

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: July 8, 2008

Location: Brewers

Members Present: John Nelson, John Feyerer, Father Nienhaus, Rick Hoenig, Tom Budnik, Mark Imerman, Char Van Kerckvoorde and Randy Dalhoff (chairperson)

Meeting started at 7:00pm

Coffee Shop proposal was added to the agenda.

John will email out more information about the finalized FY09 budget. It had not been altered since being approved by the Finance committee. It was subsequently approved by the Parish Council. No real issues and Hauser's concerns were addressed satisfactorily. One issue in the budget is the salary of the Development Director. The currently unfilled position is currently not fully funded in the budget.

FY08 books are not finalized yet, but the year will end up as good year financially. When books are closed there should be a \$100+K overall surplus.

There is still some bequeath money not allocated. Others are encouraged to make proposals. For example, Hauser can propose an amount for a program speaker.

In facilities, the A/C installation in the computer server room is finished and working well. The parish will need a proxy to proceed with the purchase of a replacement PA system in the Education Center. Rick will handle getting speakers installed in the narthex. The ProCleaning contract has been cancelled and a full time custodian has been hired to work in the Education Center area.

Low bid for roofing the Social Hall area is \$35,500. **Motion was made by Rick to proceed with the roofing project using low bid from Central States Roofing. John seconded and motion carried unanimously.**

The Coffee Shop proposal was handed out in paper form and discussed. The proposal does not mention what the money would be used for. John Feyerer told the group that these are some of the items to be considered for purchase:

Pergo flooring installed in the south end of the Social Hall up to the moveable wall	
coffee machine	stationary bar
electrical circuits to bar and coffee machine	tables and chairs
plumbing to bring water to the coffee machine	plasma TV
special lighting for the area	wireless Internet access

It was suggested that extra outlets be installed nearby for laptop computer use. Also if the drain pipes from the restrooms are under the floor near the bar area that a "wet bar" be installed.

It appears that the proposed Coffee Shop will not be a financial burden on the parish's finances. **A motion was made by John that the Coffee Shop proposal receives the committee's recommendation. Seconded by Mark and carried unanimously. Randy said he would scan the proposal and send to others.** It is attached to this message.

Meeting adjourned at 7:55pm.

Submitted by Randy Dalhoff