

**St. Francis of Assisi Finance Council Minutes**  
**August 9, 2017**

A regular meeting of the Finance Council was held on August 9, 2017 at the Parish office. Denise Kitzerow called the meeting to order at 6:00 p.m. The following members were present: Father Doug LeCaptain, Father Mark Mleziva, Tom Angst, Ken Brooks, Bill Censky, Jerilyn Gill, Denise Kitzerow, Kate Reynolds, and Hank Sturm. Excused were Father Dave Pleier, Bob Fricke and Randy Miller. Also present were Deanne Kuenzi, Pat Brandel, Steve Mirsberger and Kathy Zucchi.

1. Opening Prayer. Father Mark Mleziva provided the opening prayer.
2. Minutes. A motion was made and seconded to approve the June 22, 2017 minutes. Motion passed.
3. Introductions. All present provided an introduction and a background of his/her involvement with the Finance Council.
4. Pastor's Comments. Father LeCaptain stated his goal is to build on what our Pastors have done in the past. Priorities include keeping our focus on the ministry and mission of the church, while still meeting the challenge of operating under a balanced budget.
5. Human Resources Committee. Kathy Zucchi, Chair of the Human Resources Committee, provided an update on the committee. Members include Kathy Zucchi, Judy Denor, Mary Maurer, Genny Shields and Rick Balzan. The Committee will be available to review and advise on all personnel matters of the parish. Kathy has met with the Diocesan Human Resource director and is familiar with the requirements of the diocese.
6. Financial Statements. Deanne Kuenzi reported no financial statements were distributed for review because of the preparation for the audit to begin August 28, 2017. The audit is required as a recipient of funds through the Wisconsin Parental Choice Program. She expects the Parish and School as a single entity will break even for 2016-17. The Finance Council discussed that the School will show a loss because of a budget error. It is the consensus to monitor the school budget more closely on a regular basis. Ken Brooks reported that he expects to have financial statements for the cemetery going forward. He noted there is an existing liability to the Perpetual Care Fund of \$60,000, and the goal is to pay that soon. The cemetery operator is currently reviewing and updating the price list where warranted. In general sales cover the expenses of operation except salaries.
7. Annual Financial Audit. Deanne Kuenzi reported the financial audit will begin August 28, 2017 and take one week. The goal is to have it completed by September 30, 2017, submit it to the diocese and include a summary in the Annual Report to Parishioners.
8. Progress Updates.
  - Buildings and Grounds Committee. Pat Brandel reported the Committee is near completion of its site review and price/prioritization information which will be submitted to the Pastoral Council.
  - Finance Council Guidelines. Kate Reynolds reported she and Jerilyn Gill are working on guidelines as recommended by the diocese and will have a draft for the next meeting.

- S. 10<sup>th</sup> Street Reconstruction and Calvary Cemetery. Pat Brandel reported the City has advised the preliminary costs of the special assessment for S. 10<sup>th</sup> Street improvements will be less than originally estimated. The final assessment is expected in mid-2018. Opportunities for deferral will be reviewed. A question whether the Parish is subject to a special assessment because of its tax exempt status was raised, and will be researched. No final assessment has been determined.
- DVC Property adjacent to Marshall Site. Pat Brandel reported that negotiations continue with the DVC on its request for an easement to be included in the sale of the property by the DVC. There are no existing restrictive covenants on the DVC property. The diocese has also been consulted in this process. The Finance Council raised the need to defer any action on this until there is a definitive decision on how the Marshall site factors in the future of the parish, and Vision 2020. It was the consensus the negotiations can continue, with the understanding all will be reported to the Finance Council for further input and recommendation.
- Waldo Site and Waldo Boulevard Reconstruction. Pat Brandel reported the Department of Transportation will be paying damages to the Parish for the taking of a portion of the Waldo site in order to realign Menasha Avenue. That must be approved by the Diocese, and will be submitted to the Finance Council and Pastoral Council for recommendation and approval.
- Rental of Michigan Avenue Property. Pat Brandel reported a lease has been signed with a local farmer for rental of the property.
- Vision 2020. A draft of the plan is now being reviewed by Father LeCaptain.
- Discipleship Formation Seminar. A handout was provided regarding a seminar for parish volunteer leaders, including finance council members, for discipleship formation. One of the seminars will be at SFA Parish on September 9, 2017. Father LeCaptain encouraged all to attend. Connie Heinzen will assist in reservations.

9. Development Update. The Bishop's Appeal has raised \$171,000+ in the Parish, but the Parish is \$7000 short of the goal. Additional efforts will be made to complete the goal of \$178,553.

10. Old Business. Hope House has vacated the former St. Boniface site.

11. Closing Prayer. The closing prayer was provided by Father LeCaptain.

12. Next Meeting. The next meeting will be on Wednesday, September 13, 2017 at 6:00 p.m. at the Parish Office.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Kate Reynolds

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