Financial Management – Joel

John reviewed the December bank reconciliations.

John presented the Budget and Audit committee's policy and guideline paper. **John will send email copy to everyone.**

Joel will produce a policy on tuition assistance review.

In working with possible vendors pursue not only a low cost for services but also that the vendors willing contribute monies back to the parish.

Mark will write or update purchasing policies, especially for contracted services.

Team to look over technology hardware and software assessments and purchases will be formed.

Randy will email the endowment investment policies to the Financial Management group.

David will be looking over investment issues and revisiting the current policies.

Human Resources – Karen for Dorothy

The committee is in place. Will perform various HR work within the parish. Some such as duties are: preliminary recruiting, establish search committees, review for just wages, establish volunteer obligations/privileges/procedures. **Primary activity at the moment is to investigate the**

establishment of a half-time bookkeeping position to help out various areas in tracking finances.

Legal – Noel

Noel will provide assistance and guidance as needed by other committees.

Karen has put in practice a two-year pilot project of keeping the Narthex and Social Hall free from groups soliciting money or selling product. Those activities will be held elsewhere currently starting in the St. Francis room.

Discussion ensued over future projects concerning deferred giving, restricted gifts, school budget and facilities use. Proposals will be brought to the next meeting or future meetings.

Karen will send out an updated organization chart showing people assigned to the various groups in each commission.

Adjourned at 9:45 pm.

Submitted by Randy Dalhoff