

**St. Bruno Parish Finance Council  
Meeting Minutes  
May 15, 2017, 7:00 PM**

Members Present: Louise Diodato, Tim Dittman, Jim Keller, Joe Kuenzli, Steve Paquin, Pat Seegers, Steve Spiegelhoff, and Father Dan Volkert

Others Present: None

Members Absent: Elizabeth Senglaub

Meeting Location: St. Bruno Parish

Old Business:

- A. Approval of April Meeting Minutes – Minutes for the April 17, 2017 meeting were approved.

New Business:

A. Review of April Financials –

- a. Net income year to date is \$183,618.
- b. Steve Spiegelhoff reported on recent improvements made to the accounting for the Cemetery Assets.
  - The Perpetual Care has been segregated into a Long Term Liability which is a restricted asset of the Cemetery Association. The Cemetery Net Assets is the amount that the Cemetery Association will have access to by declaration of their board.
  - Steve reported that Archdiocesan guidelines suggest a perpetual care fund of about \$88,000, while the current fund is \$53,515. The Cemetery Association should be working toward the target amount.
  - Going forward, Steve will run a new report for the Cemetery Association every 6 months.
- c. Steve noted that the current budget had Easter in the wrong month, causing swings in actual vs. budget for April and May.

B. Financial Red Flags –

- a. There was a brief discussion of one Pace Setter gift.

C. Pastoral Council Update –

- a. Louise Diodato reported there were 16 nominations to fill the upcoming three vacancies on Pastoral Council. Pastoral Council meets next week. Discernment for new members will be May 30th.

D. Capital Expenditures –

- a. Outdoor classroom. The project is moving ahead to construction.
- b. Potential new expenditures. Steve Spiegelhoff reported there are several potential needs whose cost might be able to be covered this fiscal year.

- Gym floor. The floor continues to degrade with the parquet coming up in some areas. There have been several repairs over the years. Various options are being investigated. Quotes are being gathered and will be forwarded to Buildings and Grounds. The condition of the floor does not present a safety concern at this time.
  - Gym tables. The tables used for school lunch, which fold into the blue metal cabinets, are falling apart. They were originally acquired used from KM schools. It was suggested that a phased approach to replacing the tables may be a good approach. Quotes will be provided to Buildings and Grounds.
  - School bathroom partitions. The partitions are rusting at the bottom. Quotes will be provided to Buildings and Grounds.
  - Play area wood chips. The wood chips need to be topped off before next fall.
- c. Altar railing. There continues to be a concern that some people who have difficulty using stairs do not find the existing ramp convenient for use. In particular, those who distribute communion were noted. Father Dan stated he did not have an opinion on the need for a railing. Pat Seegers, on behalf of Buildings and Grounds, agreed to seek a quote for one railing.

E. Expenditure Process –

- a. Steve Spiegelhoff reported that he is working on the process, starting with a rough draft of the process from Rita Borowski. Steve said he also is working on the Building Use Policy.

F. 2017-2018 Budget Presentation –

- a. Tim Dittman, as Chair of the Budget Committee, presented the draft 2017/2018 Budget for Finance Council Approval. The draft Budget calls for \$1,457,390 in income and \$1,456,610 in expense, yielding a slight gain of \$780.
- b. The Council discussed several key items and assumptions in the Budget, including:
- New three year appeal will cover the second half of the fiscal year. Conservative assumptions were used.
  - Salaries of Parish Administration and School staff with an awareness of benchmark data.
  - School enrollment is expected to continue to increase, even with conservative assumptions.
  - Staffing changes were discussed, including the need for additional teachers and aides.
  - A phased approach to introducing Chrome Books in the school.
- c. There were several changes agreed to in order to address new developments, however these changes resulted in no net change to the

total Budget. The Finance Council voted to approve the 2017-2018 Budget as presented.

G. Next Appeal –

- a. A team met on May 2, 2017, to arrive at a calendar for the appeal. The process is underway.

H. Personnel Committee Formation –

- a. It was agreed to form a Personnel Committee.

I. Open –

- a. Steve Spiegelhoff reported a St. Paul parishioner/parent would like to transfer a student from St. Paul School to St. Bruno School. The Finance Council provided input on an approach for how to handle the tuition to be charged so as to be fair to the student and to St. Paul School.

The next Finance Council meeting will be Monday June 19, 2017, at 6:30 PM at St. Paul Parish.

The meeting was adjourned at 8:50 PM.

Respectfully Submitted, May 18, 2017, by

Jim Keller  
Secretary

Finance Council Approved: June 26, 2017