

**St. Bruno Parish Finance Council
Meeting Minutes
June 26, 2017, 6:30 PM**

Members Present: Tim Dittman, Jim Keller, Steve Paquin, Jill Rood, Pat Seegers,
Elizabeth Senglaub, Steve Spiegelhoff, and Father Dan Volkert
Others Present: Joe Kuenzli, Ben Holzem
Members Absent: Cindy Maloney
Meeting Location: St. Bruno Parish

Change in Council Membership:

The two Pastoral Council liaisons to the Finance Council (Joe Kuenzli and Louise Diodato) are no longer on the Pastoral Council. The new liaisons to the Finance Council are Cindy Maloney and Jill Rood. The Finance Council recognized the contributions of Joe and Louise and welcomed Cindy and Jill as new members.

Old Business:

- A. Approval of May Meeting Minutes – Minutes for the May 15, 2017 meeting, with two typo corrections, were approved.

New Business:

- A. Review of May Financials –
 - a. Net income year to date is \$176,764.
 - b. Steve Spiegelhoff reported on three items that each resulted in minor reductions in expenses in May. These were Health Insurance (\$1786), Parish Food Events (\$510), and Priest Professional Expense (\$521).
 - c. Steve reported on a change in the accounting for Patio Bricks.
 - d. There was a discussion of the popularity of the after school program. Steve Spiegelhoff will double check that the program has sufficient adults for the numbers and ages of the students present.
- B. Financial Red Flags –
 - a. There was a discussion of one Pace Setter gift pledge that appears will not be fulfilled.
- C. Pastoral Council Update –
 - a. There was a discussion of the changes in membership on the Pastoral Council.
- D. Capital Expenditures –
 - a. Outdoor classroom. It has become apparent the soil conditions are not adequate for the planned outdoor classroom. Therefore the School Committee has cancelled plans to build the structure but will continue to

plan for outdoor classes. Donations for the structure will be returned or redirected as the donors wish. Accounting will need to reflect these changes.

- b. Gym floor. The floor continues to degrade with the parquet coming up in some areas. The priority is to replace the school lunch tables as they are wearing out the floor.
- c. Gym tables. The tables used for school lunch, which fold into the blue metal cabinets, are falling apart and damaging the gym floor. The replacement tables and the cabinets into which they fold for storage need to be custom made. Two quotes are in the range of \$25,000. The Finance Council approved replacing all of the tables (accrue for next year) subject to a recommendation to be provided by Buildings and Grounds at the next meeting of the Finance Council.
- d. School bathroom partitions. The partitions are rusting at the bottom and will be replaced.
- e. Altar railing(s). Pat Seegers, on behalf of Buildings and Grounds, reported that a single railing would cost approximately \$3000 to \$4000. Pat noted the church was designed with the ramp to the altar, negating the need for railings. Fr. Dan will request the Prayer and Worship Committee assess the need for a railing.

E. Expenditure Process –

- a. This was tabled for a future meeting.

F. Surplus Spend Out –

- a. The Finance Council reviewed and discussed a list of “2017-2018 Prebuys” prepared by Steve Spiegelhoff. The Finance Council provided direction to Steve Spiegelhoff on how to proceed.

G. Next Appeal –

- a. Tim Dittman reported the appeal process continues to move forward.

H. Personnel Committee Formation –

- a. Fr. Dan is searching for 3 or 4 people with Human Resources experience.

I. Open –

- a. Ben Holzem, School Principal, brought two issues for Finance Council review.
 - Spanish and Music Teachers. After seeking teachers in these areas, Ben recommended the school instead contract for a teaching service for each. Ben recommended the Spanish program be handled by Futura and the music program be handled by the Wisconsin Conservancy of Music. Ben expects this will result in high quality Spanish and music programs at an overall savings of \$736 compared to the Budget. The Finance Council voted to approve this change.

- Chrome Books. The Budget assumes Chrome Books be rolled out over several years starting with the higher grade levels receiving Chrome Books they would be able to bring home. Ben reports that there is some new thinking that questions whether it is appropriate to have students in the youngest grade levels bring Chrome Books home. Ben presented a proposal involving the purchase of a Chrome Book cart whereby the Chrome Books could be rolled into the younger classrooms for use in school. Ben reported there are nearly enough funds in the Principal's Discretionary Account to cover the cost of a cart and the associated Chrome Books. After considerable discussion, the Finance Council voted to (i) purchase Chrome Books for grades 6, 7, and 8 now, (ii) purchase the cart and 15 Chrome Books with the Principal's Discretionary Account, and (iii) accrue \$3500 per year (if possible) to fund replacements.
- b. "Finance Corner" in the bulletin. Joe Kuenzli reported that he has received comments that the financial information currently provided in the bulletin is confusing. In discussion, the Finance Council noted the data provided is only related to parish donations, and while accurate, it does not provide information on the overall parish financial condition. It is recognized that it is difficult to provide a comprehensive financial update that would be understandable by most parishioners. Steve Spiegelhoff will research how other parishes report their financial status in their bulletins.

The next Finance Council meeting will be Monday August 21, 2017, at 6:30 PM at St. Paul Parish.

The meeting was adjourned at 8:30 PM.

Respectfully Submitted, June 28, 2017, by

Jim Keller
Secretary

Finance Council Approved: August 21, 2017