

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

Date: December 9, 2008

Location: Conference Room

Members Present: Char Van Kerckvoorde, Jerry Greving, Tim Simodynes, Father Nienhaus, Cheryl Carlile and Randy Dalhoff (chairperson)

Meeting started at 7:05pm

A Chrysler van was recently donated to the parish. It will be used by the parish for one year than sale of it will be evaluated.

The work of converting from a PTO paid leave to Sick, Vacation and Personal Day (SVP) paid leave is still in progress. All new employees are already under the SVP plan. Eventually all existing staff will be converted to the plan.

The school administrators are monitoring school tuition and any delinquent payments have been addressed promptly

The Finance Commission is recommending that Church Endowment funds be used to retire the remaining debt after the end of the year. Evaluation of TAXA implications of when to pay off the loan will be done. Using Church Endowment funds will need Parish Council approval.

Parish contributions are still reasonably healthy. The Christmas collection and contributions the first couple months of 2009 will be of particular concern.

Budgeting process will begin in 2009. Will have to look at a budget that almost certainly will be smaller than this year.

Meeting adjourned at 7:45pm.

Submitted by Randy Dalhoff

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

Date: January 13, 2009

Location: Conference Room

Members Present: Char Van Kerckvoorde, Jerry Greving, Father Nienhaus, Cheryl Carlile, John Nelson, Joel Thilges and Randy Dalhoff (chairperson)

Meeting started at 7:00pm.

Bequeaths/Memorials of about \$24K have been collected to date. Will be distributed at the end of the fiscal year.

Church and Education Endowments have lost value due to stock market problems. Not unexpected in view of the current economy.

The Finance Commission is behind the effort of the Planned Giving committee to educate and provide ideas to the parishioners concerning long term giving, such as remembering Saint Cecilia Parish in a will.

**A motion was made by John to transfer funds from the Church Endowment Fund to retire the existing Phase 1 debt with the intent to replenish the Church Endowment Fund in the future. Joel seconded. The motion carried unanimously. This will need Parish Council approval to amend the Church Endowment Fund Policy to provide such funds.**

Budget for next fiscal year will begin with **Jerry providing budget worksheets to the various commissions and groups by the end of January.** The budgeting process will revolve as much as possible around the commission structure with commission chairs providing the budget figures.

**By the end of February John is expecting draft budgets from each commission and/or group.**

Commission chairs or their designees will be contacted in regard to the budget process.

Budgeting preliminary contact names as we have them now:

Worship and Spiritual Growth – Bob Hauser with Cheryl Carlile

Family and Community Life – Rick and Janet Brimeyer

Local and Global Service and Outreach – John Sankovitch or Tom and Janet Sampson

Finance and Administration (covers Church and Facilities) – Jerry Greving, Rick Hoenig

Community Development and Communication – Frank Oppold

Catholic School Ministry - Mark Hansen and Rick Hoenig (BOE Finance group)

Religious Education and Sacramental Prep [includes RCIA, RE and YM]– Mark Hansen and Rick Hoenig (BOE Finance group)

**The Finance Commission wants the Development Director position to be advertised again. This will be pursued by the Personnel Committee.**

Meeting adjourned at 8:30 pm.

Submitted by Randy Dalhoff