

**St. Francis of Assisi Finance Council
Minutes**

April 12, 2017

A regular meeting of the Finance Council was held on April 12, 2017 at the Parish Office. Randy Miller called the meeting to order at 6:00 p.m. The following members were present: Tom Angst, Ken Brooks, Bob Fricke, Jerilyn Gill, Randy Miller, Kate Reynolds, and Hank Sturm. Those excused were Father David Pleier, Bill Censky and Denise Kitzerow. Also present were Deanne Kuenzi, Pat Brandel, Steve Mirsberger, Mike Miller and Kevin Wilke.

1. Opening Prayer. Randy Miller provided the opening prayer. A moment of silence was taken for Russell Schmidt, a former member of the finance council, and active servant of the parish.

2. Minutes. A motion was made and seconded to approve the March 8, 2017 minutes. Motion passed.

3. Building and Grounds Committee. Pat Brandel reported on the mission and proposed name of the committee and the diocesan recommendation for such a committee in the parish. Kevin Wilke, a member of the parish council, handed out a comprehensive report on the benefits and organization of a Buildings and Grounds committee. The parish does not have such a committee at this time. The diocesan recommendations include having a Building and Grounds committee and a Safety committee. The initial work of the committee would be to review and assess the current needs of the buildings owned by the parish and work within the Vision 2020 plan as it is developed. It is recommended that one committee be formed to include the separate aspect of safety. The report included a list of 13 persons from different trades and experience to be initial members of the committee. It was recommended that the committee also include a member of the finance council. The committee would have oversight of all properties of the parish and property of the cemetery corporation, pending its approval. **A motion was made and seconded to approve the formation of a Building and Grounds Committee, with initial members as recommended. The motion passed.** Hank Sturm volunteered to be the representative from the finance council.

4. SFA and Calvary Cemetery Financial Statements.

a. Deanne Kuenzi distributed the March 31, 2017 financial statements and reviewed the significant points. Monthly gross income was \$202,588, below budget by \$15,000. Monthly expenses were \$229,944, below budget by \$19,000. March, 2017 net income is a loss of (\$27,356.)

b. There was no financial statement for the Cemetery Corporation. Ken Brooks reported the new employee has started work at the cemetery.

c. Pat Brandel reported that the City of Manitowoc will be levying special assessments for the reconstruction of South 10th Street. He is in contact with the City with respect to the amount of assessment and the expected terms and deferral of payment.

5. Waldo site garage. Pat Brandel and Mike Miller, Parish Director of Facilities, presented a proposal with respect to the house located at 14th and Menasha. The house has been vacant for at least 5 years and is in disrepair due in part to hail damage, and internal damage due to a boiler shut down. Mike Miller indicated there is no current storage at the Waldo site or work area for repairs to the machinery and the location of the house would be ideal. He has investigated the cost of moving and repairing the house, and found it would be prohibitive. An interested donor would fund the demolition and the materials for a new garage. The garage would be 4 stalls, 30'x50', with one stall heated. The construction work could likely be donated, or completed by an organized volunteer group. The matter was tabled to the next meeting, in order to obtain an indication from the Vision 2020 committee that this project with its generous offer is consistent with Vision 2020.

6. Rental of Michigan Avenue Land. Pat Brandel reported for information purposes that 28 acres of the land owned by the parish at the west end of Michigan Avenue are rented to a local farmer. The parish is renewing the lease with the current farmer at a reasonable fair market rental value.

7. Green Bay Diocese workshops. Pat Brandel handed out information about workshops and webinars for present and future church council members and leaders. Topics include meeting agendas, the roles and functions of each council, protocol on running and participating in meetings, and general best practices. Anyone interested can register directly or contact Pat Brandel.

8. Parish & School Development & Communications report. The distribution of the report, prepared by Connie Heinzen, was noted and all encouraged to review.

9. Organizing Personnel Committee. In addition to the formation of a Building & Grounds committee, the council discussed the need and benefit of a Personnel Committee. Pat Brandel will come back with a plan for a Personnel Committee. No action was taken.

10. Vision 2020 Pastoral Plan update. Pat Brandel reported on a meeting on April 10, 2017 of the Vision 2020 Committee with Alan Meitler, the diocesan representative and reviewer of parish schools. Mr. Meitler provided a comprehensive report of his findings. The goal is to include that in the Vision 2020 Plan expected to be complete in June, 2017.

11. Approval of 2017-18 Budget. Deanne Kuenzi presented a revised draft of the 2017-18 budget. The revised budget is balanced. As presented, it contains no funding for expenditures for capital outlay. This means any project for capital outlay will require separate fundraising. The council reviewed the budget and discussed specifically the proposed decreases in the funds available for buildings and grounds maintenance, especially in light of no available capital outlay funds. The consensus of the group was to restore funding to the buildings and grounds categories, with a corresponding increase in the unrestricted contribution revenue. After extended discussion, **a motion was made and seconded to add \$30,000 to the buildings and grounds maintenance category and \$30,000 to unrestricted contributions, and with those changes, to recommend and approve the budget as presented. Motion passed.** The budget intentionally contains no entry for capital outlay. If there are any capital expenses, they must be paid by separate fund raising in addition to the existing budget.

12. Other.

a. An item for a future agenda is to review the structure of the finance committee, terms and length of service, and the diocesan guidelines for the committee.

b. The policy and procedure for purchases should be reviewed and adopted in written form and will be an item for a future agenda.

c. An item for a future agenda is to review the internal controls and policies, and to recommend changes if necessary.

d. An annual meeting with the pastoral council was discussed. Traditionally this has occurred at the June meeting. We will contact Father Pleier for direction.

13. Closing Prayer. The closing prayer was led by Pat Brandel.

The next meeting will be on Wednesday, May 10, 2017 at 6:00 p.m. at the Parish Office.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Kate Reynolds

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