

St. Cecilia Parish – Finance Council Meeting Minutes for Tuesday, January 8, 2013

In Attendance:

Joel Thilges -- Chairperson

Mark Hanson

Father Jim Secora

Janet Kazwell - Secretary

Char Van Kerckvoorde – Parish Business Mgr

Johna Clancy

Steve Heideman – Faith Formation Council Rep

Meeting called to order at 7:00 pm

Monthly Archdiocesan prayer was lead by Father Jim Secora

Minutes reviewed and approved for December meeting.

Old Business:

- a. Make up of Finance Council for 2012-13. Still looking for at least one member. There is an interested parishioner who would like to serve, but is available for only an eighteen month term. Joel will contact him.

New Business:

- a. Budget

1. There was a discussion on how to handle budget overages for the current year.
2. Facilities committee submitted a list of priorities. Those listed as Priority 1 will be included in the 2013-2014 Budget. These projects need to be completed irrespective of the results of the LRV project. It is a possibility those projects can be funded through capital reserves.
3. Budget Submission Calendar for 2013-2014  
MAR 1st - All budget information submitted to business office to be tabulated and presented to Finance.  
MAR 12th - Each dept head will present budget to finance in March. Budgets presented to Finance for first round of approval. If changes are necessary, will be submitted again in April. If approved by all, PC will approve in April.  
May is the deadline to have Pastoral Council approve and pass budget.  
NOTE: This year may be a long process, as anticipated income may be lower than expected this year, and Budget requests for growing programs may be higher than this year.

- b. The Education Center and Parish Office were given a brief security review by the Ames Chief of Police who felt the Education Center to be up to date whereas the Parish Office's security needed improvement.
- c. The Finance Committee reached a consensus to send a proxy to the Archdiocese for purchase of a new heating/cooling system at the rectory. Great pricing is available in addition to rebates from the city of Ames and Alliant Energy.
- d. Stewardship Committee will be sending out time and talent surveys. Discussed if all needed to be mailed out or if some parishioners would prefer email. A consensus was reached on the Stewardship Committee's request for funding of the time and talent brochures, which would occur in this fiscal year in addition to a Volunteer Appreciation Dinner to be held in April.

Reports:

- a. Financial: Char reviewed the financials. YTD Revenue is \$38,000 below budget and \$7,000 below prior year. Char will change the format of the financial information in the bulletin to help draw attention to the trend. At the February meeting, the committee will discuss ways to promote giving including how a small

additional amount each week from each parishioner can make a difference. Also discussed making a special announcement at Mass one weekend. Staff will be asked to carefully monitor expenses.

- b. Facilities: Review of items to be completed in the next 6-9 months. Discussed how items may be funded.
- c. Long Range Vision (LRV): Facility exploration: A request to Archdiocese was sent to hire architectural firm to help with LRV/facility planning. Contract will be signed the middle of January.
- d. Planned Giving
- e. Parish Council
- f. Technology – Discussed the three companies that have been contacted for bids to outsource computer needs. Those companies are Cylosoft, Heartland Technology, and CST in Des Moines.
- g. Faith Formation has been charged by the Pastoral Council to find prayer resources for committees to use that would be updated each week.

Adjournment at 8:24 pm.