

**From:** Chris Norton Chris.Norton@RaymondJames.com  
**Subject:** minutes from 6/28/18 POTHE FC meeting  
**Date:** June 29, 2018 at 9:30 AM  
**To:** Fr. Daniel Greenleaf (Holy Eucharist - Falmouth) daniel.greenleaf@portlanddiocese.org

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## POTHE Finance Council Meeting Minutes - 6/28/18

In attendance : Tim Dexter, Steve Mitchell, Jeanne Mavor, chris Norton, Mark Kostin, Fr. Peter, David Ertz, Marty White, Father Daniel, Mr. Morshead

Absent : Tom, Don,

1. Opening Prayer - Father Peter.
2. Welcome new member \_\_\_\_\_
3. Minutes of the May 2018 were unanimously approved.
4. Melissa Bagdon has been hired as our new Finance Director. She is a parishioner at SG and has been a finance manager of several businesses. Her first official day will be July 9, 2018.
5. Catholic Funeral & Cemetery Services will manage the cemetery starting July 1. They will submit quarterly financial statements to us. We are hoping to have in-person updates—at least for the first few quarters. All significant decisions will still be made by us. One of the concerns members of the FC expressed is to ensure that parishioners are able to meet
6. Schedule for meetings in FY19: We will attempt to follow the same schedule (4th Thursdays beginning in September). Our first meeting will be Thursday September 27, 2018 from 6:30 to 8 PM at HM. Our second meeting will be October 25, 2018. Chris will send out a draft schedule for the remainder of the year in the coming weeks.
7. Review of the Financials
  - a. We are projected a loss of close to \$40,000 for the year. We will draw down on our savings to cover the loss.
  - b. Offertory will likely come in around \$13,000 under our budget for the year, which is projected at \$930,000. The proposed FY19 budget is built with an offertory of \$1,038,051.
  - c. As we transition to a new Finance Director, we will continue to carefully review the budget each month.
  - d. Members requested a listing and description of all accounts to help us understand the nature of the expense for each of the separate accounts.
8. FY19 budget was approved by the Parish Council during their last meeting. The PC is asking the FC to consider increasing the awareness of and encouraging planned giving.
9. Increased Offertory
  - a. Fr. Daniel is working on a timeline for the year and will share it electronically with the FC. He has begun drafting the letter that will go out to all parishioners, which is one of the first activities.
10. Capital campaigns. While there are a number of capital improvement activities identified for each of the churches, at the moment the largest expense is the roof replacement for SH (estimated at a just over \$400,000). Discussion ensued about the role of the Fr. Morison bequest and its attachment to improvement at SG; the differences between capital improvements and regular maintenance; having a plan in place for the specific needs prior to launching the campaign; and whether we would focus on a parish-wide or a church-specific request. We will not begin a capital campaign until we have concluded the offertory increase program. We will continue to discuss these and other related issues during future meetings
11. Fr. Daniel reiterate the importance of ensuring FC members are familiar with the Diocesan Internal Questionnaire
12. Closing prayer - Fr. Daniel

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