

## **Saint Cecilia Parish Finance and Administration Commission regular monthly minutes**

Date: October 14, 2008

Location: Conference Room

Members Present: John Nelson, Rick Hoenig, Char Van Kerckvoorde, Jerry Greving, Tim Simodynes, Cheryl Carlile and Randy Dalhoff (chairperson)

Meeting started at 7:05pm

Facilities report was added to the New Business agenda.

In the previous month's minutes the FY08 school surplus was listed as \$50K. It should be \$60K

There have been no applications for the Development Director's position as of the close of the application period on October 10.

The school is using the services of Angie Kuta as a paid, part time school counselor. School is also looking for a volunteer to do marketing and publicity; possibly sharing this volunteer with the church area.

The Stewardship Report of the previous year will be inserted in the bulletins for the weekend of October 18/19. There will also be an after communion short presentation given to inform the parishioners of the report and highlights about the parish's stewardship activities.

Bids are in for the playground fencing with one old bid needing to be updated. Once all bids are complete, lowest bidder will be selected. Archdiocesan proxy will be obtained and job let.

Ninety yards of mulch have been applied to the playground. Almost all of the playground equipment area is done, but still more mulch is needed and will be added yet this Fall.

Three school lunch room tables have been replaced with new ones. Fourth one is in the works to be done shortly. Saved \$6K over budgeted amount. Remaining old tables will need to be replaced in the near future.

Link hallway security door bids have been received. Consensus was given to go with the lowest bid. Archdiocesan proxy will be obtained and job let.

The PA system for the school is installed. Outside bell still needs some action to get working. Some hallway clocks still need attention.

Facilities Committee will do a five year maintenance financial plan for parish facilities. This will entail discussion about the church worship space that will require maintenance. Considerations for building a new sanctuary space will be taken into account, but if no building project is started soon, maintenance will be required.

LPI bulletin contract has been renewed.

Beginning January 2009, contribution envelopes titled "Building for the Future" will be retitled "Building Improvement Fund" since the last building campaign ends December 2008. An effort will be made to mail envelopes to everyone beginning January.

The parish internal audit will happen in the near future.

Meeting adjourned at 8:05pm.

Submitted by Randy Dalhoff