

Saint Christopher Parish Finance Council

Meeting Minutes

January 11, 2018

Members Present: Jim Delaney, Patty Howe, Ron Lease, Fern Reilly, Fr. John Sasse, and Jim Schroeder

Invited Guests: Katie Haun, Ryan Hartberg, Doug Ulaszek (School Feasibility Committee), and Mark Heyde (Parish Council Chair)

Call to Order: The meeting was called to order at 6:00 pm and opened with a prayer by Fr. John.

Review and Approval of Minutes: The minutes of the November 29, 2017 meeting were reviewed. A motion for approval was made by Fr. John Sasse, seconded by Jim Delaney, and approved by the Council.

Profit/Loss Review: Patty Howe presented the year-to-date (July-December) profit and loss statement as follows: Offertory Collections YTD were \$231,434 (budgeted \$222,000). Total income YTD is \$325,157 (budgeted \$260,550). YTD expenses were as follows: salaries expenses were \$148,108 (budgeted \$150,421); liturgical expenses were \$10,478 (budgeted \$6,850); administration expenses were \$23,422 (budgeted \$24,013); buildings and grounds were \$35,437 (budgeted \$40,025); religious ed, youth ministry, and adult faith expenses were \$10,508 (budgeted \$8,075); outreach/social services were \$5,919 (budgeted \$9,800); parish assessment \$19,162 (budgeted \$19,156). Total expenses were \$253,034 (budgeted \$258,341). Net income YTD is \$72,123.

Balance Sheet/Asset Review: Patty Howe shared the balance sheet as of December 31, 2017 for St. Andrew and St. William Cemeteries. The Council discussed an increase in rates for cemetery plots. Jim Delaney proposed that a smaller annual increase in cemetery lot prices would be better than a larger increase every few years. Our parish will consider a rate increase each year. Patty will contact Mr. McDermott of the Diocese to talk further about cemetery plot rates.

Other Business:

Building Maintenance:

St. Andrew Parish Center Roof: The Council discussed the cost of the connection between the Parish Center roof and the Church roof. Patty Howe clarified that the additional cost of \$19,500 for the connection was a separate estimate by Gary Brown Co. at the time they estimated the previous church roof repairs, and not part of the bid for the Parish Center roof by Ganser Company.

St. William Church Windows/Grounds: Ron Lease reported that three pine trees at St. William Church need to be trimmed, and trees in the cemetery also need to be trimmed as the branches are hanging on the stones. Jim Schroeder moved to approve the total cost \$1,400 for the tree trimming work and a portion of the expense, \$950 to come from the cemetery fund. Fr. John second the motion. The Finance Council voted in favor. Ron Lease will contact Slater to begin the work.

St. William Window Donation Recognition: Patty Howe informed the Council that the funding for the St. William Windows project is complete. A plaque will be made to recognize the individuals who made donations to the windows. Fern Reilly added that it was agreed by the Window Committee early on that the two sacristy windows at St. William will have separate plaques to be mounted on the windows indicating the restoration in memory. The restoration of the 'Good Shephard' window would be dedicated in memory of Monsignor Schmelzer, and the 'St. Tarcisius' window would be dedicated in recognition of the Altar servers of St. Christopher Parish.

Catholic School Feasibility Commission: Ryan Hartberg, Katie Haun, Mark Hyde, and Doug Ulaszek joined the meeting. The Finance Council had not received much communication about the Feasibility Study to date and had concerns about mixed message received from parishioners. Fr. John received a response by Bishop Morlino regarding the feasibility study expressing his support and asked the parish to achieve the following goals:

- 1) The current offertory giving is not sufficient to run a school according to the financial model that you submit, the offertory collection must increase or you must re-evaluate the school revenue and tuition model which entails:
 - the creation of an alternative sustainable tuition/revenue model that may not rely so heavily on financial support of the parish, and,
 - the planning and engagement of an aggressive marketing campaign to secure stronger enrollment commitments that will move enrollment more quickly to capacity, serve a greater number of children and thereby strengthen school revenue.
- 2) Seek and obtain donors to provide the funds necessary to open the school and maintain it for at least 3 years without creating a deficit in the parish budget.
- 3) Broadly engage the entire parish, including the parish Finance Council, in your vision and ongoing efforts, in order to gain strong support for the school.

The Finance Council and guests had a broad conversation about the study. It was agreed that the information of the feasibility study needed to be transparent and shared with people of the parish. It was also agreed that fostering communication was important and starting a communication plan was important to explain the study and results. Jim Schroeder added that it was important to get the parish to buy-in on starting a school first, and not start with funding first. The following items were agreed upon:

- 1) A slide show presentation which includes the parish benefits of catholic education and future for our children.
- 2) The feasibility study would be available on the parish website, or a copy available at the parish office, and a bulletin announcement made. Three points from the Bishop Morlino's letter would be available to parishioners.
- 3) Face-to-face town hall meetings be scheduled to hear about the proposal and people could ask questions.

Capital Campaign: Fr. John stated the 'Be the Solution Campaign' will need to start up at a higher campaign level after the ACA black out period. He would like to launch a capital campaign, possibly hire an outside company. He would like to invite Walsh and Associates to attend a joint council meeting to talk about how their campaign works.

Parish Branding Concept: Fr. John stated that the parish is moving forward with a branding and getting closer to final images and styles.

Next Council Meeting: The next Finance Council will be a joint meeting with the Parish Council on February 13 at 6:30 pm.

Closing Prayer: Father John led the Council in a closing prayer.

Adjourn: The meeting adjourned at 8:45 pm.

Respectfully submitted,
Fern Reilly