

St. John the Baptist Finance Commission

Minutes

April 20, 2016

Present: Chair Gary Horn, Bev Aplikowski, Ken Houston, Patrick McCormack, Alan Gregerson, Scott Johnson, Gene Rezac, Lesia Zownirowycz, Deb Case,
Guests: PLC Member Sue Reinart, Seminarian Bryce Evans
Staff Present: Mark Dittman, Stacey Meyer

1. Opening Prayer – Gary H.
2. PLC Report – Gary H.
 - discussion on Capital items per Admin Services Commission
 - discussion on understanding the Operating Budget per Stewardship & Evangelization Commission
 - noted that the PLC minutes are on the website for review
3. Financial Update – Gary H. and Mark D.
 - a. March Results – Reviewed statements – deficit through March due mainly to lower Sunday giving and declining school enrollment; noted that Easter was in March this year vs April last year.
 - b. Projected Full Year Deficit – expected for fiscal year 2015-16; range between \$50,000-\$150,000; reviewed status of issues and recommendations discussed at March meeting
 - c. Quarterly Bulletin Report – reviewed handout that will be put in the bulletin the first weekend of May – overview of finances thru March; operating budget management; note for special appeal to balance budget.
 - d. Closing the Gap Campaign – discussed the format and timing of this campaign – Mark D. to do draft of letter; envelope to be sent with letter; mailing first or second week of May; speakers at Masses to coincide with mailing – Deb C. and Alan G. offered to speak on behalf of Finance Commission; emails will be sent to finalize details and proceed with the campaign.
4. 2016-17 Budget – Mark D. and Gary H.
 - Mark D. presented balanced budget for fiscal year 2016-17 – email sent with budget prior to meeting for review by Finance Commission members.
 - Discussion of budget occurred. Sunday Giving budgeted for little change from prior year; Christmas 2016 is on a Sunday; ministry expense reductions reviewed by department heads; no staff raises or staff reductions; \$35,000 of Wines to Wishes proceeds budgeted on school operating budget; \$35,000 of Fallfest proceeds budgeted on parish operating budget; concern of Fallfest proceeds not being used for capital needs as in prior years.
 - Noted that at this time there are sufficient Operating & Capital reserves and that the debt is going down due to a successful OSMG 5 Year Campaign
 - Suggestions – leave revenue as is now and monitor carefully; keep Fallfest proceeds as income to balance budget but agree to only use/transfer what is needed up to \$35,000;

set up “contingency plan” to revisit ministry areas and consider expense reductions if budget not working to avoid another deficit year in 2016-17.

- **Finance Commission approved a motion to accept the Balanced Budget as presented but with condition that budget will be monitored throughout 2016/17 and expense reductions will be recommended to avoid another deficit fiscal year.**

5. Policy Review – discuss at June meeting
6. 2015-16 Goals – Status – reviewed handout of Finance Commission Goals –
 - Financial Reporting goal achieved but ongoing review; OSMG goal achieved but ongoing review until campaign done; Long Range Capital Planning goal to continue; School Financial Planning goal to continue.
7. Capital Projects – See Parish Business Administrators Report for detail –
 - a. Lighting – St Joseph Hall to be done by May 15 and Church begun by end of May
 - b. School Security – review of competing bids – ASC making recommendation tonight
 - c. Cemetery Columbarium – design proposals by Loucks; business plan (with marketing, finance, and cost proposals) by Bethel MBA team
 - d. Elevator – review of proposals -- ASC making recommendation tonight – Finance Commission review chosen proposal by email and recommend yes or no to enabling scheduling of work prior to next meeting.
 - e. Bell Tower -- \$8,000 bid to investigate -- **Finance Commission made and approved a motion to accept the bid. -**
8. Announcements & Other Business --
 - a. Nominations – 3 terms ending this June. Two members have decided to stay and 1 member decided to go. Let Gary H. or Mark D. know of any good candidates. Applications are available. Potential members could be invited to next meeting.
 - b. Next Meeting – May 18, 2016
 - c. Other – none
9. Closing Prayer – Bev A.