

St. John the Baptist Finance Commission
Zoom Meeting – June 9, 2020
Meeting Minutes

Present: Beth R, Gary H, Alan G, Dan B, Marian B, Kelly B, Joe F, Ken H, & Ben J. Absent: none.
Guest: Josh W. Staff present: Mark Dittman, Michelle Chock

1. Opening Prayer – Alan
2. 2019-2020 Finance Commission goals and accomplishments – Commission constitution and by-laws were revised to conform to the Archdiocesan template. (Thankyou, Ben!)
3. 2020-2021 Finance Commission goals – 1) End FY in the black. 2) Increase capital reserves. 3) Monitor PPP Loan to maximize forgiveness. 4) Work with leadership to plan future capital needs. 5) Create a sub-committee for school tuition collection. 6) Start budget process sooner. 7) Continue to enhance budget to present a balanced budget by April. 8) Re-balance bank accounts.
4. Paycheck Protection Program (PPP) loan update – One major change is that we now have until December 2020 to use the funds instead of the original 8 weeks. This should help us to maximize forgiveness.
5. Financial Review
 - a. 2019-20 – 11 months preliminary reports were reviewed. Final reports have been sent.
 - b. 2019-20 – 12-month projection Thanks to Gary for continuing to update
 - c. June revenue – We continue to be above budget YTD
6. 2020-2021 budget was reviewed, and we are looking for ways to get it in balance. Motion: Remove Development Associate position from operating budget; the rest of the deficit to be made up by expense reductions in the school. Motion passed.
7. Bank and brokerage accounts – Merrill Lynch has been closed. The FC recommends moving the Premier Hastings money market account to our existing money market savings account at North American Bank. The parish should also consider moving its main operating checking to NAB. Inquire whether or not NAB can facilitate check scanning.
8. Capital Projects
 - a. Choir area of church – Railings need to be completed. Some donations will be redirected to help cover the cost, with donor approval.
 - b. Parish Center Drain – Completed. Total cost \$4,850
 - c. Summer list from ASC – 1) Sidewalk by school flagpole; 2) Planters at door 16; 3) Rectory Air Conditioner; 4) Parish work room – repurpose.
9. Announcements & Other Business
 - a. Need 1 new member for next year – Let Beth or Mark know if you have anyone in mind.
 - b. Convent – We are looking for a new place for the sisters to live.
10. Closing Prayer – Alan

**Bearing witness to Jesus Christ who is the Way, the Truth and the Life:
GO. MAKE. TEACH.**