

St. John the Baptist Finance Commission  
Minutes  
March 16, 2016

Present: Chair Gary Horn, Bev Aplikowski, Ken Houston, Patrick McCormack, Alan Gregerson, Scott Johnson, PLC Member Fr. Jaspers

Absent: Gene Rezac, Lesia Zownirowycz, Deb Case

Staff Present: Mark Dittman, Stacey Meyer

1. Opening Prayer – Mark D.
2. PLC Report – Gary H.
  - discussion on Capital items – Lighting, School freezer, Elevator, etc.
  - Experience Mercy Campaign presentation -- \$20-25,000 estimated cost, covered by non-operating donations
  - discussion on Finances of the Parish
  - noted that the PLC minutes are on the website for review
3. Financial Update – Gary H. and Mark D.
  - a. February Results – Reviewed statements -- through February running behind both budget and last year due mainly to lower Sunday giving and declining school enrollment.
  - b. Projected Full Year Deficit/Recommendations.
    - Projected deficit between \$70,000 and \$170,000. Further analysis needed.
    - Recommendations – “Close the Gap” Appeal – send a letter from Fr Skluzacek and/or Fr Jaspers (send an envelope with this letter?); talk after Masses from Fr Skluzacek, Fr Jaspers and/or Finance Commission members; go back to major givers and ask for reallocation of Sunday vs Capital pledges/donations from OSMG Campaign. Agreed on combination of 3 ideas above as the best solution. Timing: after Easter.
    - Noted – “perception” important -- how is money being spent with capital projects occurring and planned. Expenses looked at for remaining of year and decreased in 2016-17 budget; baby boomers retiring so decreased giving as decreased/fixed income; tithing idea/Stewardship Commission involved.
    - Spending Freeze recommended by Mark D. Consider mission and decide if expense is necessary or can it be deferred or not made at all.
    - **Finance Commission made and approved a motion to support the “Spending Freeze.”**
4. 2016-17 Budget Process – Mark D.
  - In process – assume budget flat in Sunday Giving based on long term trend; assume decreases in expenses due to current year projected deficit; met with Department heads to review their ministry areas and set budget.
  - Reviewed handout of spreadsheets. First pass shows \$72,000 deficit. No salary increase included in this.
  - Discussion of projected expenses and ideas to help balance budget.
  - Finance Commission to review Budget handout and email thoughts and questions.

5. Employee Benefits Changes – Mark D.
  - Discussed benefit changes due to ACA – medical and dental benefits through Archdiocese so adjusting eligibility from 25 hours to 30 hours per week for 12 months. Vacation and sick benefits may follow or be grandfathered with decision based on effect to employees.
  
6. Policy Review – Patrick M. and Ken H.
  - Discussion on the format of the policies and how to proceed with policy review – do all in one year or continue over multiple years -- detailed bullet point vs general summary – compared some of our policies to other churches. Need Mark D. input.
  - Set up goal of reviewing/updating one policy every other month. First policy to look at is the “Conflict of Interest” policy to present at May 2016 meeting.
  
7. Capital Projects – See Parish Business Administrators Report for detail.
  
8. Announcements & Other Business
  - a. Nominations – 3 terms ending this June – 2 members have decided to stay and 1 member decided to go. Let Gary H. or Mark D. know of any good candidates.
  - b. Next Meeting – April 20, 2016
  - c. Other – none
  
9. Closing Prayer – Fr Jaspers