

St. Bruno Parish Finance Council
Meeting Minutes
September 21, 2015, 7:00 p.m.

Members Present: Steve Paquin, Pat Seegers, Pam Schmitt, Joe Kuenzle, Tim Dittman, Father Ralph, Amanda McCullough and Scott Vandenhouten
Absent: Father Chuck, Jim Keller and Elizabeth Senglaub

Old Business:

A. Approval of August Meeting Minutes – Minutes were approved

New Business:

A. Review of August Financials – YTD the Parish is operating at a surplus. Parish support is down 5K to budget YTD. The golf outing generated more income than budgeted. Salaries are under budget year-to-date in part due to timing differences but also in part due to the fact that once Pam replaced Leann, Pam's position was not filled.

B. Financial Red Flags

- a. School enrollment currently stands at 77 students (78 budgeted)
- b. The application deadline for the tuition assistance grant from the Catholic Community Foundation was missed (\$10K budgeted). It was agreed that Tim would contact Lisa and request that she "captain" that effort in the future so that never happens again
- c. Pam expressed concern regarding credit card processing fees (\$240/mo). With processing fees at approximately 3%, roughly \$8K of parish support per month is contributed using credit cards. Amanda expressed concerns about singling out those particular families fearing alienating them. All agreed. It was agreed that we would put a "fun fact" in a future bulletin along the lines of "Did you know that if you contribute to the parish using a credit card, 3% of your contribution never makes it to the parish."
- d. Donut Sunday is costing roughly \$120 per month. All agreed that there is value in community building and goodwill by offering the donuts. It was agreed that Pam will reach out to Betty about possibly scaling back amounts to minimize leftovers.

C. Pastoral Council Update – Scott reported that discernment of new members and officers was complete. As the result of Scott being elected chair, he will no longer be an official liaison to the finance council but has graciously offered to attend as many meetings as he can. Joe will continue as one of the liaisons and Amanda will be our new liaison. Welcome Amanda.

D. Strategic Planning Update –

- a. Uniform Financials – Pam and Rose Marie had their initial meeting and determined that it will be a significant uphill battle to develop uniform financials as the current differences are

significant. It was agreed that Pam would present both parishes monthly “financial packages” to Father Chuck to allow him to highlight what information from both packages that he values. Pam, Rose Marie, Tim and Jerry (St. Paul FC chair) will meet in the near future.

- b. Committee Secretary Duties – In an attempt to generate uniform and timely minutes from all councils and committees, strategic planning has presented us with guidelines for secretary duties. The council reviewed the duties and will comply.

E. Keyboard Update – Mark has purchased the new keyboard. Integration to the sound system is still in process. As donations for the key board were slightly more than anticipated there was some monies leftover (paid last fiscal year). That excess will be put back into the accrued building expense account.

F. Finance Council Membership – It was hoped that officers for this council would be nominated and approved at this meeting but since two of the three at-large members of the council were absent, it was agreed that we would defer to our next meeting. Moving forward, in future years, elections will take place at the September meeting.

G. Open – No additional business was discussed.

Next scheduled meeting will be October 19, 2015 at 6:30 PM at St. Paul.

Meeting adjourned at approximately 8:30 p.m.

Respectfully Submitted,

Timothy J. Dittman