

**St. Bruno Parish Finance Council
Meeting Minutes
December 19, 2016, 6:30 PM**

Members Present: Rita Borowski, Louise Diodato, Jim Keller, Pat Seegers, Elizabeth Senglaub, Steve Spiegelhoff, and Father Chuck Wrobel

Others Present: Scott Vandenhouten

Members Absent: Tim Dittman, Joe Kuenzli, Steve Paquin

Meeting Location: St. Paul Parish

Old Business:

- A. Approval of November Meeting Minutes – Minutes for the November 21, 2016 meeting were approved.

New Business:

Acting Chair. The Finance Council Chair, Tim Dittman, is recovering from surgery and expects to be out for a number of weeks. The Council voted Elizabeth Senglaub to be Acting Chair of the Finance Council. Elizabeth then ran the meeting.

A. Review of November Financials –

- a. Net income year to date is \$98,934, which is \$101,925 ahead of budget. Steve Spiegelhoff reported we are having a very good year financially.
- b. Steve Spiegelhoff noted seven minor items in the November financials.

B. Financial Red Flags –

- a. Steve Spiegelhoff brought up the following matter:
 - Parish Data System (PDS). Improvements have been made associated with data entry to the PDS. It had been discovered that four school families had over paid tuition for various reasons last year (one extra payment, failure to receive a referral credit, etc). These have been straightened out and the recent changes associated with the PDS should avoid a reoccurrence.

C. Pastoral Council Update –

- a. Scott Vandenhouten reported the Pastoral Council's last meeting included among other items, discussion of Father Chuck's planned medical leave in early 2017, and possible plans for a parish leadership retreat to include Pastoral Council, Finance Council, and Parish Staff. The date is not certain at this time.

D. Capital Expenditures –

- a. Mortgage. The pay-down of the mortgage by an additional \$15,000 in both November and December has occurred.

- b. Parish roof. Pat Seegers reported that Buildings and Grounds is looking at replacing the shingled roof on the front of the building with a metal roof. A parish member has indicated a willingness to donate the labor and materials for the metal roof, up to \$25,000. This would not include the costs associated with any work needed to repair or replace wood framing under the existing roof. Pat was hopeful that the wood framing costs could also be obtained through donations. The work would occur next summer, either in the current or next fiscal year. There was discussion about the timing of the donation for the roof and the donor's preferences for how this would be treated on income taxes. Pat Seeger will have further discussion with the donor.

E. Budget Committee –

- a. The Budget Committee held its first meeting December 13, 2016 for the development of the 2017/2018 budget.
- b. The Budget Committee members are Tim Dittman (Chair), Louise Diodato, Rita Borowski, Rod Humpal, and Steve Spiegelhoff.
- c. Steve Spiegelhoff reported that the Budget Committee is to receive budget data from staff in early January.
- d. Two challenges are (1) stewardship pledge numbers for the second half of the fiscal year will not be known since the pledges from the next stewardship appeal will not be available until late 2017 and (2) there are a number of uncertainties regarding funding of cross parish ministries.

F. Custodial Position

- a. The Parish is still seeking to hire someone to augment Kurt for 10 hours per week. Rita Borowski and Steve Spiegelhoff recommended that the position be redefined to be for 20 hours per week and that this will be of more interest to candidates. After a discussion of the budget implications, the Finance Council voted to approve offering the position as 20 hours per week.
- b. The Finance Council also discussed, without taking action, the possibility of creating a Personnel Committee. Scott Vandenhouten pointed out that the Parish did have such a Committee in years past and that at least some of the members may still be in the Parish. Scott Vandenhouten will follow-up.

G. Items from Last Meeting –

- a. Procedure/policy for approving expenditures. Steve Spiegelhoff will prepare a draft based on direction provided by the Finance Council at its November meeting.
- b. Building use procedure. Steve Spiegelhoff will prepare a draft based on earlier guidance from the Finance Council.
- c. Land donation to cemetery. Steve Spiegelhoff reported the Cemetery Committee is still obtaining bids for the needed Certified Survey Map (CSM).

- d. Balance sheet review follow-up. Steve Spiegelhoff provided an email to the Finance Council on November 22 addressing the open items from the Balance Sheet review performed by the Finance Council at its last meeting, November 21, 2016. This is complete.

H. Open –

- a. Plans for the next stewardship appeal will be discussed at the next Finance Council meeting. Elizabeth Senglaub will invite the Chair of the appeal effort, Mark Karpfinger.
- b. The Finance Council briefly discussed newly updated mass attendance and donation data provided by Rita Borowski .

The next Finance Council meeting will be Monday January 16, 2017, at 7:00 PM at St. Bruno Parish.

The meeting was adjourned at 8:00 PM.

Respectfully Submitted, December 31, 2016, by

Jim Keller
Secretary

Finance Council Approved: January 16, 2017