

**Revised**  
**St. Francis of Assisi Finance Council Minutes**  
**September 16, 2020**

A regular meeting of the Finance Council was held on September 16, 2020, remotely by Zoom. Bill Censky called the meeting to order at 5:30 p.m.

**Members present:** Father Doug LeCaptain, Father Jason Blahnik, Father Ben Johnson, Bill Censky, Jerilynn Gill, Denise Kitzerow, Andy Krajnek, Randy Miller (Treasurer/Trustee), Michael Salutz, Hank Sturm, and Kate Reynolds. **Others present:** Pat Brandel, Judy Denor (Secretary/Trustee), Deanne Kuenzi, and Deacon Mark LeGreve.

**Opening Prayer:** Pat Brandel read The Disciple's Prayer as the opening prayer.

**Mission Statement:** Bill Censky read the Parish Mission Statement.

**Approval of Minutes:** A motion was made and seconded to approve the minutes of the August 19, 2020 meeting as amended. Motion passed.

**Finance and Accounting:**

- a. **Catholic Foundation Account.** Following up on the prior meeting with Josh Diedrich of the Catholic Foundation, Deanne Kuenzi reported they were working on the custodial fund documents and the first draft of documents has been received.
- b. **Audit FYE 6/30/2020.** The audit fieldwork has been completed and no major changes are expected.
- c. **PPP loan.** Based on the recommendation of the diocese, the parish will delay in applying for the PPP loan forgiveness. The parish has several months to apply for forgiveness of the loan.
- d. **SFA Financial Statements 8/31/2020.** Deanne Kuenzi reviewed the budget and income and expense statement. Scrip sales are picking up. Fundraising in August, 2020 netted \$29,000, exceeding the \$10,800 budget by \$18,200. This was primarily due to the raffle. Worship services and building maintenance expenses (lines 735, 740.02 and 815) all exceed the budget YTD due to the return to Mass attendance and compliance with the COVID 19 requirements. Net income for August, 2020 of \$45,756 exceeded the budget of \$22,563 by \$23,193; YTD, net income is \$3984, compared to budget of (\$28,080).
- e. **Calvary Catholic Cemetery & Chapel Mausoleum Financials.** Deanne Kuenzi provided the balance sheet as of June 30, 2020 and the profit and loss statement through June 30, 2020. Ken Brooks continues to assist with the accounting. The Council requested Ken Brooks attend the Finance Council meetings quarterly to provide an update.
- f. **Budget 2<sup>nd</sup> quarter 10/1/2020-12/31/2020.** Deanne Kuenzi presented the second quarter budget for October-December, 2020, based on a forecast budget for the six months July through December, 2020.

**After discussion, a motion was made and seconded to approve the budget as presented for the period 10/1/2020 through 12/31/2020. Motion passed.**

- g. Copier purchase approval.** Denise Kitzerow recused herself from any participation in discussion and will abstain on any vote on this matter, due to a conflict of interest. Deanne Kuenzi presented proposals for a copier-printer from Wisconsin Document Imaging and James Imaging Systems and the current contract with MBM which terminates in September, 2020. The proposals provide lease and purchase options, and maintenance contracts. Based on a thorough review, Deanne recommends the purchase of the Ricoh MP C8003 from Wisconsin Document Imaging at a cost of \$18,995. The discussion included the benefits of a lease versus purchase.

**A motion was made and seconded to purchase the Ricoh MP C8003 copier-printed from Wisconsin Document Imaging for \$18,995. The motion carried with one vote opposed, and Denise Kitzerow abstaining.**

- h. Summer raffle/Mass on the Grass.** The summer raffle grossed \$45,000, with direct expenses of \$10,000, netting \$35,648 as raffle profit. Raffle prizes of \$4,100 were also donated back to the parish. A Fall, 2020 raffle will be scheduled.
- i. Investment policy of the Green Bay Diocese.** Pat Brandel presented the Diocese Investment Policy dated January 1, 2002. Except for the retention of gifted stocks or bonds as stipulated by the donor, any other investment of stocks or bonds require permission from the bishop before entering into an agreement with a professional investment manager. There was no discussion on the policy.

**The meeting adjourned at 6:35 p.m. to join the Joint Meeting with the Pastoral Council by Zoom.**

**Topics at the Joint Meeting:**

1. Facilities Update: Pat Brandel reported the tuck-pointing at the Waldo Church and School will be completed this week, and the choir lofts at Waldo and Grand are being painted. Discussions continue between Holy Family College and Roncalli Schools regarding potential use of the Holy Family College facilities. The potential relocation of the Parish Office to the Waldo site is being re-visited, and Architect Gene Maloney is assisting in the review. Kevin Wilke and the Building and Grounds committee will also review and update the existing facilities priority list.
2. The Return of the Sunday Mass Obligation. There was discussion on any current reaction to the return of the Sunday Mass obligation, and any issues which can be addressed. Father Doug explained the mask and social distancing requirements which are to be followed, and that some masses were more lightly attended and may be more comfortable for some attendees.
3. Acts XXIX. Father Doug provided the publication “Re-Imagining What a Catholic Parish Can Be: A Destination for the 21<sup>st</sup> Century” by ACTS XXIX, with a recommendation for reading at least pages 2-5 for further discussion. He explained this is a move “from maintenance and managing decline to action”. The ACTS XXIX Retreat will be rescheduled in 2021. The ACTS XXIX program focuses on three principles for

parish transformation: Re-acquiring a Biblical Worldview; It's Not Enough to be a Staff;  
and God is the Architect.

**Next Meeting:** The next meeting of the Finance Council will be on **Wednesday, October 21, 2020 at 5:30 p.m.** The Joint Meeting with the Parish Council will begin at **7:00 p.m.**

The Closing Prayer was provided by Father Doug.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Kate Reynolds

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