



Finance Council Meeting Minutes  
Tuesday, March 22, 2016 – 6:30 PM  
Council Room, St. Gabriel Church

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

Excused: All present

Minutes:

1. Kevin Brehm to prepare meeting minutes.
2. Reviewed and approved January 2016 Finance Council meeting minutes.
3. Reviewed February 2016 Operating Fund – Statement of Operations and Balance Sheet.
4. Discussed 2016-17 annual budget preparation status including replacement staff positions and possible new positions; collaboration opportunities with St. Boniface; and, status of school registrations for the 2016-17 school year. Follow-up discussions with principal about registrations, marketing activities, and part-time staff positions relative to full-time hours thresholds for benefits.
5. 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. Establishing a Finance Council annual calendar. (e.g., need to establish upcoming year's tuition by December of the prior year to be able to publish new registration materials before Catholic Schools week activities in January).
  - d. Saint Gabriel School Home & School Association budget for the 2016-17 school year.

Note: There was not February Finance Council meeting so the last prior meeting minutes are from January 2016.

Adjourned

Prepared by: Kevin Brehm