

St. John the Baptist Finance Commission
Minutes
April 18, 2017

Members present: Gary Horn, Deb Case, Ken Houston, Gene Rezac, Alan Gregerson, Bev Aplikowski, Marian Briggs;
PLC members present: Fr Paul Shovelain
Members absent: Lesia Zownirowycz, Beth Robertson
Staff present: Mark Dittman, Stacey Meyer

1. Opening Prayer – Fr Paul
 2. PLC Report -- Gary summarized as follows:
 - Administrative Services Commission – monthly update on projects – repair/replace sidewalks; heating issue in rectory
 - School Advisory Commission – Noted that Wines to Wishes made \$80,000 to be used for kitchen walk-in freezer/i-pads/athletic uniforms and remainder to Tuition Assistance Endowment
 - PLC -- Mission/Value Statement discussion and vote tonight
 - Full minutes of PLC available on website.
 3. Financial Review -- Gary
 - a. March Results – looks good—income of about \$133,000 year to date; Sunday giving up compared to budget – good trend; expenses higher than budget – timing
 - b. Full Year Projection – see handout -- End of Year projection is estimated at a positive \$100 thousand – \$50 thousand due to a 1 time gift – without the \$30 thousand from FallFest earmarked for operating budget; 2 changes were discussed depending on April results- the \$30 thousand from FallFest would be transferred to Capital Reserves and the \$50 thousand 1 time gift would also be transferred to Capital Reserves or Debt
 4. Estate & OSMG Donations
 - Estate- \$10 thousand estate donation received with no restriction – recommendation from Finance Commission as to use of donation deferred until next meeting – debt/capital/other???
 - OSMG- \$50 thousand pledged gift received – debt principal payment made which brought the Loan below \$1 million
 5. 2017-18 Budget -- Mark

Preliminary Budget presented that has bottom line of negative \$64 thousand – additional work to do plus follow up; discussed certain budgeted items – salary increase, health insurance increase January 2018, allocations of expenses, increase in Sunday Giving, portion of FallFest proceeds for parish operating budget, portion of Wines to Wishes proceeds for school budget, school enrollment; present 3 to 4 balanced budget scenarios to Leadership Team for discussion and input to get to Final Balanced Budget to be presented at May meeting

 - a. School – Preliminary Budget at negative \$43 thousand
 - b. Parish- Preliminary Budget at negative \$19 thousand
 - c. Pre-School – Preliminary Budget at negative \$2 thousand
- *** Finance Commission made and approved a motion for up to a 2% salary increase for all staff subject to an acceptable balanced budget**
6. Cash/Investment Evaluation – Gary

See handout – Evaluation/adequacy of capital and operating reserves – idea is to move money around to minimize risk and maximize investment opportunities – FDIC coverage is \$250,000 per bank charter – move some accounts to different bank charters and add money to Long-term Investment account at CCF – look into making/starting the changes within next 30 days

***** Finance Commission made and approved a motion to accept the Cash/Investment changes outlined in handout**

7. Capital Project Update -- Mark
 - a. Cemetery Columbarium – Landscaping part of project with Neeck Construction with projected start date of 5/1/2017
 - b. Phone System – \$35,000 project – waiting for proxy approval from Archdiocese before starting project – plan in place once proxy received – anonymous donor covering the cost of this project
 - c. Bell Tower – found leaking in some areas of roof/seams – ongoing project
 - d. Other Projects – Mark noted that \$3,300 spent on a digital processor for church sound system from Capital Reserves

***** Finance Commission made and approved a motion to accept the Phone System Project for a total of \$35,000**

8. Membership/Officers – 3 members terms expire this year – Fr Skluzacek approved reappointment of all 3 members; input requested for suggestions as to new Officers (Chair, Vice-Chair, PLC Rep)
9. Bulletin Report Recommendation – recommended version sent to Evangelization & Discipleship Commission
10. Announcements & Other Business -- Gary
 - a. Next Meeting – May 16
 - b. Other – none
11. Closing Prayer – Fr Paul