

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: November 10, 2009

Location: Conference Room

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

Meeting started at 7:13pm.

Agenda additions:

Garage remodel project and financing

Evelyn Webb bequeath

Religious Goods web store

Deacon compensation

Education Endowment investment guidelines

Jerry handed out, to those that did not have a set, the archdiocesan handbook and DVD explaining the new Pastoral Council structure with commissions and committees.

As per Jerry's written report, negative balance restricted accounts are still being attended to. Of particular interest are the NCYC and Appalachia accounts. Cookbooks is a known issue.

Working on Goals and Objectives was tabled.

The drawings and budget for the remodeling of the garage, kitchen, dining, laundry cubical, St. Francis Room and living room (St. Clare Room) areas in the old rectory into meeting rooms is still in the works. Probable cost is very roughly estimated to be just under \$150K. The Finance Commission is behind the project, but wants the detailed costs and drawings of work. Father proposed changes to the parish letter and bulletin insert that will be passed onto the SEE Communications committee. This remodeling project is part of the current SEE Committee's work.

Parish received \$937 from the Microsoft-Iowa Class Action Settlement.

The Evelyn Webb bequeath is anticipated to be around \$50K. The archdiocese has been informed of the bequeath which may arrive in six to twelve months.

Due diligence is being done in seeing if the parish should sign up with the Religious Supply Center Inc. a Catholic based web store. If a suitable agreement is struck between the parish and Religious Supply, a link on the parish web site will point to a Religious Supply web site. The Religious Supply web site will be branded with the parish name. Sales and shipping will be between buyers and Religious Supply with the parish getting a 10% credit of sales for future parish purchases.

A deacons' compensation guideline, closely modeling the priests' compensation guideline, was proposed. Coverage is for mileage, professional material, workshops, and personal retreats. The Finance Commission agreed that the compensations were suitable. The archdiocese will be contacted to make sure there is no known reason for not doing this.

The current investment guidelines for the Education Endowment Fund were deemed to be okay as is.

The Board of Education has been wondering if they need to do more to monitor the working budgets of the programs they oversee. It was noted that a subcommittee of the Finance & Administration Commission goes through all the budgets in detail each month, which should suffice. A member of BOE may contact Jerry or Cheryl for assistance with preparing a one-time, simple mid-year summary in January. Cheryl will work with the BOE to help improve their understanding of the summary report.

Randy will send out the Tuition Assistance Policy to help guide the request for tuition assistance from a non-Catholic family. The tuition assistance policy was intended to only cover registered parish members.

Meeting adjourned at 8:55 pm.

Submitted by Randy Dalhoff