

St. Cecilia Parish – Finance Council Meeting Minutes for Tuesday, March 12, 2013

In Attendance:

Joel Thilges -- Chairperson

Mark Hanson

Father Jim Secora

Janet Kazwell - Secretary

Char Van Kerckvoorde – Parish Business Mgr

Steve Heideman – Faith Formation Council Rep

Frank Oppold – Planned Giving

Meeting called to order at 7:00 pm

Monthly Archdiocesan prayer was lead by Father Jim Secora

Minutes reviewed and approved for February meeting.

Old Business:

- a. Budgets – A balanced budget will be presented to the Pastoral Council for approval at the May meeting. An adjustment will be made to the budgets to accurately reflect the interest from the endowment balance as of 3/31/2013. Adjustments to school budget include the updated Endowment income. Adjustments to the Hot Lunch budget will include reclassification of capital items (new dishwasher \$13,000) out of operating expenses.
- b. On the weekend of April 6th -7th, Mark Hanson or Joel Thilges, along with program witnesses, will talk about the new programs such as the Stephens Ministry, quantify the growth in such programs as LifeTeen and Date Night, and discuss the need for support.
- c. Make up of Finance Council for 2012-13. Still looking for at least one member.
- d. Security upgrades to school (on Hold)

New Business:

- a. The Committee approved \$962 of STO to be funded from Greatest Need Account for one family.
- b. Workforce Development Policy – Draft – As of 4/1/2013, noncontract new employees (Church, Faith Formation, Youth Ministry Budgets) will not qualify for unemployment benefits. This does not include personnel that fall under the school or hot lunch budget. Char will review the draft policy with the Archdiocese.
- c. Request to purchase new lawn mower was approved.
- d. Education Center Boiler repair or replace decision to be made based upon recommendation from Facilities Committee who are in the process of gathering bids.
- e. Discussed capital expenditure policy. True capital expenditures will be reflected as expenditures on the budget, but increase in funds from savings will be shown as offset.

Reports:

- a. Financial: Char reviewed the financials. Shortfall in revenue will also be discussed at masses the weekend of April 6th and 7th. Departments will need to look at reductions in expenses for the remainder of the year.
- b. Planned Giving (Frank Oppold) Planned giving will look at creating a flow chart of responses to callers regarding Planned Giving. Frank discussed possible choices for givers including immediate needs, an investment endowment, or an investment with the Archdiocese. The Catholic Foundation is not part of the diocese. It offers choices for the donor on where the money would be held and type of trust in which it would be invested. Joel will provide Frank with a list of questions for the Planned Giving Committee to address.

Committee report presentations for the remainder of the agenda were postponed until next month as a result of the extensive budget discussions.

Adjournment at 9:00 pm.