

DRAFT MINUTES
ST. CECILIA FINANCE COUNCIL

February 21, 2017

1) Opening Prayer, Meeting called to order at 7:00 p.m.

Present:

Mark Moore, Finance Council Member	Tom Donner, Finance Council Member
Cheryl Carlile, Finance Council Member	Janet Brimeyer, Finance Council Member
Diana Weber, Finance Council Member	Joel Thilges, Finance Council Member
Diana Shonrock, CSB member	
Char Van Kerckvoorde, Business Manager	
Erv Rowlands, Principal	
Katie Patrizio, Director of Faith Formation	

The January minutes were approved (Joel motion, Tom second) and will be posted on the website.

2) Old Business

a) Budget – The Finance Council reiterated that it is not comfortable with a budget that is higher than the current fiscal year budget. Joel presented a chart on yearly gross revenues from 2010 to the present. Char will look at anomalies in revenue the last two years to get a better idea of what is happening. Joel also mentioned that for the last six years around 76% of revenue is in by the end of March. Currently (end of January) revenue is running \$147,000 under budget and expenses are \$107,000 under budget. Staff will be made aware of the need to keep expenses close to actual ytd spending. Finance Council will look at the numbers after February and see the response to the fundraising letter sent out in early February. The School has met the parameters outlined by the Finance Council for the next year budget; Mark will take their portion of the budget to Pastoral Council for approval so teacher contracts can go out. We discussed a fundraising campaign. Katie P. suggested we have a visual reminder of our goal and how we are progressing toward it. We discussed different ways to reach parishioners for a fundraising campaign: email, regular mail, through principal notes at the school, having online pledging etc. We appreciate Katie and Erv's perspective on the budget situation and fundraising efforts.

3) New Business

- a) Ministry Endowment Policy Review – will look to see if “Finance Committee” should be changed to “Finance Council” in the document.
- b) Strategic plan – We looked at the objectives, strategies and initiatives and know we are to review with Pastoral Council in June to see our progress. We had discussion about our 2nd initiative and will reword it to say: “Develop a (5 year plan) to enhance and maintain existing facilities.” Mark will present to Pastoral Council.
- c) Other New Business – Discussion was held about a staff leave situation.

Reports

- a) Financial (Char Van Kerckvoorde) – discussed above
- b) Facilities – no report
- c) Pastoral Council – no report
- d) Planned Giving – no
- e) Technology – no report
- f) Faith Formation – no additional report
- g) Catholic School – no additional report

4) Closing Prayer. The meeting adjourned at 8:47 p.m.

5) The next meeting is Tuesday, March 21, 2017.

Minutes submitted by Janet Brimeyer, Secretary.