

St. John the Baptist Finance Commission  
Minutes  
September 16, 2015

Present: Chair Gary Horn, Ken Houston, Gene Rezac, Scott Johnson, Lesia Zownirowycz, Deb Case, Patrick McCormack, Alan Gregerson, Bev Aplikowski

Present from the Staff: Fr. Jaspers, Mark Dittman, Stacey Meyer

1. Opening Prayer – Mark D.

2. Welcome & Introductions

\*New Members – Patrick Mc Cormack, Alan Gregerson, Bev Aplikowski

\*All people present gave brief introduction for benefit of new members.

3. PLC Report – Gary H.

\*New PLC Representative – Lesia Zownirowycz

\*Nothing to report.

4. 2015-16 Commission Goals – Gary H.

\*Proposed Goals were submitted to Fr. Jaspers

\*4 Proposed Goals accepted by the Commission:

1. Financial Reporting – Develop an effective means of reporting our financial results to the parish, including frequency, format and content.
2. OSMG – Monitor capital campaign receipts and the pay down of the mortgage to maximize debt reduction while ensuring we maintain appropriate reserves.
3. Long Range Capital Planning – Work with the Administrative Services Commission to identify future capital needs and establish a plan to build reserves to meet those needs.
4. School Financial Planning – Assist with, or otherwise support, long range financial planning for the school.

5. Financial Update – Gary H. & Mark D.

\*Financial Statements for June 2015 (year-end); July 2015; August 2015 sent via email

\*Format – look at and comment/suggest based on needs – Consolidated Operating Statement of Parish, School & Preschool with comparison to Budget

\*June 2015 – ended the year at about breakeven

\*July & August 2015 – off to a slow start – giving is down compared to budget

6. Bulletin Financial Reporting – Gary H. & Mark D.

\*Establish format and content of reporting financial results to parish

\*4 options presented and discussed –

\*Monthly Reporting – Total Sunday Giving for Current Year Actual, Current Year Budget & Last Year Actual; Total Capital Giving for Current Year Actual; Debt Information included

\*Quarterly Reporting – more detail – revenue and expenses – graphs -- insert in bulletin

7. Endowment Gift –Mark D.

\*Parishioner passed away and named St John’s as the beneficiary of an annuity

\*Proceeds from annuity must go to “CCF Endowment for St John the Baptist (New Brighton)”

\*Endowment Proposal presented – 4 Endowments exist -- Allocation of proceeds discussed looking at needs of parish and flexibility of using the interest earned on the endowments

\*\*\*Recommendation from Finance Commission – allocate \$100,000 to the school endowment with the balance to the operating endowment.

8. OSMG/Debt Pay-down – Gary H. & Mark D.

\*Campaign Summary – include in Quarterly Bulletin insert?

\*Debt balance at 8/31/2015 is \$1,841,189

\*Reviewed Capital Funds Spreadsheet – showed money available for debt principal payments – plan to make monthly loan principal payments in addition to required monthly loan payment

9. Fall Fest – Mark D.

a. Update/FC Assistance – Finance Council asked to help with sale of wristbands like last year – sign up online;

b. Use of Proceeds – Lighting Project

\*have \$55,000 from prior year Fall Fest proceeds; expect about \$40,000 from current year Fall Fest; will need between \$30-40,000 from capital reserves

\*lighting design contract about \$6,000 – no bids on project until accept design proposal

10. Capital Projects – Mark D.

a. East Lot – will need to be patched or replaced next year;

b. Other -- reviewed and discussed the status of the 3 Parish projects and 4 School projects approved from the FC recommendation at the June 2015 meeting

Church/Parish Center		Estimated
	Project	Cost
1	Server room upgrades	\$ 5,000
2	Fan repair, Parish Center	\$ 8,333
3	Window/roof caulking	\$ 12,859
	total	\$ 26,192

No. 1: Bids being obtained

No. 2: completed; actual cost was \$8339

No. 3: Partially completed; the rest is pending.

School		Estimated
	Project	Cost
1	Stairwell - noise reduction	\$ 1,800
2	Storage racks in school	\$ 4,822
3	School signage	\$ 16,104
4	Water heater/pipe upgrades	\$ 22,000
	total	\$ 44,726

No. 1: Partially complete

No. 2: Partial; cost to date is \$2441

No. 3: Complete; actual cost was \$15,940

No. 4: Scope & cost under review.

\*Cemetery: Caretaker Jeff Bauer is now contracted with parish as an independent contractor.

\*The Cemetery Committee should report to either the Parish Leadership Commission or the Finance Commission.

11. Announcements & Other Business

a. Next Meeting – October 21

b. Other –

\*Leadership Breakfast – October 24, 2015

\*Cemetery – Committee meeting October 7; Columbarium – defer start until next year. Long-term planning of overall cemetery needs and research to be done first.

12. Closing Prayer – Fr. Jaspers

**Next Meeting – October 21, 2015**