

B&G Minutes for 12/18/2019

Meeting opened with a Prayer by Father Loyola at 7:13pm

Attendees: Fr. Loyola, Cris Hughes, John Haddon, Newel Thomas, Claudette Krestan, Jeff Mueller (Also 2 finance committee Rob Krawczyk & Kathy Scherbarth)

Excused: Bob Anderson, Chris Lauterbach, Mike Hack & Leroy Plahuta.

Absent: Gerry Heckel & Junior Molloy

Special Guest Attendee – Finance Committee Chair

Rob Krawczyk & Kathy Scherbarth started meeting with presenting budgets and explanations.

Council Feedback: Questions and confusion in finance counsel have arisen about budgets for each church committee and how money flows, including what happens with blue envelopes and what portion goes into each budgeted group. We will talk about 2020 budget and 2021 budget planning process and provide ownership for each budget to each committee. We will then talk about budget planning authority limits for each group and committee making certain there is transparency.

Property and maintenance commitments from parishioners come in at \$20,000 to \$24,000 per year and generally actual donations come in at this level and this is put in a restricted fund and stays in the fund until spent.

There is also an operating expense budget that comes in via regular (non-blue envelope) donations. This typically has a value to be controlled by B&G of about \$70,000 (of \$300,000) which generally covers property and maintenance and is kept in a different bank account.

Fiscal year end June 30th. We have spent \$25,698 of the \$78,150 operating budget YTD.

We will see prior month financials every meeting going forward for the operating expense spend and capital (blue envelope budget). This will help us understand what we are spending and how we are meeting our financial commitments to the Parish.

We are paying Krause \$71k for the new project (which B&G must manage) and have only \$83k left in the maintenance fund. The remaining \$12k really can't be spent in fiscal year 2020, even though budgeted and as such we likely need to keep our capital expenses through June very low to about \$3500 or so. We also will need to underspend our \$12k capital budget for the second half of calendar year 2020 by about 50% in order to get some buffer built back up in the capital account for fiscal year 2021.

Spending authority matrix was shared with maintenance having a limit of \$500 per event provided we stay within our operating expense budget. We generally have \$10k that can be spent per year on this. We have spent \$5k thus far and thus have about \$5k left for the next 6 months. We can thus approve approximately 3, \$300 project expenditures a month on average in B&G for the remainder of 2020 fiscal year. Note that the Archdiocese has approval and spending rules above \$15,000 for Proxy Vote.

A form for approval above the \$500 limit as well as additional levels of approval authority was also shared. This needs to be approved and signed in advance of committing to the expenditure. A secondary

form created by the bookkeeper, Shirl for credit card receipts coming in from individuals was also shared. Finance committee will come back with feedback on this form and process.

Old Business

School

- Tree Trimming - Weather permitting, Saturday, 11/30 was day to trim trees with Junior, Cris & Tim Hughes with gas pole saws. Due to lack of communication, this project did not occur. When to reschedule? - TBD
- Gutter Cleaning – Junior - has there been a chance to do yet? Unclear if finished
- Storage Cabinet – John – any progress in reordering cabinet for permitted amount of up to \$300? Found 2 cabinets will choose between the units with Charity and buy.
- Boys' & Girls' Bathrooms – Was decided to wait until spring for boys' bathroom. John – brining in price quotes for work intended for girls' bathroom in January.
- Ventilation – Jeff – any info on a reasonably priced ERV unit? – Has a line on a 2 year old unit for free.
- WIFI Code – Father provided all with WiFi code if needed for use in school – theresaparish all one word.

Church

- Gable End, Dormers & Basement Entry Siding & Exterior – The need to remove excess dirt & stones from sides of basement entry will be put off until spring.
- Handrail in Church – Cris & Tim took to Smokey on November 19. He asked opinion if we want the new one powder coated along with old one to look the same. He said extra charge would be about \$125 total for that process for both railings. Did not hear from him until Cris called December 13. Smokey had forgotten about because left in a trailer. He said would do extra railing and powder coat them both for \$400. Cris told him to go ahead with the project. Need to determine when it will be finished.(time to complete estimate)

Unfinished Business (Recap from November's meeting)

- Tile around urinals, bubbler removal, sinks for CFM office & Church, tracking of water usage in school– all taken care of by John in January.
- Stained glass windows in choir loft stairwell – Finance Committee recommends to put into 2021 budget.
- Handicap accessibility – to be taken up with new building committee.
- Outside water spigot – will be installed when siding completed. Jeff will look at drilling during winter – does not need to be run through concrete, holes drilled through 2” of wood will suffice. Jeff will handle
- Remainder budget of \$20,000 must be determined for best and prioritised usage – i.e. air conditioning units in Church, windows, dormers, etc. – still to do in light of finance committee presentation

- Storage items in present garage – will be put into new area included in plans for new office and fellowship hall.
- Safe – will be decided upon by Father Loyola and advisement from Finance Committee members.

New Business

- Cris took purchased walkie talkies to Fish Fry on December 13, and tested their capability with Jim Frisch in the school. They worked fine, so Cris will hang onto for usage at the future Turkey dinners between Gina Neist and Chris Adams, and Cris Hughes and John Haddon. We will need 2 sets.
- Discuss communication between Mike Hack and Thielmann Heating for air conditioning units in school offices for Judy and Shirl while demolition of old rectory transpires. Will push to next meeting. Father likes the company.
- Pete should come and present Krause's Project scope, quote, specification and budget at the next meeting so that buildings and grounds committee can take an active role in project managing.
- Jeff recommended we look at creating a quarterly prioritized spending for both the operating budget and capital budget. Jeff and John to meet in January to create a strawman
- Should we consider a programmable connected thermostat for safety and convenience (like nest)

Meeting Adjourned at 9:40pm w/prayer by Father.

Next scheduled meeting: January 8, 2020, 7:00 p.m.

Minutes with corrections/additions respectfully submitted by Cris Hughes - January 6, 2020
10:45 p.m.

FINAL EDITION