

St. John the Baptist Finance Commission  
Minutes  
December 13, 2016

Members present: Gary Horn, Lesia Zownirowycz, Deb Case, Gene Rezac, Alan Gregerson, Beth Robertson

Members absent: Ken Houston, Bev Aplikowski

Staff present: Mark Dittman, Stacey Meyer

1. Opening Prayer – Deb
2. PLC Report -- Lesia summarized as follows --
  - Admin Services Commission – new items to look at include: Floor Leak in Church; phone system – potential donor for new system
  - Worship – New chalices purchased from donation for this purpose
  - School Commission— Open house went well; 18 family visits set up
3. Financial Review --
  - a. November Results – looked good, on budget; Sunday giving on budget this month;
  - b. Full Year Projection -- per handout the End of Year projection is estimated at \$12,000 deficit; due to increased expenses – expenses less than last year but greater than budget; December will be the key month as to predicting year end
4. Bulletin Reporting Suggestions – Evangelization & Stewardship Commission have some ideas of what they would like to see in the bulletin – Mark And Gary will request formal list and evaluate; some discussion on whether to include more detail such as capital information – will adjust as necessary
5. Wish List – nothing received yet but expect some to come in as people have inquired
6. 2017-18 School Budget –
  - a. Process/Timing – subcommittee met twice so far and discussed enrollment and setting of tuition for School Year 2017-18; process will continue in January with discussion of expenses, including allocated items and subsidy; goal is to have salary decisions by end of March in order to send employee letters and a final in April
  - b. Tuition Recommendation – reviewed handout with recommendation – noted that wanted to stay below \$5000 threshold (tuition plus fees) and only increase so much to stay competitive with other schools— increase of \$200 or 4.5% from \$4425 to \$4625

**\*\*\* Finance Commission made and approved a motion to accept the tuition recommendation of \$4625 for school year 2017-18**
7. 2017-18 Parish/Preschool Budget – Process/Timing – start process in January and follow same timeline as School Budget
8. Policy Review – Commission members read over and reviewed 8 policies making suggestions -- subcommittee to reword/change existing policies based on input, develop new ones ( investment , special collections, etc.) and present to Commission at a future meeting.

9. Capital Project Update --

- a. Rectory Drainage – evaluation process -- one possible solution is about \$500-1000
- b. Youth Room Carpet – petition Commission for capital funds -- \$10,000 estimate – after discussion decide to defer until new year to reevaluate in conjunction with other capital needs and financial review
- c. Elevator – some standing water in pits – redo (waterproof) these sections at no cost, however additional cost to stop elevators while this work being done at about \$2,000
- d. Bell Tower – no cost estimates yet – wait until spring to evaluate
- e. Chapel Air Issue – air balancing issue – proposal (of about \$11,800) needs to be evaluated as to what is included
- f. Phone System – should and will be pursued – potential donor

10. Announcements & Other Business --

- a. Nominations – still short 1 member on the commission – recruit and/or give suggestions to Gary or Mark
- b. Next Meeting – January 17, 2017
- c. Other -- none

11. Closing Prayer -- Gary