

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

Meeting Date: January 20, 2020

Members Present: Art Scheuber, Fr. Tony Zimmer, John Hooyman, Mike Smith, Sheri Schmit, Cheryl Oliva, Shannon Dakovich, Barb Webb, John Murray, Andy Farris

Opening

The regular meeting of the Finance Council was called to order at 6:30 pm on January 20, 2020 by John Hooyman. Andy Farris led the group in an opening prayer. John reviewed finance council goals with the group.

Approval of Minutes

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

November & December Financial Update

- Art provided update on November and December financials and reported revenue was above budget and expense lower than plan. Factors contributing to a favorable period included:
 - Continued expense reduction through managed spend and operational changes (e.g. better negotiated supplier rates). Some unplanned maintenance costs were incurred within period, such as HVAC system repairs
 - School income was on track as per budget
 - One time (e.g. year-end donations) and regular weekly giving increased, since the annual parish finance update was communicated
- Enrollment in electronic giving increased substantially (up to 68%) from prior year
- Sheri Schmit recommended to formalize best practices for financial update and communication to parish. Fr. Tony confirmed that the Stewardship committee's process and plan for annual parish review will ensure a standard practice going forward
- A number of new families enrolled with the parish in the past couple months
 - Stewardship committee will work to increase enrollment and engagement for individuals who have attended SAL but never joined. Office staff continue to work through data updates
- Year over year variances such as school revenue were discussed, with timing as the primary explanation (e.g. FY19 TADs transactions, Hot Summer Slice change, etc.)

Sustainability Committee

- Ministerial Effectiveness Review: Fr. Tony provided update on the assessment of parish programs, which involved a consultant's review and presentation on the following recommendations:
 - Conduct a comparative leadership index to baseline SAL ministries against peers. Fr. Tony and trustees pointed out the upcoming Discipleship Maker Index (DMI) survey, which will occur through a Archdiocese funded grant, will provide a snapshot of parish activities and ministry health. The DMI is a comparative study within the deanery, archdiocese and nationally
 - Conduct a Standards of Excellence review of systems (ways) of working of parish operations and administration. In addition to the assessment, SMART goals would be established by parish staffFr. Tony confirmed comparative data would be achieved through the DMI survey. For the Standards of Excellence review, concerns were noted with prioritizing and dedicating efforts for at this time due to the upcoming Archdiocese capital campaign. The Standards of Excellence was agreed to be decided on later
- Stewardship Renewal: Art confirmed a 10% parish enrollment increase (242) since June, which contributed to positive results with stewardship commitments. Year over year comparison of commitment results included 645 pledges compared to 643 this time last year. Positive results with increase of electronic giving now up to 68%

“Come Together” Signature Event

- Fr. Tony gave update that current numbers are roughly at 210 paid registrants
- Ticket sales, prizes, donations and preparations for the event continue to come in and make progress

Archdiocese “Love One Another” Capital Campaign

- Fr. Tony reported on an Archdiocese campaign meeting, with a pilot phase started with 16 parishes. SAL will be in the 2nd phase for summer of 2021. Campaign results be a 60 (SAL)/40 (Archdiocese) split
- 3 advisory groups: Finance, Parish, and Sustainability committees will determine the case for SAL funding allocation (e.g. building and grounds, endowment, etc.). Parish (business) cases will be communicated to the archdiocese, which will factor into wave assignment and fund allocation
- Fr. Tony will lead formation of a SAL capital campaign team comprised parishioners from a variety of backgrounds and experiences

Tuition Rate Approval

- A 2% increase was recommended for finance council approval, which was based on comparative analysis of local parish schools
- The finance council asked for future review of 3K and 4K student tuition to ensure at market rate. The group agreed to avoid unintended consequences and to ensure intangible benefits (e.g. early relationships, community formation amongst families/students) are taken into consideration
- Cheryl raised the need to provide transparency to the tuition percent parish subsidized (roughly 30%)
- John Hooyman made a motion to approve 2020-21 tuition rates, which was approved by the committee. The following expectations were outlined:
 - Earlier review and approval of tuition rates needs to occur for 2021-2022 year, with request for 3K and 4K data analysis (who continues, other siblings, etc.). This proposal needs to be submitted by beginning November. Ellen and a school committee representative are requested to attend
- Anticipation if 2021-22 will be enrollment of 234, with increase in further years as earlier grades progress

Budget Subcommittee

- Art outlined the budget planning process with mid-May target to finalize to meet Archdiocese deadlines
- Volunteers were requested to serve on the budget subcommittee with the following included: Tom Brandt (volunteered and supported by Cheryl), John Hooyman, John Murray, and Andy Farris

Endowment Subcommittee

- Fr. Tony provided update that committee chair nominations are under consideration for the Endowment subcommittee. Additional members will be needed to serve on this committee
- Need for leadership and oversight of this area has increased for the parish, through fundraising and certain disbursements (e.g. tuition assistance)

Subcommittee Reports:

- a) Building & Grounds: lesson learned session planned for the Christmas Eve 3@3 mass to be documented for use in future years. Christmas Eve mass was around 2,300 and logistics created a more prayerful, welcoming, relaxed and safer experience. A large thank you to all volunteers and those who supported!
- b) Personnel: no update as meeting was postponed, will be in two weeks
- c) Endowment: no update as open committee chair role

Miscellaneous

- SAL requested to host a Lenten Catholic Charities lunch on Wednesday, March 18 at 11:30-1pm with the Archbishop to attend and present Vickers awards. Finance council requested to attend. Online registration will be sent to committee members

Audit Reports

- Hot Summer Slice audit: John Murray completed, last time to perform this audit as HSS now part of parish signature event. Overall good report and minor items noted
- Faith Formation Gala audit: Art Scheuber completed, no write up and no major items noted
- Athletic Association audit: Sheri completed, with following improvements noted as compared to prior audit (years): a transaction tool was implemented to clearly state where balances at
 - Recommend training to ensure volunteers each season understand procedures and requirements
- The finance committee created an audit schedule for FY20:
 - Gala (Signature Event) (2/20 audit period), John M./Barb (June target)
 - Hot Lunch Program (7/1/19 to 6/30/20 audit period), Andy (Jan target)
 - Scrip (calendar year, 1/1/19 to 12/31/19 audit period), John Hooyman (April target)
 - Athletics (7/1/19 to 6/30/20 audit period), Sheri (Nov target)
 - Men of SAL (anytime as no fiscal year, 7/1/19 to 6/30/20 audit period), Mike Smith (Sept target)

Adjournment

Andy closed with prayer at 8:38 pm.

Minutes Submitted By: Andy Farris.

Next meeting is scheduled for March 16, 2020 @ 6:30 pm.

Finance Council Goals

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

Goal 2: Support execution of the mission of the Sustainability Committee (Education/Formation/Communication).

Goal 3: Partner with the Stewardship Committee to create awareness of parish financial needs to generate adequate contributions to fund costs.

Goal 4: Determine our case and which wave of the Archdiocese Capital Campaign to participate in.

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