

Saint Cecilia Parish Finance and Administration Commission Regular monthly minutes

Date: 03/10/09

Location: Conference Room

Members Present: Char Van Kerckvoorde, Jerry Greving, Dorothy Sally, John Nelson, Rick Hoenig, Tim Simodynes and Joel Thilges (Acting Chairperson)

Members Absent: Father Nienhaus, Randy Dalhoff, Mark Imerman, David Suntken, Noel Hindt, Cheryl Carlile, Tom Budnik

Agenda Additions:

None

Jerry reported that the overall operations and donations are on budget, however, past 2 months have reflected slight trend downward. Considering economic conditions, our numbers up to mid year have been favorable with the exception of endowment funds. The downturn in the economy is projected to result in reduced revenues. We must continue with cost containment. We will watch the effects of this closely as we complete next years budgeting.

Char reported on the Gala, some issues still need to be resolved which, Char, Carol Nelson and the Gala Co-Chairs will meet to resolve. **Preliminary numbers** indicate that gross revenue was \$217,000 with a net profit of around \$168,000. After Fund-A-Need of roughly \$32,000, leaves a balance of \$136,000 of which 10% or \$13,600 would be at the discretion of the BOE for the 09-10 school year and \$122,400 would be placed in the Educational Endowment. \$75,000 has been transferred to the endowment.

Rick Hoenig reported on facilities:

- Roof Project was being planned for the old rectory area, garage and preschool roof.
- We have issues with the church sidewalk and parking lot issues with heaving/sinking that will need to be addressed.
- The condition of the Church structure continues to deteriorate. The facilities committee has identified major projected defects that may need attention in the next 5 years and estimated the cost of repairs.
- As referenced in last month's minutes, we will be receiving a large portion of donated carpet; we will just have to pay for installation.
- Also address other issues i.e. education center tables, carpet, marker boards. Key card/swipe card for front door.

Tim Simodynes reported that the Board of Education has committed to 2 sections of kindergarten this year. They have set the tuition for next year and have added a 6th level of tuition for those with Gross income over \$120,000. For the 09-10 they will begin using the music room as a class room and half of the A/Y room for music. Application for STO (Tuition Assistance) is due March 15th for the upcoming school year.

Jerry reported that the budgets continue to be assembled and that a preliminary numbers were prepared and a refined balanced budget will be ready in 2 weeks for the committee to review and comment. Target is to have completed budget by next months meeting. One focus has been streamlining of support staff duties.

Dorothy Sally reported regarding that they are reviewing the PTO – Vacation/ Sick time policy. Regarding a development director position – she had spoken with the Arch Diocese Development director and thought it would be advantages to have him visit with a group of individuals from the Development, finance commission and Parish Council about the various rolls that a development director position would entail.

Meeting Adjourned at 8:07 P.M.

Submitted by Joel A. Thilges