

# Draft

St. Cecilia Parish – Finance Council Meeting Minutes for Tuesday, April 16, 2013

## In Attendance:

John Nelson – Temporary Chairperson

Mark Hanson

Father Jim Secora

Janet Kazwell - Secretary

Char Van Kerckvoorde – Parish Business Mgr

Johna Clancy

Ric Nelson – Parish Council Rep

Meeting called to order at 7:00 pm

Monthly Archdiocesan prayer was lead by Father Jim Secora and read by Johna Clancy

Minutes reviewed and approved for March meeting.

## Old Business:

- a. Budgets – The overall budget for 2013-2014 showed a deficit of \$77,930. A new server will be reclassified from operating expenses and approved as a capital expenditure. Capital expenditures will be paid from savings. Johna Clancy motioned to approve the budget that shows a deficit of \$71,930. It is our hope that church revenues will improve. If not, programs cuts will have to occur. Janet Kazwell seconded the motion. Motion passed. This budget will be presented to the Pastoral Council for approval at the May meeting
- b. At the masses on the weekend of April 6<sup>th</sup> -7<sup>th</sup>, Mark Hanson and John Nelson, along with program witnesses, talked about new programs and growth in all programs, and discussed the need for support. There was discussion as to whether the need for funds was made clear.
- c. Workforce Development Policy – Approved – 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 reviewed the policy with the Archdiocese.
- d. The Facilities Committee recommended the purchase of the less expensive boiler (\$35,500) with a new burner for the Education Center. The more expensive boiler would save \$100-\$200 per year which does not support the additional \$15,000 in initial cost. The installer certification was verified to ensure warranty. The installation will take place during the summer.

## New Business:

- a. Looking for members to join Finance Council for 2013-14. John Nelson will be stepping down at the end of this fiscal year. A thank you to John for all his hard work during his many years of service. Though Mark Hanson's three year commitment has ended, he has agreed to stay for one more year.
- b. The Committee approved \$26 of STO to be funded from Greatest Need Account for one family.
- c. Char is working with the CSB to finalize budget and show proper accounting for Gala funds. This budget will be presented to Parish Council in May. The CSB budget needs to use the same accounting for capital expenditures as the department budgets. This policy is that capital expenditures are not reflected in the operating budget. When purchased, capital expenditures will be reflected as expenditures on the statements, but a transfer in of funds from savings or gala will be the offset.
- d. Parish elections to be held in May. Nominations are needed.

## Reports:

- a. Financial: Char reviewed the financials. If the trend continues, Saint Cecilia will be in a deficit position at the end of this fiscal year, June 30<sup>th</sup>, 2013. The estimate ranges from \$40,000-\$60,000. There is sufficient savings to cover this amount, but the Finance Council is concerned the trend will continue. The major reason for the deficit is the shortfall (\$67,000) in offertory revenue. All departments need to consider and plan for a reduction in expenses for the remainder of the year. Each expense matters in the big picture.

- b. Planned Giving – No update
- c. Facilities (Mark Hanson) - New Boiler approved for Education Center. Short-term items from the Insurance Safety Auditor have been addressed. The long-term issues will be addressed in the plan presented by the FEC.
- d. Facilities Exploration Committee (FEC) (Mark Hanson) All subcommittee meetings have been held. Three main work sessions with RDG are planned. The first one discussing options where Saint Cecilia's can expand has been held. The second one is scheduled for April 18, 2013 at 6:30, with the third in May. An open meeting with RDG will be held on June 9<sup>th</sup>. RDG will show a master plan and present ideas.
- e. Pastoral Council (Ric Nelson) No updates. Last Pastoral Council meeting was visionary.
- f. Technology (Char Van Kerckvoorde) Technology is waiting on Gala funds to be released. They are looking for a company to help set up the Wifi.

Adjournment at 8:50 pm.