

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

Date: May 11, 2010

Location: Conference Room

Members Present: Jerry Greving, Father Jim, Rick Hoenig, John Nelson, Cheryl Carlile, John Nelson, Char Van Kerckvoorde, and Randy Dalhoff (chairperson)

Also present: Nate Pelzer, Mark Hansen, Scott Sanders and Joe Heffernan

Meeting started at 7:00pm.

Scott and Joe gave a presentation covering the Educational Endowment fund managed by the First American Wealth Management Group. One finding is that the investment policy needs to be updated with correct parish group names and measuring indices. **John, Randy and Jerry will work on updating the policy with help from Scott and Joe.** Henceforth, the Finance Commission will have a semiannual presentation given by First American.

Father Jim learned that he will continue to be a mentor to seminarians. The two bedroom rectory was not designed to house the Pastor, a seminarian, plus guests. **The Facilities Committee will evaluate alternative designs to convert some of the unfinished basement area into living/sleeping areas.**

**The Facilities Committee and Finance Commission request approval from the Parish Council to proceed with the rest of the Expansion Space Remodel, specifically remodeling the garage area into meeting rooms.** There is the expectation that appeals will still be made to raise the \$50K still needed to fully fund the project.

Facilities Committee is investigating ways to bring the entire parish complex under one HVAC control system. Currently there are two separate control systems from different vendors – one for Education Center and one for Church/Social Hall/Offices.

The parish has received an initial distribution from the Webb estate of \$61K. This bequeath will be allocated under the bequeath policy at the end of the fiscal year.

The SEE report will be brought to the June Finance meeting for perusal.

**The St. Cecilia Enrichment Activities Fund Grant Policy is accepted as presented.** John will carry it foreword to the Gala group for implementation.

**The Finance Council Charter is accepted as presented and will be carried forth to the Parish Council for acceptance and signatures before being sent to the archdiocese.**

The meeting entered executive session at 8:21pm and exited at 9:17pm.

**Mark and Cheryl will work on developing a statement that will clarify shared responsibilities and individual responsibilities among school administration, Catholic School Board, Faith Formation Commission, Finance Council and church administration based on archdiocesan and parish policies.**

Meeting adjourned at 9:20 pm.

Submitted by Randy Dalhoff