

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: February 12, 2008

Location: Conference Room

Members Present: John Nelson, Rick Hoenig, Joel Thilges, Karen Kerns, Noel Hindt, Father Nienhaus, Duane Sieper, Larry Gross (for Tim Simodynes) and Randy Dalhoff (chairperson)

Meeting started at 7:05pm

The Siemens contract for HAVC control in the Education Center is up for renewal. The three year contract cost is \$8K this year with 5% increases in each of the next two years. **Rick will investigate the contract coverage and if it all makes sense it will be renewed.**

Climate control for the computer/network room is being evaluated. Bids will be received to provide cooling for the room. Appears cost will be around \$4K. **Rick will receive bids and evaluate.**

A new lawn tractor will be procured for lawn use only and the old tractor will be used only for snow removal. Cost is around \$4K. Motion to approve purchase of a John Deere tractor and mowing platform was moved by Joel and seconded by John. Carried unanimously. **Rick will work with Jerry to make the purchase.**

The Duakane PA, clock and bell system used by school and RE has failed and cannot be repaired. A replacement unit is being investigated. **Rick will receive bids and an evaluation of those bids will be done.**

The school copier was recently replaced under its maintenance contract. Renewal of that contract is coming in the next month. Before renewing the parish needs should be determined. Can the current number of copiers in the parish complex be reduced by having fewer copiers providing those needs? **Rick will pursue, but parish staff requirements need to be provided.**

A motion to provide a door access keypad for the south door of the link hallway in order to provide secure access to the chapel for a approximately \$1200 was moved by John and seconded by Joel. Unanimously approved. **Jerry will order the keypad and installation.**

Randy needs to complete the Finance and Administration Commission charter.

The BOE approved school budget was presented. It follows the SEE report closely in maintaining expenses and parish subsidy. New this year are plans to use the A/Y room for teaching and provide a Smart Classroom with teaching technology equipment. Preschool and K-5 grades will be all included in one budget starting the next fiscal year. RE and YM budgets were not received in final form, though it is understood that the YM budget is in need of more income to balance. The Commission recommends that it receive balanced budgets from all the BOE overseen areas. The Commission stated that all recoverable revenue, such as, state textbook reimbursements and Saint Thomas Aquinas parish contributions, be included in the revenue portion of the school budget. Furthermore, some of the unallocated Educational Endowment funds in the school budget need to be used to help balance the YM budget. **The Church would allow an additional \$6K of subsidy to be used to make up differences in the RE and/or YM budgets. A recommendation would be to move \$10K of the unallocated Educational Endowment from the school budget to the YM budget.**

The Development Commission will be making presentation at all Commission and major committee bodies concerning leadership. This will better inform the groups of responsibilities as parish leaders.

The Development Commission would like to have representatives of the Commissions available after

Mass on Sundays to be available to the parishioners for questions and suggestions.

Development is also investigating the use of the large storage room (old friary bedrooms) to be used as an adult education area. Will need to find a space for the table and chairs currently stored there.

John will be asking all commission chairs to provide budgets to him for all committees under that commission.

Joel is still working with his group on policies concerning contracts, investment, etc.

John moved that the Budget and Audit Committee charter be accepted as handed out at the meeting. Joel seconded and carried unanimously.

Karen reported that Jeff Witt et al are working on a master facility plan and Emil Polashek and Frank Oppold et al are working on a master ministry plan.

Adjourned at 8:55pm.

Submitted by Randy Dalhoff