

**St. Bruno Parish Finance Council  
Meeting Minutes  
October 17, 2016, 6:30 PM**

Members Present: Rita Borowski, Louise Diodato, Tim Dittman, Jim Keller, Joe Kuenzli, Steve Paquin, Elizabeth Senglaub, Steve Spiegelhoff, and Father Chuck Wrobel

Others Present: None

Members Absent: Pat Seegers

Meeting Location: St. Paul Parish

Old Business:

- A. Approval of September Meeting Minutes – Minutes were approved with the meeting date corrected to September 21, 2016.

New Business:

A. Review of September Financials –

- a. Received the first payment from the state for School Choice in the amount of \$11,899.88.
- b. Because of the pay arrangement with Fr. Chuck, the stipends for the masses that he presides over will revert to the Parish using Account 3080.
- c. A donation of \$27,961.61 was made to St. Bruno for the purpose of paying off the mortgage principal. This amount was applied to Account 3033.
- d. Year to date income for the school was discussed. Income appears to be behind budget, but this may be reflective of how the budget was created or timing. Steve Spiegelhoff will provide Tim Dittman the details so as to better understand the monthly budget and actual numbers.
- e. Parish support is tracking well. Administrative income is very close to budget.

B. Financial Red Flags –

- a. While there were no “red flags” to report, Steve Spiegelhoff did bring up two matters:
  - Spanish education program. Steve Spiegelhoff pointed out that this after school program was contracted for by Lisa but that it is not in the budget. Parents pay less than the per student charge. Based on the contract, it appears there will be a shortfall of up to \$6000, depending on the participation rate.
  - Building use policy. Steve Spiegelhoff reported there is a request to rent the Parish Room for a parishioner’s baby shower. Currently there is no formal policy regarding non-ministry uses or rentals of St Bruno Parish rooms. The Finance Council agreed that such a building use policy should be developed and that it should address such matters as insurance, costs to recover (vary by room?), limit only to parishioners, limit use of alcohol,

requirement for a deposit, etc. Steve will check on what policy other parishes use and bring a recommendation back to the Finance Council. For the pending request to rent the Parish Room, the Finance Council gave Steve Spiegelhoff recommended terms (\$50 rental plus insurance (\$95), plus a \$150 refundable deposit).

C. Pastoral Council Update –

- a. Louise Diodato reported the Pastoral Council's last meeting included a discussion, led by an Archdiocesan representative, of what is a Pastoral Council.

D. Capital Expenditures –

- a. Carpet. Installation is complete but there were some changes made by the contractor that left no extra carpet squares for future use as required by the contract. Steve Spiegelhoff negotiated an agreement with the contractor to provide even more than the originally agreed to number of boxes of "attic sock", at no additional charge. The Finance Council approved this approach.
- b. Landscaping. Contractor work is complete. Donations are being sought by Buildings and Grounds to cover the costs of the work done at the Blessed Virgin Grotto.
- c. Parking lot resealing. Building and Grounds will seek a second quote. This work may wait until Spring.
- d. Mortgage. Received a gift as budgeted for September. We have about \$137,000 in reserve. The Finance Council agreed to pay down the mortgage by an additional \$15,000 in both October and November.

E. School and Youth Ministry Update –

- a. Fr. Chuck reported that the search for a Youth Minister has been completed and a selection has been made, although it will be a few days before the individual's name is made public.

F. Budget Committee –

- a. Formation of the Budget Committee for development of the 2017/2018 budget was discussed. Tim Dittman will lead the effort. There were volunteers from the Finance Council and Tim will reach out to others to be Budget Committee members.
- b. The Budget Committee will meet on the 2<sup>nd</sup> Tuesday of each month with the first meeting on Tuesday, December 13, 2016.
- c. Steve Spiegelhoff will start getting ready for the budget process. Steve will provide worksheets and other information to Staff and the ministries. The Finance Council agreed to ask for all worksheets to be returned by the first week in February and that the Staff and ministries would be asked for their respective "must haves" and their "wish lists".

G. Open –

- a. Next appeal. The Finance Council discussed the likely schedule for the next appeal in 2017: internal kick off in March, meetings/calls etc in summer, pledge weekend late 2017.
- b. Turkey dinner. Steve Spiegelhoff reported that final results were not yet available but there are indications it was financially successful.
- c. Endowment Fund statement. It was noted that the Endowment Fund shows an annual gain of \$20,194.
- d. School enrolment. As of September 16<sup>th</sup>, enrollment stood at 78 students, 7 of which are choice students. There are 2 additional students expected. Enrollment is ahead of what is in the budget.

The next Finance Council meeting will be Monday November 21, 2016, at 7:00 PM at St. Bruno Parish.

The meeting was adjourned at 8:00 PM.

Respectfully Submitted, October 24, 2016, by

Jim Keller  
Secretary

Finance Council Approved: November 24, 2016