St. Joseph Church  
Finance Council Meeting Minutes  
January 22, 2019

Present:  Fr. Jorge Roman (President ex Officio), Tom Altenbach (Chairman), Joe Price (Vice-Chairman), Ralph Obenberger (Member), Maribel Castillo (Member), Olga Avila (Member), Kathy Cage (Parish Hall Project Manager)

Quorum

The meeting was called to order at 5:03 PM. A quorum was present.

Old Business

The meeting minutes from November 13, 2018, were approved.

Review of Financial Reports

The Finance Council reviewed the following reports as of December 31, 2018, prepared by Helen Shepherd.

- FY19 Actuals Compared to Budget
- FY19 Actuals Compared to Prior Year
- FY19 Offertory Income

These first two reports are summarized in the table below.

<table>
<thead>
<tr>
<th></th>
<th>FY19 Actual</th>
<th>FY19 Budget</th>
<th>FY18 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue</td>
<td>$102,220</td>
<td>$140,240</td>
<td>$109,177</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$109,769</td>
<td>$106,988</td>
<td>$103,156</td>
</tr>
<tr>
<td>Net Op Revenue</td>
<td>-$7,549</td>
<td>$33,253</td>
<td>$6,020</td>
</tr>
</tbody>
</table>

Offertory Revenues are underbudget by 25.6% and below FY18 by 7.9%. This is partially due to the delay in the implementation of the Offertory Increase Program that finally began in January 2019 with the mailing of 1200 brochures. The effects of this program should be seen starting in February. The Council was skeptical that this Program would produce the desired results, due to its strong emphasis on the use of envelopes for weekly offertory donations. Envelopes are not widely used in St. Joseph Parish, especially since the Hispanic community does not embrace their use. In addition, there is no emphasis on online or electronic offertory donations. Many parishioners prefer this mode and consider envelopes to be obsolete.
The Christmas letter sent to parishioners and donors produced a direct response of $10,920. This represented a decline of 20% compared to the response in 2017 of $13,640. This decline may be partially due to the 2018 letter being sent out later in December than the 2017 letter.

In addition, one generous donor contributed $25,000 in funds restricted for repairs, maintenance, and utilities, and another $25,000 in restricted funds for the Parish Hall.

**Status of Parish Business Administrator**

The Parish Business Administrator, Helen Shepherd, resigned her position effective December 31, 2018. During eight years of volunteer service to the Parish, Helen handled all the accounting and numerous administrative tasks. In discussing options for a replacement, the consensus was to try to hire a professional accountant or accounting service. Although there is no budget to pay for this service, it’s unlikely we will find another volunteer parishioner to take over this very important position.

The interim without a business administrator is off to a rocky start. During January, there were 11 checks drawn on our account that have been returned by Union Bank due to insufficient funds. This resulted in overdraft fees of $330. No one was monitoring the checking account. Once notified, Vice-Chairman Joe Price made an urgent transfer of funds from our savings account to the checking account to alleviate the overdraft situation temporarily.

**Status of the Parish Hall Construction**

Kathy Cage provided an update on the Parish Hall construction. The project passed its final inspection by the Town of Mammoth Lakes. There is a short punch list of items that must be completed or fixed; however, we expected to get a temporary occupancy permit on January 25, 2019. The major item needing completion is the parking lot repaving. The Finance Council approved a change order that extends the construction contract and withholds funds from the general contractor until the repaving is completed in Spring, 2019.

Kathy briefly listed the various equipment that has been purchased to outfit the Hall. This includes tables, chairs, dividers to delineate two classrooms, couches, and kitchen equipment. There was no information presented on the status of funds
remaining in the Parish Hall restricted building account. She is planning to host a dinner in the Hall on February 6, 2019, for the various contractors and tradesmen that worked on the construction.

Fr. Jorge described his plan for management of the Hall. He would like to appoint the current Parish Secretary, Veronica Saray, as facility manager. He intends to convert her current half-time non-exempt position to full time with salary and benefits. Although there is no budget for this additional half-time employment, he intends to reallocate funds by eliminating the weekly cleaning service for the church (costing about $500/month) and replacing it with volunteer cleaning to be performed by parishioners from various Hispanic ministries.

Per Fr. Jorge, the Hall will be available for private parties to rent, with a fee structure to be established. There will be a $500 cleaning deposit, refundable if the Hall is cleaned by the renting party.

Next Meeting

A date was not set for the next meeting of the Finance Council since it is not known when a new Business Administrator will be onboard and able to produce financial reports for our review.

This meeting was adjourned at 6:00 PM.

Submitted by Tom Altenbach, Chairman