

Finance Council Minutes  
St. John the Baptist Parish, Seymour  
January 28, 2020

Present: Father Sengole, John Mahlik, Penny Schampers, Dan VanBoxtel, Ann Theroux, Tom Romanowski, Anna Schadrie, John Smet, Dcn Rich Matuszak  
Absent: Chris Linsmeyer

Meeting began in prayer.

1. The meeting minutes from October 22, 2019 will be reviewed at the next meeting.
2. Building and Grounds report was reviewed
  - a. School Boiler repairs have been completed
  - b. The Statue of St John the Baptist has arrived. The statue will be placed on the east side of the church entrance and will need a pedestal constructed. A memorial plaque will also be needed to place on the pedestal.
  - c. The Policy for Parish Property use stills needs to be approved. The last review of the policy had some changes. It was decided to have the policy emailed to the group for approval once the changes were made.
  - d. There will be another Booyah sale coming up to raise funds for the playground project.
  - e. The fence around the air conditioner unit at the church needs repairs. Cost of the project is needed. There was also discussion about looking at alternative to a wood fence.
  - f. The concrete in front of the church needs replacement. The Finance Council would like to see an estimate of the cost to replace and what the project would entail.
  - g. There is a crack under the stage in the wall. It was decided that an engineer should be asked to look at the crack to determine the severity.
  - h. Discussed revisiting the Phase III Welcome area. The school is not easily accessible for many older people that are attending funeral lunches. The plans that were drawn up several years ago for Phase III included a welcome area, a covered drive up area, space for funeral lunches and extra offices. With the condition of the rectory, it may make sense to look at including a living area for the priest in the new construction. The Finance Council agreed that Phase III should be explored. Dcn Rich is going to look at getting some preliminary information on the project.
  - i. The organ has a foot pedal that is not working and needs repairs. Other repair and cleaning are also needed on the pipes. The cost of these repairs is \$9,150. There are some restricted maintenance/capital improvements donations which could potentially be used for the repairs. A request will be made to the donor to get approval to use the funds for the repairs.
3. A CD came due in January that was set to auto renew for 2 years. The funds in this CD were restricted for capital improvements. The CD was cashed in and put in the checking account. If the funds are not needed for any immediate expense, they could be put with the other CDs at Edward Jones.
4. The Accounting firm that does the Parish payroll gave us notice before Christmas that they would not be able to continue to process the payroll for the Parish in 2020. Currently the payroll is being processed by Penny, who will be showing Paula how to enter the information into the software. It was decided to get quoted from some Accounting firms on processing payroll.
5. The Accounting software currently used may need to be replaced. An alternative may need to be looked at.
6. Financial statements were reviewed for October 2019, November 2019 and December 2019.
  - a. Income is about the same. Expenses are higher than last year. The increase is mostly in wages.
7. A new Diocesan Parish Employee Handbook has been given to the Parishes. A Personnel subcommittee will be formed to look at the handbook and also to review the current job descriptions.
8. The shortfall on the Bishops Appeal campaign was \$2,500. This is the lowest shortfall that has happened. The new campaign kicks off February 1-2. The assessment for St John's is \$41,593.
9. The One by One Campaign from the Diocese will be coming.
  - a. The campaign goal for St John's is \$343,449.
10. Parish Council will be meeting February 11<sup>th</sup>, 2020. The Council will meet 4 times per year. Committees will be asked to give an update to the Parish Council to keep everyone informed of what is happening.
11. The Finance Council will continue to meet every other month.
12. The meeting was adjourned. Next meeting March 17<sup>th</sup> at 6:30pm.