

# **St. Anthony on the Lake (SAL) Catholic Church: Finance Council Meeting Minutes**

**Meeting Date:** September 19, 2019

**Members Present:** Art Scheuber, Fr. Tony Zimmer, John Hooyman, Mike Smith, Sheri Schmit, Tom Brandt, Cheryl Oliva, Shannon Dakovich, Barb Webb, John Murray, and Justin Staebler.

## **Opening**

The regular meeting of the Finance Council was called to order at 6:30 pm on September 19, 2019 by John Hooyman. John led the group in an opening prayer.

## **Welcome & Introductions**

John welcomed our new member, Barb Webb, and all members introduced themselves and told a little bit about themselves.

## **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

## **Financial Updates – Year End Financial Process Overview**

- Art gave an overview of the yearend financial cycle explaining the various steps of formatting the budget, the approval process and submission to the Office of the Archdiocese, the Confidential Financial Statement, its purpose and the procedure for preparing it.
- Shannon discussed some of the challenges with yearend especially as it relates to mission trip expenses that come in at the end of the fiscal year.
- John Hooyman asked if there would be any additional reporting requirements due to the Archdiocese since we ended with a deficit but Art responded that there wouldn't be.

## **Year End Financials Review**

- White envelopes did not meet projections
- Facilities expenses and playground equipment added to the deficit
- Insurance premiums for staff increased
- CF enrollment was down resulting in less revenue
- School income was down
- School Committee income was up but expenses were over budget
- Staffing is the biggest expense of CF and even though CF only operates primarily during the school year, staffing is provided for 12 months

## **July Financial Results**

- Revenues were not where they were supposed to be but expenses were held down wherever they could be
- Tom distributed and explained various charts depicting several aspects of our financial performance including:
  - P & L Comparison for the years of 2016 through 2020,
  - Revenue and Expense Comparison for the same time period,
  - Revenue Generation Breakdown for 2018/2019 FYE,
  - Revenue Generation Breakdown for 2019/20 Budget,
  - 2018/19 FYE Revenue/Expense Breakdown,
  - 2019/20 Budget Revenue/Expense Breakdown, and
  - Cash Balance Trend Analysis.

Discussion ensued regarding how we were going to address this budget situation. Father Tony stated that we are going to take a multi-pronged approach.

- An Ad Hoc Committee has been formed to explore strategies to address this issue.
- Stewardship Committee will be tasked with how to present the situation to the parish and address the issue of why we are giving. Educational, awareness and transparency elements will need to be considered by the Stewardship Committee for a well crafted message.
- We will undertake a ministerial effectiveness review of all our programs studying what we are doing, what we could be doing differently, what we could share with other parishes and what we could eliminate. This is expected to be a collaborative effort between the Pastoral Council and the Finance Council.
- Our combined fund raising efforts culminating in the event that will take place on February 15, 2020, is anticipated to be successful in adding additional revenues exceeding what has been raised in the past. This event will also contain the raffle so that the parish picnic in June focuses purely as a “thank you” to parishioners.
- The budget issue facing us should be a main topic of discussion at the joint meeting of the Pastoral Council and Finance Council to be held on October 21<sup>st</sup>.
  - Ben and two members of the Stewardship Committee should be invited to attend this meeting.

### **Staffing Updates**

- Art provided a brief synopsis of the staffing changes that have taken place. Transitions are going smoothly.
- Attempting to cut staff and look at how we can do things differently where possible through attrition.
- Art had very direct talk with entire staff at orientation regarding budget issues.
- Planning has begun for a “bulletin corner” addressing what parishioners can help out with.

### **Ad Hoc Committee to Create Funding Capacity Update**

Father Tony discussed the creation of this Ad Hoc Committee which will have its first meeting on October 3<sup>rd</sup>. Any ideas, in addition to the items mentioned above should be emailed to either Fr. Tony, Tom or Cheryl for consideration by this Committee.

### **Fall Clergy Meeting Update**

The Archdiocese is proceeding with its Capital Campaign. It is anticipated to begin in Spring 2020 and will be similar to the previous Faith in Our Future Campaign. That campaign featured 60% of the contributions remaining with the parish and 40% distributed to the Archdiocese. The allocations for this new campaign have not yet been determined.

The Finance Council will have to develop our case determining what our funds will be used for. When choosing in which “wave” of the campaign we wish to initiate our participation, we will need to consider the status of our building debt retirement balance.

### **2019-2020 Goals**

The Council reviewed our 2018-2019 goals and determined how well we had achieved them or what still needed work. After further discussion focusing on how to address the primary challenge of increasing revenue and reducing debt, the following preliminary goals were drafted:

- Achieve a balanced net income budget while considering the overall mission, goals and needs of the parish
  - Conduct Ministerial Effectiveness Review
  - Establish a plan to direct funds toward major maintenance (Buildings and Grounds)
- Support execution of the mission of the Ad Hoc Committee
  - Education/Formation/Communication

- Partner with Stewardship Committee to create awareness of parish financial needs to generate adequate contributions to fund costs
- Determine our case and which wave of Archdiocese Capital Campaign to participate in
- Participate in community outreach program in collaboration with Pastoral Council
  - Combine with Christmas Celebration on December 16<sup>th</sup>

#### **Reminders**

- Leadership in-service session will be conducted on Saturday, September 28<sup>th</sup> from 9:00am to 12:30pm. Al McCauley will be our presenter.
- Our next meeting will be our joint meeting with the Pastoral Council on October 21<sup>st</sup>.

#### **Subcommittee Reports**

- Building and Grounds
  - Tom indicated that the Building and Grounds Committee was status quo due to lack of funding.
- Personnel Committee
  - Cheryl reported that the Personnel Committee met on September 4<sup>th</sup>. The following topics were discussed:
    - Staff transitions
    - Exit interviews
    - Reviewing vacation carryover policy

#### **Adjournment**

John H. closed with prayer at 8:35pm.

Minutes Submitted By: Cheryl Oliva

Next meeting is scheduled for October 21, 2019

#### **Finance Council Goals 2018/2019**

Goal 1: *Achieve balanced net income budget while considering the overall mission, goals, and needs of the parish.*

Goal 2: *Support the Capital Campaign Committee in their execution of the debt elimination plan.*

Goal 3: *Establish a plan to direct funds toward major maintenance of Building & Grounds.*

Goal 4: *Partner with the Stewardship Committee to create awareness of parish financial needs to generate adequate contributions to fund costs.*

Goal 5: *Participate in community outreach program in collaboration with Pastoral Council.*