



Finance Council Meeting Minutes  
Tuesday, October 27, 2015 – 6:30 PM  
Council Room, St. Gabriel Church

Present: Fr. Tim, Liz Juern, Kevin Brehm, George Wiciak, Bill Humpal, Celia Meyers

Excused: John Borgen

Minutes:

1. Kevin Brehm to prepare meeting minutes.
2. Reviewed and approved September 2015 Finance Council meeting minutes.
3. Reviewed September Operating Fund – Statement of Operations and Balance Sheet.
4. Discussed the school marketing plan presented at the October All Commission meeting. Requested more details about responsibility for implementing the plan.
5. Fr. Tim provided an update on the replacement principal recruiting status. Job announcement posted in several appropriate recruiting venues and resumes being submitted for the position. Goal to have a new principal hired by the end of the calendar year.
6. George Wiciak provided an update on the status of Finance Council annual calendar to capture key annual activities and planning leading up to the activities (e.g., when to start annual financial plan preparation, when to request and receive the annual stewardship campaign outline, when to request/receive annual capital expenditures and maintenance budgets from the Buildings & Grounds committee, etc.).
7. Discussion about sales tax applicability associated with parish sales (e.g., snacks at school athletics, cheese cake sales for Work Camp fundraising, etc.) and how to ensure we remain under the applicability thresholds. Celia to discuss the strategy developed with the groups that will be impacted.
8. Discussion about compliance with the Affordable Care Act and related reporting. Celia to work with various parties to maintain hours worked for several staff remains within the guidelines for their positions and also below Affordable Care Act thresholds.
9. Items for future discussion:
  - a. New principal orientation (e.g. discussion on registration and policy matters; marketing plan preparation/execution, fundraising plan, etc.) in July '16.
  - b. Building & Grounds Committee projections for future capital expenditures. Asked for expenditures to be identified by year so a forecast annual budget for capital expenditures can be created. Asked that large expenditures further into the future be evaluated and identified as well (e.g., roof repairs, parking lot repairs/partial replacements, etc.).
  - c. Saint Gabriel School Home & School Association budget for the 2015-16 school year.

Adjourned

Prepared by: Kevin Brehm