

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: June 9, 2009

Location: Conference Room

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

Meeting started at 7:02pm.

Agenda additions:
(none)

Carpet laying went well in the parish offices. Next up are the classrooms with old carpet with the carpet install beginning June 15th. After those are done, the link offices and eventually the Education Center offices will be done.

Randy will take care of publishing the Tuition Assistance Policy on the parish web site. This is the policy approved on June 2008. Tim will work with Diana Thatcher on getting information out to school parents about the ability to request tuition assistance not only from STO, but also from the parish under policy conditions.

School teacher hiring went well. There were many good applications.

Rick and Facilities Committee will investigate making a larger handicap wheelchair area in the worship space. The current area on the east side is not large enough to accommodate all needing to use the space.

The final budget used from the SEE Report will be published soon. Commission was negligent in not getting that officially posted. **Randy will get it published on the web site.**

The parish budget looks like it will end the year with a surplus. All areas took serious the economic conditions and aptly adjusted spending.

The parish 14 year old phone system had a recent failure and is only partially functioning. A replacement system is being sought. **Randy and Jerry will be sending out an RFP soon.**

The recent parish server (accommodates web site, church management system, login authentication, email system, DHCP/DNS network addressing, etc.) had a failed disk on May 29th. Though the disk system is mirrored, the failed disk succeeded in corrupting the good mirrored disk. The server was up in a marginal state the following week and finally fully repaired over the June 4th weekend.

The hiring of the parish secretary is in its final stage with good applications.

The advertising of the Development Director is on hold as per instructions from Father Secora. He will evaluate the position upon his arrival.

The July Finance and Administration meeting is cancelled. We have members not able to make it and this will be the day of pastor exchanges in the archdiocese.

Meeting adjourned at 8:20 pm.

Submitted by Randy Dalhoff

Date: June 2009 Parish Council

Business Office Report Submitted to PARISH COUNCIL

Activities for May 2009:

Included in this packet is the May, 2009 financial report. The checking accounts, D&L savings accounts were reconciled. The parish income and expenses reflected net income of \$184,493 for the first 11 months of the fiscal year. Cyclical fluctuations and cost containments are the major contributing factors for the positive variance. We still anticipate a favorable variance at year end.

- The Education endowment for the month of April and May had a gain of \$54,634 as per the fund manager. The Church endowment fund for April and May had a gain of \$108,414 plus the parish transferred \$30,000 from the Building Improvement Fund into the Church Endowment Fund to replenish funds used to pay off the Building Project Phase 1 loan.
- During the week of May 26th, the carpet in the Parish offices and the AY Rooms were replaced and Parish offices painted. Thanks to our dedicated staff and to generous and professional volunteers for assisting with the many projects undertaken in May and June.
- The parish telephone system, which was purchased in 1994, incurred a major malfunction. Per Midland Communications, maintenance service provider, components wore out and replacement parts are no longer manufactured. Randy Dalhoff is coordinating the preparation of a RFP for acquiring a new telephone system.

Activities for June, 2009:

- Carpeting projects continue. Week of June 15th. Class rooms; week of June 22nd, education offices; and week of June 29th, remainder of offices to include link hallway offices.
- Parish and education programs continue to grow due to successful programming resulting in increased demands for classrooms, meeting spaces etc. The facilities committee concluded the need for space will only increase; accordingly, options are being evaluated to address space needs.
- In addition to carpeting projects, custodians are proceeding with Church carpet cleaning, stripping and waxing floors, plus routine upkeep required to maintain facilities.
- Kathy Best has been hired to supplement our staff as Joan Jones phases into retirement. Welcome Kathy and thank Joan for many years of dedicated service.

Respectfully submitted,

Jerry Greving
Business Mgr.

*Parish members may obtain a copy of the financial reports submitted with this report at the Parish Office.