

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

Date: November 9, 2010

Location: Conference Room

Members Present:, John Nelson, Father Jim, Rick Hoenig, Richard O'Neil, and Randy Dalhoff (chairperson)

Also present: Jerry Greving, Steve Heideman, Char Van Kerckvoorde and Brant Snakenberg

Meeting started at 7:01pm.

Agenda additions:

Parish website proposals

It was affirmed that the TAXA amount attributed to the Church Endowment fund held outside the archdiocesan savings could be paid from the Church Endowment as per the endowment policy.

There will be another appeal made with a bulletin insert for the remaining \$40K to complete funding of the meeting rooms and storage shed remodeling project. The bulletin insert will tell of the upcoming blessing of the rooms and storage shed on November 21.

The Mass count for October 2010 was almost the same as the count in 2009.

From the Jewell facility review meeting with some Saint Cecilia parishioners from Jewell, the idea is to keep the facility functional for as long as parishioners are being served there. Next year \$20K to \$25K will be needed to fix the building's windows and parking area.

The Gala committee is meeting and planning for the next Gala event. An upcoming fundraising party is in the works to generate some startup money and gift donations. An attempt will be made to make the Gala raffle more widespread in hopes of generating more ticket sales. For the Greatest Needs part of the event the top needs of the Principal, Director of Faith Formation and Coordinator of Youth Ministry should be solicited.

Submitted Tuition Assistance requests were approved for School and Religious Education families.

Randy will further evaluate the parish website "make-over" proposals. Looks like it could be done for less than \$2,000.

The rest of the granted STO funds for the parish will arrive after January.

The checking account held in Jewell for the Jewell parish property is to be viewed as a petty cash account with just enough money in it to accomplish local payments in a timely manner. **Overseers of the account should have duplicate statements sent to the parish office.**

John is still working on the endowment investment policies in this difficult to predict economic climate.

\$71K was budgeted for TAXA this fiscal year, but the actual charge was only \$67K. TAXA is the name given to the process of how the archdiocese collects its operational funds from the parishes. It is based on parish income. TAXA assessment for 2010-2011 is \$59,260.

Jerry has started budget planning with the parish areas. **The Finance Council is expecting budget drafts for its February meeting.**

1600 parish census mailings were mailed. So far 250 have been returned.

Randy is investigating an on-line problem reporting ticket system that could be used within the parish to record facility, computing, etc. needs/problems that then can be solved by others.

Meeting adjourned at 8:45 pm.

Submitted by Randy Dalhoff

ST. CECILIA'S WEBSITE DEVELOPMENT: (submitted by Randy Dalhoff on 11/18/2010 via e-mail)

I propose that we go with CyberShock. The three proposals I received were all going to do the same work, but CyberShock was the least expensive. It is two young men from Gilbert (one a parishioner) who have done some other sites and are the lowest cost at \$1,620 (give or take a bit on how many pages we actually generate on the site). The other proposals were from SalTech (only gave verbal \$2,000 and could be more depending upon complexity) and Global Outreach (\$2,995 plus \$50/month for required off-site hosting).

CyberShock site: <http://cybershock.co/>

They have quite a few sites in their portfolio <http://cybershock.co/portfolio.htm>

Their proposed first shot at a new Saint Cecilia Parish front page and look.

<http://cybershockllc.com/stcecilia>

Randy