

St. John the Baptist Finance Commission
Minutes
September 19, 2017

Present: Marian Briggs, Deb Case, Alan Gregerson, Ken Houston, Gene Rezac, Beth Robertson, Lesia Zownirowycz.

Absent: Bev Aplikowski, Gary Horn

Staff present: Mark Dittman, Stacey Meyer.

1. Opening Prayer – led by Beth Robertson
2. Maintenance & Accounting Departments update –
 - Accounting – Stacey Meyer is reducing hours and changing position from Parish Accountant to Accounting Assistant; Michelle Chock is switching positions from Accounting Assistant to Parish Accountant
 - Maintenance – school has hired a cleaning service for evening to do daily/weekly/monthly cleaning –Fr Skluzacek approved this service– impact on budget of \$50,000 for year vs 2 full-time staff positions – staff informed in July 2017; Mike Martin (Maintenance Director) resigned in September 2017 – McGough hired for boiler oversight; new structure to come within department – change hours and/or positions??
3. Capital Projects
 - a. Church Windows – original skylight/roof windows are 2 panes and not thermos; one broke and one is cracked – safety issue?- not insured; Windows on east, west and north (altar) side of church -- Gaytee quote of \$46,200 to replace east side windows (\$138,600 for all 3 sides)

Motion: The Finance Commission approved replacement of east side windows.

 - b. Church Rectory Projects – rectory garage doors reconfiguration in process - \$10,000 estimate; rectory heating controls - \$37,000 estimate - and rectory heating connection to boiler - \$13,000 estimate - to be determined
 - c. 2017 Summer project list – Completed: fan motor on main school air handler at \$3,798; school windows (6) at \$7,409; school carpet at \$13,033; sidewalk repair at \$14,975; bell tower bid at \$4,000 / open items: bell tower repair; sanctuary underflow heating
 - d. Other – completed with non-capital funds: School Freezer at \$35,000; Monitors at \$5,000; Phone System at \$35,166; Columbarium at \$249,000
4. Financial Review
 - a. 2016-17 Full Year Actual – Overall ended in the black; Sunday Giving was positive; benefit insurance harder to budget as open enrollment is now January vs July
 - b. 2017-18 July and August – Sunday Giving good; school enrollment 6 students below budget
 - c. Parish Review – November 27, 2017 – Agreed Upon Procedures to be done as required.

5. PLC Report – nothing to report – minutes on website for review
6. OSMG – Sunday renewal for 2018 to be done; 3rd year of 5 year capital campaign
7. Announcements & Other Business
 - a. Next Meeting – October 17th
 - b. Other – Bev Aplikowski – commission status due to health issues – keep her in prayers