

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: June 10, 2008

Location: Conference Room

Members Present: John Nelson, Joel Thilges, Tim Simodynes, John Feyerer, Cheryl Carlile, Dorothy Sally, Jerry Greving, Father Nienhaus, Rick Hoenig, Tom Budnik and Randy Dalhoff (chairperson)

Meeting started at 7:05pm

Facilities items:

A/C addition to the network/server computer room will begin June 12.

Security door change to the main entrance of the Education Center will be put on hold.

A security door addition in link will be done.

Roof bids to be obtained.

John discussed the FY09 budget. It is very close to being finalized. **Budget changes in some areas to be made yet with the hope of getting the budget to the Parish Council for the June 24th meeting. Jerry and John will strive to make that date.**

Some major FY09 budget items:

Bookkeeper to fulltime and Business Manager to ¾ time

Outreach Coordinator to ¾ time.

Roof repair

Dorothy and Jerry will do final analysis of the work hours for the Bookkeeper and Business Manager jobs to gain work efficiencies and also look at expanding the Outreach position. The change in costs will fit into the FY09 budget.

Dorothy with Jerry's help will be doing a study on the complete parish employee benefit package. The parish needs to look at ways to increase compensation so that the salaries of current employees would be competitive with others in their field.

Randy will continue to hammer out a Finance Council charter. The recent archbishop's visit emphasized that we need to accomplish this.

The School is still looking for a 2nd grade teacher and Technology Coordinator. The position of Technology Coordinator is more difficult to fill than an elementary teacher position.

The proposed Tuition Assistance policy archdiocesan STO program, but does allow for parish aid to be supplied in extenuating circumstances. Joel moved for its acceptance and John seconded. Unanimously carried.

Permission was given to pay the \$3,285 for the Johnson Control upgrade. **Rick will handle the upgrade.** In the future an effort should be made to find one common system to manage the HVAC for the parish complex instead of having Johnson Control for the west section and Siemens for the east section of the complex.

Permission was given to replace parish computer servers given the fact that the current voice mail system is 10 years old and failing and the other server for the church management system will no longer be supported after this year. Cost should not exceed \$4,000. **Randy will take care of getting the server upgrade project done.**

The projects listed as using the 80% of the deferred gifts received in FY08 may be altered as needs change. The money added to a budget will match the actual cost of the project.

Tuition assistance for some RE families was approved. Still approximately \$8K of 07-08 school tuition due and \$1,200 preschool tuition due.

Gala in 2009 is scheduled for February 7 with the same auctioneer as this year at the Gateway Center.

Development Commission is alive and working.

- They will be analyzing pledges and contributions as the original five year campaign pledges end in December 2008. We may be looking at an appeal to make up the difference between anticipated pledges and outstanding loan amount.
- The parish should be looking at a planned giving guide similar to what the archdiocese recently mailed out.
- The commission organization chart is in the narthex and will be continually updated.
- Cornfest will be handled by John Feyerer with help from the Parish Council members.
- They are looking at a parish wide outreach especially in view of recent tragedies within Iowa.

The Finance Commission supports the hiring of a Development Director for the parish.

Next meeting will hopefully be a short one to review the last fiscal year and be held at Brewer's.

Meeting adjourned at 8:25pm.

Submitted by Randy Dalhoff