

St. Francis of Assisi Finance Council Minutes
October 10, 2018

A regular meeting of the Finance Council was held on October 10, 2018 at the Parish office. Randy Miller called the meeting to order at 6:00 p.m.

Members present: Father Doug LeCaptain, Ken Brooks, Bill Censky, Tom Angst, Jerilyn Gill, Denise Kitzerow, Randy Miller and Kate Reynolds.

Excused: Father Dave Pleier, Father Jose Lopez, and Hank Sturm

Also present: Pat Brandel, Bob Fricke, Steve Mirsberger and Deanne Kuenzi.

1. Opening Prayer. Randy Miller opened the meeting with a moment of silence in memory of Bernadette Sturm, the wife of Hank Sturm. Father LeCaptain provided the opening prayer.

2. Minutes. **A motion was made and seconded to approve the August 8, 2018 minutes as presented. Motion passed.**

3. Audit Presentation. Cristina Kanethavong, CPA, of Schenck presented a draft of the St. Francis of Assisi Parish Audit for June 30, 2018 and 2017, and the Management Communications for June 30, 2018 and 2017. She indicated there are no significant deficiencies or material weaknesses. There is no change to the Management Communications from the prior year. She answered all questions of the Finance Council. **A motion was made and seconded to approve the Audit as drafted. Motion passed.**

4. Finance and Accounting.

a. Parish Finance Statement. Deanne Kuenzi presented the Statement of Financial Position for the parish as of September 30, 2018 and the Statement of Income and Expenses for the Parish only for the month of September, 2018. The net income for September is (-\$33,944) and YTD (July 1 – September 30) is (-\$49,161). She advised the budget is prepared on an equal monthly amount, is not seasonally adjusted, and the first quarter is typically the most unfavorable.

b. Calvary Cemetery. Ken Brooks commented on the status of the Calvary financial Statements. Income for First Quarter 2018 is less than in the past and expenses for First Quarter 2018 are higher than usual. The Cemetery Committee is currently negotiating a new contract with Lakeland Services.

5. Properties.

a. Facilities Cost Analysis. Jerilyn Gill reported on the facilities cost analysis. The committee continues to gather the necessary information, including insurance costs and building utilization. The committee will be meeting on October 24, 2018.

b. Waldo Tuck-pointing Project. Pat Brandel reported the Waldo Tuck-pointing fund is \$94,250.

c. Central Office. Pat Brandel stated the goals of the project regarding the central office are (1) to increase the reserve fund (currently undesignated) with net proceeds of sale, less costs

for the update to the Waldo Rectory; (2) to reduce operating costs for the parish; and (3) to allow for future reconfiguration. There was discussion and general consensus of the goals.

6. Pastoral Planning

a. Regional School:

i. Timeline. Father Doug explained the proposed timeline: To have the outline of the process to the Bishop by December 31, 2018; feasibility study to be conducted in January and February, 2019; decision regarding a regional school by March, 2019. The Parish Mission process will occur between March, 2019 and September, 2109, and the Capital Campaign will begin in September, 2019.

ii. Meitler Consulting has contracted with the diocese to perform a study on (a) enrollment, (b) finance and (c) governance.

iii. A Steering Committee has been formed and has met.

iv. Next steps: The pastors of the parishes involved will be meeting in late October, 2018.

b. Vision 2020. The committee met on October 9, 2018. There will be updates on many of the aspects of Vision 2020 at the annual parish meeting on January 17, 2019, including the regional school consideration and the parish mission.

7. Pastor's Comments.

a. Father Doug commented on the handling by the church of the sexual abuse matter, the current series of meetings by the bishop, and the bishop's letter to all parishioners previously published in the bulletin and other outlets.

b. The SFA board of education continues to review changes in the tuition amounts and the parish subsidies.

c. The microphone system will be changing and upgraded as required. The parish is taking advantage of the current price reductions and will move forward.

d. Father Doug led a discussion about the Alpha program. Many of the participants report personal experiences and feedback from others. There will be an opportunity to participate after January 1, 2019.

e. The advent newsletter will contain articles on Alpha, methods to contribute to the parish, the parish wish list, the concert season schedule for the schools and other groups, and an update on the regional school matter.

8. Other Updates.

a. The group agreed the names of the members of the Finance Council may be published on the parish website, with no personal contact information. All contact will be through the parish office.

b. The parish is using Google Docs as a repository for documents and information, and Google Groups for accurate identification of group membership. Information will continue to be emailed to members as in the past.

c. The Parish Annual Meeting is January 17, 2019 at 6:00 pm at the Grand Avenue site.

9. Next Meeting: The next Finance Council Meeting is Wednesday, November 14, 2018 at 6:00 p.m. at the Parish Central Office.

10. Closing prayer: Father Doug provided the closing prayer.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Kate Reynolds

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