

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: May 13, 2008

Location: Conference Room

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

Meeting started at 7:05pm

The pending PC acknowledgement of how preschool will be included in the school budget is finally scheduled to be on the PC agenda for the June meeting.

Joel is working at publishing the documentation of how the Gala Endowment funds are saved and spent.

The issue of splitting fees for major projects that involve school, RE, YM and Church funds such as the new security entrance for the Education Center office area will be worked on by Joel, John and Tim. [This may be for future projects as decisions later in the meeting took care of present issues]

John and Jerry will continue work on the FY09 budget. Groups within the parish will need notice soon on prioritizing their needs in view of budget restrictions. Meetings with the groups will be necessary to handle the budget issues.

Randy and Joel, along with the Development Commission will be looking at policy governing Gala funds to include the "Fund A Need" venture.

Karen presented issues that the Development Commission still needs to handle. Top issues are: Jewell satellite site integration, Gala oversight, and Social Concerns fundraising oversight. Karen with Development Commission will be writing up a support proposal to be presented to the BOE and PC explaining what needs to be done to make the Development Commission fully workable in the parish. The Finance Commission supports the Development Commission in its efforts to manage and coordinate development and communications activities in the parish.

An in depth parish needs assessment has not been done yet. In lieu of that, the current 80% of current received deferred gifts (approximately \$131K) will be used to pay for upcoming repair and maintenance projects indentified by the facilities committee. **Approved by the Finance Commission to be paid out of this deferred gift money are:**

Parish	Roof replacement (Social Hall)	\$35,500
Educ	PA System	\$11,000
Educ	Carpet 4 classrooms	\$19,000
Educ	In-Wall tables (5)	\$12,500
Parish	Speakers in Narthex	\$2,500
AY Room	Carpet replacement (Carpet & Tile)	\$8,000
Educ	Playground fall material -a ADA compliance issue	\$1,600
Educ	Door security school office doors	\$11,000
Parish	AC Server room (Approved)	\$3,800

A line item to build an equipment replacement and major repair contingency fund should be placed in future budgets.

A proposal for FY09 to upgrade the new Bookkeeper position to full-time and scale back the Business Manager job to ¾ time was made by Dorothy in consultation with Jerry. The plan will be further investigated and consideration given based on how the FY09 budget progresses since this will be an

added expense.

Further investigation into providing better custodial service, especially in the Education Center, will be done. One proposal is to change the current vendor's contract and hiring day-time custodian.

Pending issues: PTO-vacation-sick_leave change policy and Finance Council Charter.

Adjourned at 9:05pm.

Submitted by Randy Dalhoff