

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

Date: November 11, 2008

Location: Conference Room

Members Present: John Nelson, Char Van Kerckvoorde, Jerry Greving, Tim Simodynes, Joel Thilges, Dorothy Sally and Randy Dalhoff (chairperson)

Meeting started at 7:05pm

Jerry discussed and explained details in the General Parish operations and financial reports.

### **Jerry will ask the school for a tuition income report so the Finance Commission is aware of any tuition collection problems.**

The archdiocesan proxies to proceed with the playground fencing and link hallway security doors projects were received. The playground fence is installed. Link doors will be installed in the near future. The Facilities Committee is continuing to look at future and necessary immediate maintenance of the parish facilities.

Tim discussed the BOE draft report. A marketing committee is formed. There will be a bulletin insert this coming weekend concerning STO (Student Tuition Organization). 34 of 178 Saint Cecilia students benefited from STO grants last year. The BOE is still looking for Fund-A-Need ideas. Fund-A-Need may encompass more parish wide needs.

Dorothy reported that the Personnel Committee now includes two more members: Mary Jo Talkington and Kathy Burns. Both women have strong HR backgrounds from their careers.

The Personnel Committee has been involved in recent job postings and hirings. The committee is starting a review of administrative procedures looking for efficiencies. PTO vs. vacation/sick-leave issues are still being examined in an effort to convert all staff to a vacation/sick-leave program. As a result the employee policy handbook will be revised. The committee is also looking at developing formal performance reviews.

The Development Director hiring is on hold for a while after the recent failed search. Current economic conditions do not look good for hiring now.

The "Building For the Future" campaign ends on December 31. Campaign fund contributors making payments though ACH have been sent letters notifying them their ACH withdrawals will be discontinued upon completion of their pledge commitment. Options for continuing contributions to the Building Improvement Fund were also addressed. Individual letters will be sent to all registered parishioners updating them on the status of their pledge balance in December. The letter will thank parishioners for their generosity as well as address the anticipated building campaign shortfall. Options to retire the building debt will also be discussed.

An ACS product named LiveStor will be employed to better backup critical parish data. A regular routine of copying data to an off-site location will be started to provide better business continuity and disaster recovery of such data.

Meeting adjourned at 8:10pm.

Submitted by Randy Dalhoff