

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: march 11, 2008

Location: Conference Room

Members Present: John Nelson, Rick Hoenig, Joel Thilges, Karen Kerns, Noel Hindt, Duane Siepker, Tim Simodynes, John Feyerer, Cheryl Carlile, Dorothy Sally, Jerry Greving, Mark Imerman and Randy Dalhoff (chairperson)

Meeting started at 7:03pm

No questions raised on the submitted General Parish Operations reports.

Rick reported that the Siemens three year contract is signed.

Three climate control bids were received for cooling the computer/network machine room. The commission gave approval to proceed with the lowest bid since it may be the best fit for the situation. Condenser would be on the roof and out of site. The \$3788 bid is below the proxy request limit. Work would be done after school dismisses for the summer. **Rick will oversee the project.**

Still more investigation on cutting a new door way into the Education Center office area from the main EC west entrance needs to be done along with the addition of another set of security doors in the link hallway. This is being done in anticipation of consolidating church/school/RE/YM offices into one area and school expansion into the A/Y room. **Rick is continuing to investigate.**

Approval was given to proceed with the installation of a Millenium brand security system for the link hallway outside doors used to access the chapel for adoration. A keypad unlock system will be used initially. The system can be used for more doors in the future. **Rick will oversee the project.**

Replacement of the school PA system is still in progress. **Rick will continue to look for competitive bids.** Cost will likely be near \$10K.

The half-time bookkeeper position was approved. **Dorothy's group will be putting together a full job description and start advertising this position upon approval of the Parish Council.**

John reported, along with Tim, that the school budget is still in flux. Student counts in K and preschool are not firm enough to know the exact budget plan yet. A study of class sizes based on enrollments in preschool and K need further analysis.

Duane distributed and discussed the letter sent to all school families concerning Student Tuition Organization submittals for funds. Duane also presented figures on school tuition collections to date.

Other area budgets are coming together. **John expects to present an overall draft budget for the April meeting. John will be working closely with Jerry.**

Gala has collected \$60K and sold 200 tickets as of the meeting. Good, but still expecting more tickets to be sold.

Bookstore proposal was given approval to proceed. Noel, along with Mark, will be drafting a mutual benefit lease at \$50/month for rent and a 90 day opt out by the parties. Once that is hammered out, the agreement will be passed to Karen to be presented to the VanKerkevorde's.

Discussed the Tuition Assistance Committee Charter. Desire information from the Board of Education concerning the Charter. Parish Council previously approved a business plan that preschool would be a standalone self sustaining project. BOE should present any changes to that plan to the PC.

This may impact if preschool tuition assistance would fall into this Charter. **Tim will bring preschool issue to the BOE.**

Randy will revise Finance and Administration Charter based on information received.

Reconfigure the membership list and include better explanation concerning action approvals using majority decision and consensus approval.

General announcements

- Support the Gala; want to see 350 tickets sold.
- Archdiocesan Finance and Human Services workshop on April 8 in Webster City (Jerry going, others?)
- Parish offices will be observing Good Friday and Easter Monday as non-work days

Adjourned at 8:40pm.

Submitted by Randy Dalhoff