

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: April 8, 2008

Location: Conference Room

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

Meeting started at 7:03pm

No questions raised on the submitted reports.

As of the meeting there have been three bookkeeper applications received. Last day to apply is April 14.

Bookstore turnout has been good. Managers are excited so far since activity has exceeded their expectations. Hours are 1pm-6pm Saturday, 9am-Noon Sunday and some weeknight evenings. Product deliveries have already been accepted and preorders are being taken. Still some minor insurance details to finish, otherwise all paperwork for establishing the bookstore is finished.

Preliminary budgets from all parish areas are now in. BOE budget is still in flux due to student enrollment in K and PreK is still not settled completely. **John will be calling a Budget Committee meeting in the near future to produce a preliminary consolidated budget for the May Finance and Administration Commission meeting.**

Gala has been progressing well with over \$60K in all revenues except raffle.. At the archdiocesan finance and HR workshop it was learned that a carry-out license is required for auctions and raffles that contain wine and beer items. To save the cost of the license a work around is to give a gift certificate towards the alcohol related items instead of having the actual wine, liquor or beer on hand at the Gala.

The Tuition Assistance Committee Charter that will be used for the preschool, school and Religious Ed programs will be approved at the May meeting subject to Parish Council's approval to combine the school and preschool budgets into one.

The archdiocese has put forth norms on how a Finance Council needs to be formed in each parish. The Finance and Administration Commission very closely resembles the Finance Council norms. **Randy will rework the F&A Commission charter to match up closely with the Finance Council norms.**

Election process for PC and BOE will be slightly different this year than in the past. Parishioners are still urged to make nominations. However there will be a discernment meeting held to better explain the responsibilities and requirements of serving in either group. Following this meeting persons are to discern if they really want to be part of the candidate pool for the PC or BOE. Election is on May 17.

In hiring the new Principal benefits such as vacation and sick leave are being re-examined. The intent will be to move from the current plan of earning Paid Time Off (PTO) hours to a plan of earning separate Vacation hours and Sick Leave hours. **Dorothy will work up proposals on how this might be done.** No time frame for implementation was given, though new hires would all probably be under a plan of separate Vacation and Sick Leave hours. Related policies will be looked at, such as annual carry-over and end of employment pay-out.

Adjourned at 7:55pm.

Submitted by Randy Dalhoff