

St. Martin de Porres Catholic Church

April 5, 2016

**MINUTES**

The regular meeting of the Finance Council (“FC”) was called to order and opened with prayer at 8:45 am. Attendees: Rev. Charlie Garza, Susan Curran, Denny Givens, Bart Kalsu and Judy Tixier.

**FY 2016 Financials – Third Quarter**

The FC reviewed the Third Quarter FY 2016 Financial Results Report and found them to materially represent the financial position of the Parish and recommended that it is ready to present in the bulletin to the Parish. Fr. Charlie so approved. The Commentary will be prepared by Susan Curran with Fr. Charlie’s review. The Report with Commentary will be distributed in the April 23-24 bulletin.

**Outlook for the FY2016 Budget**

The FC reviewed the outlook spreadsheet. The third quarter performance is better than budget. There is a timing issue related to Founder’s Day net performance and also timing issues for expenses due to the annualization of budgeted numbers, which includes the fees associated with the new building project and items not in the budget addressed below. Susan will address this in the Commentary.

**Review and Approval of Non-Budgeted Items over \$1,000**

This year Faith Formation high school youth will be going to Steubenville Lone Star for a conference which will take the place of the confirmation retreat. 50 registration slots were reserved by the parish for the students and chaperones. The event is in Dallas and the best form of transportation is a hired bus. Fees will be collected for registration, Kevin Kapchinski will ask the Knights of Columbus to help support the hotel fees, and the cost of the bus will be approximately \$5,000. The total cost of the parish could be up to \$8,000.

Deferred Maintenance – we have added to the budget \$15,000 for repairs to the church. Las Colinas Construction Co. will begin work in mid-June. This is to replace the rotted wood fascia and repair/replace the rotted wood beams underneath the eaves.

Salary expense associated with Pastoral position noted below.

**Pastoral Associate Position and Staff Compensation**

In addition to the FY16 outlook, the FC reviewed a six year projection which included the hiring of a Pastoral Associate. The FC surmised we could support financially this new position and recommended Fr. offer the job at the proposed salary. Also discussed was staff compensation and it was recommended that in preparation of the FY17 budget that compensation remain flat with the exception of one position. In lieu of salary increases, a onetime bonus will be awarded to a few positions, but not all.

**Schedule for FY2017 Budget**

The FC will meet on Tuesday, 5/24/16, at 8:45 am to review/discuss the FY2017 budget.

**Update – Building Committee**

The Diocese has informed the Building Committee that they need to hire an Architecture from their approved list for the new building project and to also update/redo the master plan. The budget this year already includes a fee for this service. The Building Committee has met with and selected Spencer-Pierce Architecture+Interiors. *[Post Script: A copy of the Pre-Design Agreement was emailed to the FC on 5/2/16]*

There being no further business, the FC adjourned with prayer at 10:00 am.

*Respectfully Submitted,  
Judy Tixier on behalf of Denny Givens*