

Finance Council

St. Cecilia Parish - Finance Council Meeting Minutes for Tues. Jan. 20, 2015

In Attendance:

Father Jim Secora

Mark Moore - Chairman

Diana Weber - Secretary

Johna Clancy - Finance Council Member

Janet Brimeyer - Finance Council Member

Char VanKerckvoorde, Bus. Manager

Tom Donner - Finance Council Member

Frank Oppold - Planned Giving

Ric Nelson - Pastoral Council Rep.

Tricia Lenz - Catholic Schools Rep.

Meeting called to order at 6:58pm.

1. Mark led the group in prayer.
2. No minutes to approve. Last official meeting was in Oct.

3. Old Business:

- b) Allocation of Klingseis Bequest allocation approved by Finance Council is as follows:

Checking/Savings - \$ 22,000

Facilities Savings Act/Legacy Fund - \$400,000

Educational Endowment - \$150,000

Church Endowment - \$400,000

These recommendations will go to Pastoral Council for approval. Discussion followed on the remaining \$108,000 that was set aside for Tithing. A separate committee has been formed to discuss St. Cecilia's Parish tithing. The council felt that further discussion needs to take place concerning the \$108,000.

c) Audit report - Members asked Char questions about the report and Char shared her responses with us. Most items have been corrected, changed, or are in the process of being corrected. Discussion did follow on one topic of counting money. Presently one team of volunteers count the money each week. It was suggested to put another team together to better our internal controls to bring us into compliance with the audit report. Diana Weber did volunteer to be trained so that she can fill in when someone is not able to fulfill their duties as a money counter. Pastoral Council will also review the Audit Report and responses.

d) International Travel of Youth - A nonprofit organization was formed by the Aitchison's and are in the process of getting a 501c3 status to handle the Nicaragua International Trip. Because this trip will not be sponsored by St. Cecilia's, no marketing or notices about this trip can be published on our website or bulletin or any other location at St. Cecilia's. Char and Ric are looking into the topic of fundraising.

In further action, the Finance Council did unanimously approve adopting the International Trip Policy from St. Thomas Aquinas. Attached to the minutes is the approved International Policy for St. Cecilia.

e) Facilities Additions/Improvements meeting - On January 29 @ 7pm, Mark Hanson will be holding a meeting to talk about our facilities and set some priorities on projects for our facilities.

4. New Business:

b) Strategic Planning - Janet and Tom reported on the January 10th Strategic Planning Session that they attended. Discussion followed for the "Initiatives - Finance". These are the 4 initiatives that were laid out at this meeting.

1. Ensure viable financial resources for lifelong faith formation
2. Become a tithing parish by increasing 1% per year (goal = 10%)**
3. Develop a (5-year) plan to enhance or replace the existing facilities.
4. Refine the budgeting process to improve communication between Pastoral Council, Finance Committee and staff to provide more financial direction.

***Definition/education of "tithing" required

The Finance Council all agreed that these were good initiatives for us to work with.

c) Parish Budget Process - Char handed out the Schedule of Budgeting process for 2015-2016 DEADLINES. She also requested 3-4 volunteers to help her with the budgeting process. It is recommended the Finance Council prepare the budget and the business manager be available as a resource.

d) Other New Business - Father had a meeting with Dawn Aitchison about forming a Sister Parish in Nicaragua. Father read a letter from the Archbishop of Nicaragua assuring St. Cecilia's that electronic transfer of funds is possible and a paper trail of funds would also follow. These were major concerns of Father's. Discussion followed of what other responsibilities St. Cecilia's would encounter by having a Sister Parish in Nicaragua. The Finance Council did agree that the process of setting up a Sister Parish in Nicaragua could continue.

5. Reports:

b) Financial - Char - she presented the financial report and no one had any questions.

c) Facilities - Char pointed out the projects on the first page of the financial report that the facilities committee is working on.

d) Pastoral Council - Ric - no report.

e) Planned Giving - Frank - He asked what the responsibilities of the committee should be. The Finance Council felt that his committee is the marketing arm for the parish for planned giving with resources, etc. Frank has developed inserts for the bulletin.

f) Technology - IT committee is continuing to meet and work with Scott. They are very concerned about his work on our website because he did not meet the end of Dec. deadline.

g) Catholic School - Tricia reported that the tuition for 4 yr. old preschool is going up to \$1435 and 3 yr. old preschool tuition is going up to \$990. Mr. Rowlands and the School Board representatives are meeting to finalize the school budget.

6. Closing prayer - Hail Mary

Adjournment @ 8:40pm

International Travel Policy

St Cecilia Parish supports efforts by its parishioners to be the presence of God in the world. By building partnerships with parishes and communities outside the United States, we seek to learn about their faith and life informed by their experience and perspective.

All international travel by St. Cecilia parishioners, when sponsored or funded by St. Cecilia Parish, will utilize and adhere to STA International Travel Process. As a matter of policy, St. Cecilia Parish will not support or fund travel to countries where the U. S. State Department has issues a Travel Warning. Furthermore, all minors (17 years old or younger for any part of the trip) must be accompanied by a parent or legal guardian. These measures are in place to ensure the welfare and safety of all those traveling as representatives of St. Cecilia Parish.