

Saint John Paul II Parish  
Finance Committee Meeting  
September 12, 2016

Attendance: Deb Wooley, Kathy Luczynski, Nick Petropulos, Joe Truskowski, Mike Koperniak, Father Steve

Absent:

Father began the meeting with a prayer. Meeting was called to order at 6:03 p.m. Nick moved to accept the minutes of July 25<sup>th</sup> meeting, Joe seconded, all in favor, it passed.

#### Fuel Tanks

The Property Committee reported that there is a current law that requires unused empty tanks be removed by August 13, 2017. Sister Jacqueline reached out to Father to inform him the school was prepared to hire a contractor to remove the school's tanks and at the same time they could remove the church tanks at a very reasonable cost so it was approved. Question remained how many tanks that required approval remained. Subsequent to the meeting, it was confirmed the only remaining tank for the Parish is on ND campus. Quotes were requested and Kathy will follow up with the Property Committee on the costs.

#### Bells / Windows

ND bells were removed as scheduled and went quickly and smoothly without incident. The company looked at the ST bells and will follow up if interested. The company interested in the ST windows stated they are still interested although they lost the original buyer. The indicated they will be in touch. The Diocese engineer will be re-visiting the ND tower to assess next steps.

#### ND School Rental

The committee discussed new tenant prospect and lease agreement.

#### Staff Turn Over

The committee discussed the departure of the Parish Secretary and Property Manager. The property manager has been replaced by a contractor that will mow, plow, shovel and sand the ND and Manor properties. Dick Wisniowski will assume responsibility for opening and closing the ND church, etc.

Tim Rougeau continues to handle all office work and assist Father after hours. Although the office is not open, all calls are being responded to and tasks being completed. The skills required for the position have increased over time. A job description including skills required has been developed. It was decided the Finance Committee will assist Father with outreach perhaps on the website and / or iBerkshires and selection.

#### Financial Review

The committee discussed financials distributed in advance of the meeting. Deb will follow up with YTD income statement which was not available from the accountant. Stabilization of our finances continues with \$82,851.95 operating cash compared to \$8651.94 last August. We also have more than \$30,000 in the Manor accounts. Deb noted that July and August assessments and insurance has not been billed yet as is typical this time each year. August payment to the Diocese on the boiler debt was also not yet made. Kathy noted St. Vincent DePaul account balance is not accurate and should be removed from the balance sheet. Deb will follow up again with Lary. Income statement also continues to look strong. It

was reported that the Polish Picnic netted \$6,197.97. Father acknowledged what a wonderful event it was and heard from several folks how excellent the food was! The committee recognized the hard work parishioners put into our many (and growing) fundraisers. It was also acknowledge that our Parish cannot survive without them.

### New Business

Father reported that Sally has submitted her resignation which he accepted thanking her for her many years of service. He stated he does not intend to replace her at this time.

Joe questioned Manor rentals. Kathy noted that Tim Rougeau reported that the transition of the property "account" with homeaway.com was difficult and information did not convert including all of the very positive comments which are important to sales. Kathy noted that the comments are now there although it did not appear there were a lot of bookings. Deb is awaiting a detailed report from Tim. Joe questioned whether we need to have a "salesperson" managing the bookings. Father shared that because the Manor is used for various church events, it could be difficult to outsource it. The committee will discuss and explore options in light of Tim Rougeau's resignation. Kathy noted that one week in September has been blocked out for boiler cleaning and 5 return traps at a cost of \$2000.

Joe questioned progress with the project at the cemetery. Kathy noted Lary reported as of the end of July the woman researching plots worked 29 hours. We have not yet obtained an estimate to complete the work. Joe questioned what she is attempting to accomplish. Deb will obtain clarification from Lary.

Kathy reported the Annual Meeting of the Foundation Board of Trustees is in Springfield on 9/22. It is an opportunity for all interested parties to listen and participate with the Diocesan investment advisors. Investments include money that the diocese invests for Parishes, Schools and Cemeteries. Kathy did reply to attend but it will be dependent on her work schedule that day. Joe expressed interest in more information to consider attending.

Father reported the receipt of two preliminary estate notices although specifics were not provided.

Next meeting will be Monday October 17<sup>th</sup> at 6:00.

Meeting was adjourned at 8:03.

Respectfully submitted, Kathy Luczynski