

St. John the Baptist Finance Commission  
Minutes  
May 18, 2016

Present: Chair Gary Horn, Alan Gregerson, Scott Johnson, Gene Rezac, Lesia Zownirowycz, Deb Case, Fr. Skluzacek

Absent: Bev Aplikowski, Ken Houston, Patrick McCormack

Staff Present: Mark Dittman, Stacey Meyer

1. Opening Prayer – Fr Skluzacek
2. PLC Report – Lesia Z.
  - discussion on Capital items
  - discussion on Operating shortfall and “Close the Gap” campaign
  - noted that the PLC minutes are on the website for review
3. Financial Update – Gary H. and Mark D.
  - a. April Results – Reviewed statements – deficit through March due mainly to lower Sunday giving and declining school enrollment; noted that quarterly assessment and property/liability insurance paid in April and budgeted in May
  - b. Projected Full Year Deficit – expected for fiscal year 2015-16; range between \$50,000-\$150,000
4. Closing the Gap Campaign – Gary H. and Mark D.
  - Letter with envelope sent and received in homes end of last week; speakers at Masses 5/14-5/15/2016; great response so far – brought in more than \$50,000 and with parishioner match of up to \$50,000 the amount raised is in excess of \$100,000 –
  - Weekend of 5/21-5/22/2016 there will be Mass Announcements and information in Fr Skluzacek’s email along with a link to the website to donate electronically; weekend of 5/28-5/29/2016 there will be a summary of campaign along with updated financial information in the bulletin –
  - Discussed the Sunday Appeal for 2017 that will happen in the Fall – noted that there was not a Sunday Appeal in 2016 as it was part of the 5 Year OSMG Campaign –
5. Faith Formation Fees – Mark D.
  - Jessica Balzarini requested a change in the current fee schedule – the purpose is to simplify registration and processing for parishioners and staff --
  - **Finance Commission made and approved a motion to accept the new Faith Formation Fee Schedule as presented -**
6. Policy Review – Gary H.
  - a. New Fundraising Policy – discussion of how to handle fundraising appeals (general operating and special) – timing; appropriate to Mission; communication; etc. – have Policy Subcommittee (Ken H. and Pat M.) shift gears to address this; set up Ad Hoc Committee of members from other Commissions – get this done by Fall 2016 –
  - b. Other Policy Review – Subcommittee members not present for update --

7. Capital Projects – See Parish Business Administrators Report for detail – Mark D.
  - a. Lighting – St Joseph Hall done and Church started --
  - b. School Security – Changed gears and went for simpler/cheaper approach after reviewing options – Original plan with vestibules at about \$95,000 vs new plan with mag locks at about \$42,000 – new plan would shut down lower level of parish center during the day – would have to relocate some ministries – project must be done this summer -- **Finance Commission made and approved a motion to proceed with bids/proposals for new plan up to \$45,000 --**
  - c. Cemetery Columbarium – design proposals presented by Loucks; business plan presented (with marketing, finance, and cost proposals) by Bethel MBA team --
  - d. Elevator – ASC reviewing a viable proposal that is less than previous one (about \$20,00 vs \$45,000) –
  - e. Bell Tower – bid now at \$9,500 as an addition made to look at windows/brick by school courtyard –
  - f. Parking Lot – summer project to address cracks in parking lot at about \$7,500 – probably stripe west parking lot also (not included in above cost) –
  - g. Other – Legacy Wall – prior project not completed --
    - Wooden arches with columns – glass panels/bronze plates etched with names --
    - Discussion of this project regarding only doing Legacy donors or including Memorial gift donors – develop policy regarding this –
    - Discussion of payment of this project – capital reserves or OSMG – Legacy pledges are part of the OSMG Campaign --**Finance Commission made and approved a motion to proceed with this project and use funds from OSMG Capital Campaign to cover cost.**
  
8. 2015-16 Goals – Gary H.
  - see handout of 2015-16 Analysis of Goals --
  - send comments; changes; suggestions to Gary H. --
  - Presented to PLC at June meeting --
  
9. Announcements & Other Business – Gary H.
  - 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 – applications available –
  - b. Next Meeting – June 8, 2016
  - c. Other – none
  
10. Closing Prayer – Gary H.