

Saint Cecilia Parish Finance and Administration Commission regular monthly minutes

Date: September 9, 2008

Location: Conference Room

Members Present: John Nelson, Father Nienhaus, Rick Hoenig, Char Van Kerckvoorde, Jerry Greving, Tim Simodynes, Joel Thilges and Randy Dalhoff (chairperson)

Meeting started at 7:05pm

Agenda approved as is.

From the Budget Committee meeting report –

In view of school tuition income loss due to less anticipated students and payout of the last Principal's PTO in this fiscal year, it should be noted that in FY08 the school budget had a \$50K surplus that was banked in savings. That amount should be kept in mind to cover this year's budget if it comes up short.

A RE Tuition Assistance request was approved.

Final numbers for the 2008 Gala were distributed. Net income was \$193,354. As per Gala distribution policy, that amount was split \$48,050 for Fund-A-Need, \$14,530 to Greatest Needs (BOE decision where spent) and \$130,774 to the Educational Endowment. The Greatest Needs amount should be transferred into the appropriate accounts.

Information not in written BOE report - A new custodian has been hired for the Education Center area.

The Facilities Committee is continuing their assessment of facilities concerning preventive maintenance, equipment replacement, etc. The committee will develop a five year plan.

Project to provide additional fencing to enclose the playground area is proceeding. Rick is still waiting for more bids. Estate type fencing will be used to enclose the northwest area of the playground to match the look of the north side fencing. **When all bids are in Rick should proceed with the project. Funding will come from lunch table replacement savings and church savings.**

The school's new PA system should be installed on Thursday, September 11.

Audio speakers for the narthex area are to be installed on September 23.

Parking lot striping is done.

Rick will be getting bids on the adding security doors to the link hallway.

Advertisement of the Development Director position will start September 20.

Part time help in the parish office will begin shortly. This will pick up part of the work previously done by the now vacant Parish Community Life position. The full-time PCL position will likely be redefined somewhat and depend upon the needs of the new Development Director. Thus it will not be offered until after a Development Director is hired.

Dorothy is looking at potential people to expand the HR Committee. She is still working on updating the parish handbook.

Meeting adjourned at 7:50pm.

Submitted by Randy Dalhoff