

Saint Cecilia Parish Finance Council regular monthly minutes

Date: December 14, 2010

Location: Conference Room, St. Cecilia School Library

Members Present: Randy Dalhoff (Chair), John Nelson (Vice Chair), Cheryl Carlile (Recording Secretary), Rick Hoenig

Also present: Jerry Greving, Brandt Snakenberg, Steve Heideman

Meeting started at 7:05pm.

The meeting opened with a prayer.

One item was added to the agenda

- an application for Tuition \$ was submitted, it will be discussed at a later date, after more information is obtained from the applicant.

Questions/Clarifications concerning reports:

- Monthly Finance Summary reports – Jerry pointed out that the \$25K Bequeath appropriation was made.
- Bequeath appropriation were to be made from restricted to the general fund to cover rectory upgrade. (Note actual computation of transferred amount allocated for rectory remodel was \$29,410.79.) The 25K was in the ballpark.

Review of Action items in previous minutes

- Shared responsibility work to be done by C. Carlile, still in process
- Jerry is monitoring Jewel bank statements and reconciliations
- Website update – Parish Council (PC) is ready to act but would like to discuss with Randy before moving forward. Randy will send a request by email to PC for questions and concerns

Old Business

- American Martyrs Retreat House request (hold until FFC reports) – FFC has not yet discussed
- Endowment fund policy updates -Nelson & Dalhoff
 - The updates will be presented in January. Allocation of funds by asset investment types are anticipated to remain “as is”. There will be some minor change in benchmarks due to changes in benchmark entities.
 - The difference in the two documents is relative to the different types of investments that the endowments are in.
- FY11-12 budget
 - progress is on-going
 - Jerry stated that meetings have been held with Religious Ed and School Board.
 - First Draft is expected in February.

New Business

- Recommended close out of Garage/Meeting room project in January
 - Jerry reported that the building fund is at \$26k, so he should be able to close out the garage project in January and a note of thanks will be expressed to contributors as a bulletin building project update anticipated to be published in early January.

- Facilities Committee recommends approval to purchase updated Siemens system for Ed Center.

Saint Cecilia Parish Finance Council regular monthly minutes

Date: December 14, 2010

- Rick Hoenig presented the new heating and cooling contract, it was discussed and approved.
- The current system hasn't been upgraded since it was installed 15 years ago.
- The plan is to replace two controllers with one central controller.
- The work is anticipated to be completed during the March Spring break.
- Approximate amounts of payout are:
 - \$8,600 annual contract - for training, software updates, maintenance and trouble shooting
 - New system is \$31,736 initial payment in 2011 with \$10k each year for the next two years.
- Review Space Analysis and recommended Facilities allocations of Costs
 - Jerry presented an analysis of space and proposed allocation of costs to be used for prorating costs for utilities, maintenance, janitorial services etc. Jerry will provide a financial impact projection for the respective cost center budgets.
- Long term planning vision committee to be called by Jerry and John upon Father's approval.

Announcements - none

Closing Prayer

Meeting adjourned at 8:30 pm.

Submitted by Cheryl Carlile

Saint Cecilia Parish Finance Council regular monthly minutes

Date: January 11, 2011

Location: Conference Room, St. Cecilia School Library

Members Present: Father James Secora, Randy Dalhoff (Chair), John Nelson (Vice Chair), Cheryl Carlile (Recording Secretary), Rick Hoenig, Dick O'Neil

Also present: Jerry Greving, Char Van Kerckvoorde

Meeting started at 7:00pm.

The meeting opened with a prayer.

Additions to the agenda

- Discussion of getting a water softener at the Rectory
- Discussion of Archdiocesan Attendance figures

Review of Action items in previous minutes

- Shared responsibility work to be done by C. Carlile, still in process
- Website update – Pastoral Council members were contacted via email, hearing no objections, the website update contract was signed and the first meeting with CyberShock will be on January 13th.
- Undistributed Gala enrichment funds to be transferred to a restricted school account.

Old Business

- American Martyrs Retreat House request (hold until FFC reports) – FFC has not yet discussed
- Endowment fund policy updates were presented and approved.
- Jerry presented Space Analysis Facilities Allocation Impact Analysis 12 16 10 which will be evaluated more closely during the Budget discussions
- FY11-12 budget progress is on-going with first draft still expected for the February FC meeting.

New Business

- 401K contribution match to continue on as in the past, no change
- Tuition Assistance request for school family approved
- Notification from the Archdiocese that full funding was received for the STO
- Gala Update – “Fund a Need” items were discussed
- Rectory water softener – referred to Facilities Committee via Rick Hoenig – for a reasonable solution
- Father presented the Archdiocese report on the mass counts

Announcements - none

Meeting adjourned at 8:40 pm.

Submitted by Cheryl Carlile