

**ST. ANTHONY OF PADUA  
PARISH FINANCE COUNCIL MEETING MINUTES  
JUNE 4, 2020**

Those present (via Zoom): Fr. Grant Gerlach, Kerry Peters, Julie Hill, Robert Delk and Joan Roe (bookkeeper & recording secretary).

Those absent: Diana Bader.

The meeting began with an opening prayer led by Fr. Gerlach.

The minutes from the April 16, 2020 meeting were sent out prior to the meeting. Julie made the motion to accept the minutes as written and Kerry seconded the motion. All were in favor.

**Old Business**

1. The old business included on the agenda was for reference only.
2. Fr. Gerlach mentioned that we could apply for a grant from Oregon Catholic Press (OCP) for hardware so that we could live-stream Masses in the church sanctuary. He also mentioned that in the fall (either September or October) we would be eligible to apply for a grant through the Western South Dakota Catholic Foundation. Kerry asked if we were dropping the idea of applying for the cost of the acoustic panels for the church through OCP and Fr. Gerlach replied that we were.

**New Business**

1. Discussion was held on the Church Campus Yard Maintenance (mowing and snow removal). Diana suggested (before the meeting) that we should try to find volunteers to mow the lawns (church and rectory) and clear the walks of snow (church and rectory) so we can save money in the budget. She is willing to help with mowing and hopes we can find others who would also help. Joan mentioned that we would also need someone to maintain the mower (sharpen blades, etc.). We do have a riding lawn mower that the volunteers could use. Snow removal entails two areas (sidewalks at the church and rectory and, separately, the parking areas on the south and west sides of the church building). Currently we have two different companies taking care of these two areas. The goal would be to find volunteers for both areas, but Fr. Gerlach pointed out that commitment and availability would be the keys to make this happen. We **do not** have anything but shovels for snow removal and someone with a blade on the front of their truck would have to be willing to use their truck to remove the snow from the parking areas. We do have ice melt for the slick areas. Joan asked Fr. Gerlach if he would be willing to put an email together to send out to our parishioners outlining what would need to be done for both mowing and snow removal. He said he would be willing to do that.
2. Discussion was held on the Propane Pre-Buy Contingency Fund (PPBCF). Joan told the members that CBH Cooperative (our propane supplier) has changed the way they are handling their billing system. We used to have to pay for our propane upfront for the year

in August. Now they are having us pay each month based on the last two years usage (monthly payments began May 5, 2020 and are automatically taken out of our checking account on the 5<sup>th</sup> of each month through March of each year). Since we had a considerable amount of credit with them from what we pre-bought last August, we were able to decrease our monthly payments from \$1,255.00/month average to \$970.00/month average **just for this year**. Next year, we won't have a credit to fall back on, so our new monthly payment would be approximately \$1,200-\$1,300/month. Joan suggested we either transfer the money from this Contingency Fund to the General (Savings) Contingency Fund so we could continue receiving interest or leave it in its own CF as we are currently doing. Fr. Gerlach suggested we take money out of that fund about every 3 months. Joan then said that if we do that, eventually we will have no more money in there and if we got in a bind, we would not have that money to fall back on. She also said that we have been putting approximately \$1,000.00/month into that CF, so if we took money out and then sent money in, we would just be sending money back and forth. She suggested that we continue to pay the monthly amount due and only take money out of the PPBCF in case of an emergency. Kerry made the motion to accept this proposal and Julie seconded it.

3. Discussion was held on the FY 2020-2021 budget as presented to the members. A few questions were asked about certain account line items and during the discussion, Fr. Gerlach brought up the fact that the HVAC system for the addition to the church is shot. He presented proposed bids from Nelson's Oil & Gas (approximately \$8,200.00 including tax) and from Bill's Heating & Cooling of \$11,118.00. Joan also reached out to Custer's Heating and Air Conditioning for a bid. They will be coming today to give us a bid as well. Fr. Gerlach asked Joan to also check with Nelson's to see about a bid to include a heat pump. Joan will call them. (Joan spoke with Brian Nelson after the meeting and he said the system he gave us a bid on is comparable to what our current system is and that a heat pump system would be a lot more expensive.) Julie made the motion to accept the two budgets, to include the cost of the new HVAC system, as presented and Kerry seconded the motion. All were in favor.
4. New HVAC system: As soon as Joan has received the third bid for the HVAC system, she will email everyone the three bids for comparison and will ask for a vote as to who we should give the bid to. Once the vote has come in, she will enter the amount of the accepted bid in the budgets and send out the new budgets for everyone to see.

The next quarterly meeting will be held Tuesday, July 28, at 9a. When the meeting time gets closer, Fr. Gerlach will determine whether it will be a ZOOM meeting or an in-person meeting.

Fr. Gerlach closed the meeting with prayer.

*Respectfully submitted,*

*Joan M. Roe*

*(bookkeeper and recording secretary)*