

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: August 17, 2010

Location: Conference Room, St. Cecilia School Library

Members Present: Father Jim Secora, Randy Dalhoff (Chair), John Nelson (Vice Chair), Cheryl Carlile (Recording Secretary), Mark Hanson, Dick O'Neil, Jerry Greving (staff), Char Van Kerckvoorde (staff)

Meeting started at 7:00pm with a Prayer.

There was no July meeting due to the many projected absences foreseen at the June meeting. The August meeting normally would have been held on August 10th, but Father was not available then; thus, the August meeting was moved to August 17th.

Financial Management

- There will no longer be a separate financial management meeting prior to the Parish Finance Council meeting – instead, these discussions will be as a part of the regular meeting
- Jerry Greving presented the financial reports.
 - July receipts were lower than previous year – not significant - may be due to lower attendance in summer, lost a/c, etc.
 - Tuition collected in advance is significantly higher than last year for reasons unknown
- Air Conditioning in Church working again.
- The remodel of the rectory basement into a bedroom and bathroom proxy for \$26K was approved by the archdiocese.
- The Bequest of Webb estate initial distribution was \$61,763 of which approx.(~) \$30K will be used for the rectory remodel, ~\$20K will be used on the Garage/Meeting room space projects with the remainder allocated to School and Religious Ed as required. Final distribution of the Webb Bequest is expected in a few months.
- The Building improvement fund brings in approx \$6-7K per mo. And that goes into the endowment to replenish the amount borrowed to pay off the loan (\$16k).
- Bldg Project was approved at \$175K approved by Archdiocese. The latest estimate to complete is approximately \$160K
- Kathy Best has requested a reduction in her hours worked in the office. Some discussion ensued as to the need for more FTE but no decision was reached nor action taken.

Review of Action items in previous minutes

- Investment policy needs to be updated with correct parish group names and measuring indices, i.e. benchmarks will be non-specific and relative to current industry standards. **John, Randy and Jerry will work on the update.**
- The shared responsibility document that Cheryl and Mark are working on is in a draft stage. Cheryl is to complete her review of the segregation of duties among school administration, Catholic School Board, Faith Formation Commission, Finance Council and church administration based on archdiocesan and parish policies. It will be passed by Father and then to the Finance Council in September before being disseminated more broadly. **Cheryl is to complete this in August for presentation to the Parish Finance Council in September.**

New Business

- Parish Employee handbook for benefits not consistent with Archdiocese Schools which suggests the use of separate handbooks for School Educators, Religious Educators, and Parish Staff.
- St. Cecilia has one Parish handbook for all employees and will continue its use with the addition of a disclaimer to be placed in the front of that book stating that contracts take precedence over the handbook in case of discrepancies.
- Father Jim brought up the Parish need for a disaster relief and action plan
- Father Jim expressed the need for a Pastoral Associate, highlighting the following service:

- Parish ministry
- Develop and implement a disaster recovery and action plan - during last week's flooding in Ames, it became critically apparent our need of a parish coordinator to work with the Red Cross and the victims of the flood who were housed at the church
- An assessment of needs and volunteers needed - data collected in the prior weekend masses was compiled into a reference document for use in matching volunteers to needs as presented to the parish office and various committees.
- There was continued discussion of the old worship space in Jewell and the Good Shepherd fund as a sustainable source of funds for that space. The Facilities Planning Committee needs to take a long term look at the sustainability of the structure.
- Father Jim proposed and council approved, effective immediately, a change to the marriage fees -
 - Prior to our meeting, the fees were as follows: registered parishioners, contributing and out of parish were charged \$400, \$500 or \$600 respectively
 - **Effective immediately, marriage fees will be \$500 for registered parishioners and \$750 for out of parish**
- **It was recommended that a listing of all Parish fees should be created and made available in the parish office.**
- Parish Finance Council subcommittee structure and policy compliance need to be discussed. **Randy to review for the next meeting.**

Announcements

- We are still in need of Gala Chairs. It is hoped that mention can be made and a sign-up sheet can be placed at the school Parent Meeting to be held Monday night, August 23.

Closing Prayer

Meeting adjourned at 8:35 pm.

Submitted by Cheryl Carlile