

**St. Agnes Finance Council  
Meeting Minutes**

<b>MEETING: St. Agnes Finance Council</b>	<b>CHAIR: Skip Duchesneau</b>
<b>DATE: January 23, 2019</b>	<b>Secretary: Recording Secretary: Babs Debes</b>
<b>LOCATION: St. Agnes Meeting Room</b>	
<b>ATTENDANCE: Fr. Timothy, Pam Nelson, Terri Fierstine, Joni LaFontaine, Mike Elsenpeter, Skip Duchesneau, Chad Nelson, Babs Debes,</b>	<b>ABSENT: Pat Mortale, Darryle Carlson</b>
<b>TIME BEGUN: 9:30 a.m.</b>	<b>TIME ENDED: 10:30 a.m.</b>

<b>Agenda Item</b>	<b>Discussion Highlights</b>	<b>Final Conclusion</b>	<b>Action Items/Person Responsible</b>
Call to order	Meeting called to order		
Opening Prayer	The meeting was opened with a prayer.		
Review of previous minutes	Reviewed.	Motion made, seconded and carried to approve the previous meeting minutes as presented.	
Financial Reports	Babs presented the second quarter financial reports through December 31, 2018. Reports were reviewed, discussed more in depth review of Norton Fund investments at the April meeting. Noted was the ledger to budget report indicates budgeting on track for current fiscal year. The excel report was discussed which showed current funds in checking, savings and CD's as well as funds held in trust or liability accounts with balance being funds available for operating expenses through December 31, 2018. Discussed presenting this as a Dashboard report.	Motion was made, seconded and carried to approve the reports as presented.	In depth review of Norton Fund Investments added to April agenda.

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Shared Expenses FY 2020	Babs noted formula approved last year was applied to 2018 Plate and envelope.	Shared Expenses split for FY 20 will be 53% St. Agnes and 47% Sacred Heart.	Split will be effective with expenses incurred starting July 1, 2019.
New Trustee	Fr. Tim noted Darryle Carlson will be moving to Bemidji in February and no longer serving as a Trustee. A new Trustee will be appointed.	Discussion held regarding candidate selection.	Fr. Tim will recommend appointment of a candidate to the Diocese.
Auction Update	Auction Committee will be meeting in February to discuss scope of major fundraiser for 2019. Discussion has been held regarding re-branding of the Fundraiser, new ideas, and a focus for the Fundraising activities. The focus area will be determined by the Finance Council. Discussion held regarding beautification of the physical church and need for continued communication to parishioners regarding these efforts.		Determination of Fundraising focus area added to the April meeting agenda.
Election of Vice President Terms of Council members			Tabled until the April meeting. Terms of Council members expiring in 2019 placed on April agenda
Faith Formation Director update	Fr. Tim noted Molly Mendoza has been hired as the full time Faith Formation Director.		

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<p>Building &amp; Grounds</p>			
<ul style="list-style-type: none"> <li>● Doors Project</li> </ul>	<p>Noted that moving the outside Narthex doors has solved the problem.</p>		
<ul style="list-style-type: none"> <li>● Update on lights</li> </ul>	<p>Working on photometrics at this time. More photos received today but not yet reviewed.</p>		
<ul style="list-style-type: none"> <li>● Leak in office copy paper room</li> </ul>	<p>Gutters need to be completed for water diversion, roof is fine, project is partially completed. Vendor needs to complete the work. Skip noted vendor has indicated he will be here within the next two weeks.</p>		
<ul style="list-style-type: none"> <li>● Flooring in church</li> </ul>	<p>Carpet Stains: Nistler floor covering reviewing with professional carpet cleaner potential for cleaning the majority the the stains as a short term solution if cost is not excessive.</p>	<p>We are also looking at long term flooring solutions in conjunction with lights, beautification project.</p>	<p>Continue to discuss flooring options with flooring vendor.</p>
<ul style="list-style-type: none"> <li>● Northland Monument calking baptismal font</li> </ul>	<p>Bookkeeper has contacted the vendor, they reviewed the situation and are working on a solution.</p>		
<ul style="list-style-type: none"> <li>● Update on donations for Chalices, etc.</li> </ul>	<p>Fr. Tim noted some donations were received in December dedicated to new Chalices, etc. so we can start to move to required precious metals for precious Body and Blood of Christ.</p>		

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<ul style="list-style-type: none"> <li>● Fuel Oil boiler and tank</li>   <li>● Purging update</li>   <li>● Work list, remaining work</li> </ul>	<p>Discussion held regarding old Fuel Oil boiler used as back-up for off peak heating of office area and Social Hall. Noted electric boiler is main heat source. Fuel oil tank is buried in the front yard outside the office area and will need to be removed. Discussed need to discontinue use of Fuel Oil boiler and removal of tank to mitigate risk of leakage. Discussing options with Ike’s Heating. MN PCA has been contacted and this tank is registered. Orton Oil will remove the 600 gallons currently in the tank.</p> <p>This work has been completed, with 20 yard dumpster filled and removed, Furnace areas cleaned up and compliant, storage areas re-arranged with some needing cleaning yet. It was noted that storage areas of Angels and Knights was not included in this work as they need to review their needs first.</p> <p>List was distributed and will be discussed at the next meeting.</p>	<p>List of contractors who do tank removal has been obtained and these will be contacted to obtain bids. Work should be done in the spring.</p>	<p>Placed on the April agenda for ongoing discussion.</p> <p>THANKS to everyone for the great efforts in this project.</p>
<p>ALICE TRAINING UPDATE</p>	<p>Babs noted the group has met, there is a draft plan and the group needs to be reconvened to review the plan.</p>		<p>Babs will work on getting the group together again.</p>

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Bankruptcy update	Fr. Tim updated Council on Diocese progress in settling bankruptcy. No new updates.		
Next Meeting Date	April 23, 10:30 a.m.	Subsequent 2019 meeting dates were reviewed: June 26, 9:30 a.m. (budget meeting); July 24, 9:30 a.m. and October 23, 9:30 a.m.	
Adjourn Meeting and Closing Prayer	Meeting was adjourned with a prayer by Fr. Tim.		