

Finance Council Meeting Minutes

October 24, 2019 – 7:15 pm

In Attendance: Fr. John, Fr. Karl, Deacon Zach, Fred Valle, Tom Ducote, Senaida SanMiguel, Stephanie, Erin Lashlee, Kevin McDevitt, Maria Mudry.

Not in attendance: Ann Zigmond, Kevin Harrington. Bryan Leasure, Peter Cisneros.

Observing: None.

Opening Prayer – Deacon Zach.

Review & Approval of Minutes from September 26, 2019 meeting –.

Updates

- Encountering Christ Capital Campaign - Collection goal is \$1.7M. Currently, we received 83 gifts, totaling \$778K (40 percent). Leadership weekend, Nov. 2-3. Commitment weekend will be the last collection, we need to be up to 80% on that week.
- Catholic Service Appeal – It will be sometime in February 2020.
- Fall Fest status - 99% went well. Focus on lessons learned: 1) scale back on burning out our volunteers; 2) entertainment was selected at the last minute; 3) scheduled games at the last minute, many were not able to come to the Fall Fest due to prior commitment (petting zoo for free in 2020 Fall Fest); 4) keep only one ticket booth. Profit between \$41K-\$45K. The large expense was the purchase of the stage. Looking into the option of renting it.
- Stained glass windows – The Diocese wants to see the cost and community window. Nine windows are paid for (\$35K each window).
- Annex facility updates -
- New Buildings (Church & Rectory) – In process, we assigned an architect, civil engineer. A topographic survey was conducted.
- Bookkeeper prosecution – Agreement was signed; \$50.00 payment per month.
- Procedure manual – what is the status of this? I'm curious about how money is handled and how credit cards are processed/used by staff both at the church and school. There should be defined procedures for all of this, especially with our recent history of theft.
- Staff job descriptions – Working on the format. Concern: PTO annual leave and sick leave.

Financials

- **School** –
 - September EOM Net Income \$21,701.21; YTD Net Income \$81,652.16.
 - Current number of students enrolled is 205.
 - Supplementary envelope collection is \$5,905.98 -- \$1,322.65 over the estimated amount.
 - Subsidy transferred from Parish to School, \$32,550.00 (July, August and September).
 - Office supplies expenses over by \$40.00 due to additional expenses.
 - Library AC purchase \$15,036.00. Funds coming from Prior Year Funds.
 - Tom Ducote recommended to prepare a deferred AC expenses; two ACs per year.
 - Ms. Brune's class will need an AC soon.
- **Church** –
 - January will be our Stewardship month.
 - Food Pantry:
 - A grant for a walking freezer was received, and it was completed last week. Fr. John did the blessing.
 - Two new computers were replaced.
 - A total of \$20K will be used for food pantry maintenance expenses. A vote is needed via email by Nov. 1st, 2019.

Next Meeting:

- November 28th, 2019
- December 26th, 2019
- January 23th, 2020

Closing Prayer – Deacon Zach.