

Saint John Paul II Parish  
Finance Committee Meeting  
April 17, 2017

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

Father began the meeting with a prayer. Meeting was called to order at 6:00 p.m.

Stain Glass Window Repair / Special Collection Update

Kathy reported that the final figure collected for stain glass windows was a whopping \$29,045.05! Father once again expressed gratitude for the generosity of Parishioners. He also shared how pleased he is with it being a very successful parish-wide initiative. It was noted that our original goal was \$15,580 and we were able to expand the number of windows restored in both churches as a result. This initiative has restored windows identified as critical for repair at this time. In the future, as others are identified we will approach funding in a similar manner. Despite the expanded scope of work, the contractor was still able to complete the work and replace the windows for our Easter celebrations. Given our fiscal limitations, the restoration would not have been possible without the special fundraising. Kathy reported the final breakdown:

	REPAIRS	DONATIONS	MEMORIAL FUND
SSK	\$18,645	\$14,522.53	\$4122.47
ND	\$23,990	\$14,522.52	\$9467.48

A final thank you and breakdown will be put in an upcoming bulletin.

ND School Rental

A one year lease renewal has been prepared and has been forwarded to Berkshire Dance Theatre for execution.

The committee was updated on status of the new tenant prospect by Kathy and Father.

Manor Report / Management of Rentals

The committee discussed questions with manor recordkeeping. Father stated he would follow up with Tim to obtain the details.

SSK School Subsidy

Father noted that he recently received a request for additional financial subsidies to SSK School. Father summarized the subsidy (\$600 / year) process as follows: In August the office receives a list from the school which is assessed according to the criteria 1) Is the family a registered Parishioners and 2) Do we have a record of giving to determine through the envelope system that the family is a weekly practicing member of the worshipping community providing the subsidy.

Given the unanticipated costs of several parish related expenses in the upcoming year, we simply do not have the financial resources to increase and expand subsidies to SSK School. Therefore, the FC has decided to only continue to subsidize current families receiving financial assistance and will review our financial situation on an annual basis to decide if we are in a position to render additional assistance.

The committee approved a letter from the FC explaining our reasons for denial which will be provided to the school to share with those requesting subsidy.

## Financial Review

The committee reviewed financials provided by Deb in advance of the meeting. Collections are steady with a slight increase over last year despite the additional solicitation for the stain glass windows. It was noted that a shift from general collections to special purpose collections would jeopardize our ability to pay our general operating expenses. Non-recurring income is significantly higher due to the stain glass window fundraising and the sale of the windows and bells. Expenditures remain well managed noting higher snow removal and heating costs relative to last year due to the winter. We continue to run very close to our budget and Father acknowledged the excellent job Deb has done preparing the budget.

The committee expressed concern with several costly projects that require completion and discussed various options for funding the projects. It was agreed that despite capital expenditure requirements, we must always maintain sufficient funds in our operating account to maintain the Parish. Although various projects are underway with determined sources (ND steeple, oil tanks) it was agreed a general policy should be developed. After much discussion, it was determined, funds will be obtained from the Unrestricted Memorial Building Funds for each church building or the completion will require additional fundraising efforts. Due to the numerous projects we are facing, the FC will continue to assess financial progress / stabilized finances.

Tank removal at ND school: This project was anticipated with this year's budget and will be paid out of the operating funds. The property committee will be asked to obtain an estimate and attempt to have it completed before fiscal year end.

Roof repairs: Both church buildings require roof repairs. Estimates have been obtained, will be completed soon and will be paid for from Unrestricted Memorial Building Funds.

SSK Boiler Replacement: The Diocese engineer inspected the boiler and provided proposal to prepare and manage the bid process. The FC agreed it is necessary that we proceed with this replacement and will assess it more thoroughly once bids are received. Father will send a letter to the Bishop explaining the situation and obtain approval to retain the engineer (Towsley Associates). It was noted that the Diocese must approval all projects exceeding \$25,000. This project will require fundraising efforts.

ND Steeple: We are awaiting engineering report to determine repairs required following the removal of the bells. This project will be funded from the Windows / Bells reserve fund.

The committee reviewed financials for SSK cemetery. Deb noted she and Kathy met with Lary to review the year end (December) financials noting we still have not yet received the final statements for the Perpetual Care fund managed by the Diocese. It was decided if we do not receive them within the next week, financials will be published with the most current information (as had been done in the past).

As previously noted, after review of the Diocesan Policy regarding catholic cemeteries and through on-going discussions with the consultant we have undertaken review of our own policies in an effort to ensure that the SSK cemetery is being maintained with high standards for years to come. The committee reviewed the report provided by Kathy on the cemetery project to identify all graves (occupied and available), record them on maps to be maintained in the office and develop a system for future recording and research. The committee agreed to inform the consultant that we wish it to be completed by the end of the summer and a process handed over to the Office Manager for ongoing upkeep.

The committee reviewed the survey of grave costs and perpetual care from the Diocese and area cemeteries completed by Laura. The committee discussed the changes in our community including demographics, diminishing young families, increasingly smaller families and changing attitudes and

practices regarding full body burials agreeing that all of these factors impact our Parish and also the future of the SSK cemetery. The committee was in agreement that the cost of graves needs to be increased and is best to do in a gradual manner over a period of three years. Kathy asked members to review the survey and propose a graduated increase in pricing for consideration.

New / Other Business

Next meeting will be **Tuesday July 25th at 6:00.**

Meeting was adjourned at 7:48.

Respectfully submitted, Kathy Luczynski

April 17th minutes moved to accept the minutes as presented via email on April 20 <sup>th</sup> by Nick, Seconded by Deb; Joe abstained; all in favor
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