



Finance Council Meeting Minutes
Tuesday, September 29, 2015 – 6:30 PM
Council Room, St. Gabriel Church

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

Minutes:

1. Kevin Brehm to prepare meeting minutes.
2. Reviewed and approved August 2015 Finance Council meeting minutes.
3. Reviewed August Operating Fund – Statement of Operations and Balance Sheet.
4. Presentation by Mary Schueller about a possible entertainment book fundraiser. Ask for answers to various questions be provided to Celia Meyers and distributed to Finance Council members.
5. Received an update on the school fundraising plan for this year from Dr. Mortell and Tim Schroeder.
6. 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.
7. George Wiciak to request a written summary of the school marketing campaign for this year from the School Committee for review by the Finance Council at the October meeting.
8. George Wiciak to prepare a draft 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.).
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