

Finance Council Meeting

Holy Family and Our Lady of Fatima

August 8, 2017

5:00 p.m. Rectory Lower Level

Attending: Fr. KK, Skye Fiedler, Alan Brevitz, Mike Jackson, Kevin Kern, John Bajda, Bill Pavlik
Visitors: Deacon Mike Barta, Denny Farah, Pat McGinn, Shirley Scollard, Ramona Hooper, Jean Wagener, Randi Brevitz and Margaret Pavlik. Visitors presented questions during the meeting.

Agenda:

1. **Opening prayer** to the Holy Spirit
2. **Approval of June 20, 2017 meeting minutes:** No corrections. Motion to accept approved by all. Meeting minutes will be distributed in the bulletin.
3. **Election of officers:** Fr. KK, President; Al Brevitz, Chair; Mike Jackson, Vice-Chair; Bill Pavlik, Secretary.
4. **Appoint Secretary for this meeting:** Margaret Pavlik volunteered to record the meeting minutes for this meeting. Approved by all.
5. **Questions from guests:** Ramona Hooper and Shirley Scollard on agenda to present contributed their questions.
6. **Review Year-end Financial statements/2017-18 Budget:**
 - * Balance Sheets for 2015 and 2016 distributed. The year of 2016 was in a bulletin insert October 16, 2016. It was agreed that going forward, these should be posted on the Website.
 - * The 2016/2017 fiscal year-end financial statements and budget comparisons were distributed and discussed.
 - * Holy Family income is down. In the red \$21,000 for the year. This reflects the plate and not donations.
 - * Electronic charitable giving: This was in bulletin but only one response. Bank charge makes it unbeneficial. Suggestions as to Pastoral Council to address marketing and that a class could be held for those who need a better understanding of how it works. Perhaps an incentive could be given to those who sign up.
 - * Our Lady of Fatima Income down. Our Lady of Fatima paid June salaries which shows under expenses. Property insurance came due. Maintenance and repairs needed.
 - * Suggestion to produce spreadsheet that lists each capital expense showing depreciation. Replacement needs will be known and can be in budget. A capital campaign can address these needs. Suggestions of monthly, quarterly or bi-annual walk-throughs to address needs in a timely manner.
 - * The suggestion was made that as the furnace is so noisy inside the church, it can be dropped below grade and put on a pad. It could be an ad hoc project. No action taken.
7. **Maintenance Position and Job Description:** David Goossens has resigned his position and turned in his keys. No contract existed. No notice given. Council agreed to a thank you letter for David's service. Skye presented the job description to the Finance Council but no action taken. Position will be advertised. Motion and second to appoint Kevin Kern and Bill Pavlik to be committee for filling position. All approved.
8. **Diocesan regulations regarding Deacon compensation and RE stipends:** Policies and guidelines exist from the Diocese. Deacons cannot be compensated unless performing administrative duties. The new 2016 policy states that gifts and stipends are considered compensation. Individuals can give gifts but not the church. Compensation for religious education teachers is very unusual and strongly discouraged. A small appreciation gift may be considered or a gas card for those who drive long distances.
9. **Cemetery checking account:**
 - * The Pastor and a Trustee must be the signers on the account. In absence of Pastor, a Trustee can sign checks. The two churches are a merged corporation and the St. Anthony's Cemetery is the property of the church with one corporate board. Fr. KK and Trustee need to go to Grand Timber Bank to restructure the account. Articles of Incorporation will be needed.

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Fr. KK's decision to add to the present committee members by adding two more lay members—a Pastoral Council member from Our Lady of Fatima and a Trustee. There must be two meetings each year according to the present By-laws.

- * Another account exists and must be changed to the church tax ID number. Pastor must go to the Credit Union in Isle with the current signer and our Bookkeeper, Skye Fiedler, with Articles of Incorporation and a proxy to make that change. Pastor must be on this account to assure account will continue should something happen to a signer. As not concerning property of the church, it can have another signer. Day-to-day operations can remain the same and two signers will not be needed.
- 10. **New (used) Crucifix:** The crucifix from the archives of the Jesuit Order will arrive tomorrow. Repair to Corpus will be paid for by a donor and reimburse the church for the cost necessary to be paid when received.
- 11. **OLOF outside work—funds:** Discussed cashing in of CD to put operating funds into the checking account. Brenda Hadrich, former Trustee, is on the CD. Who can sign documents? No vote taken on this option. Decision to discuss next Tuesday and have a week to think about what should be done. New siding project is on hold until spring or summer of 2018 due to funding. Council previously approved \$500 for pump house repairs. Details of bid explained. Work will be done by Scott Owens before winter. Council previously approved carpeting for the Sanctuary for more than bid submitted by Cory Simonson for \$1,762. All concurred to go with this bid. Check for ½ bid needed before work to pay for carpeting. Previous approval given for area at the back of the church for the Baptismal Font and was discussed with parishioners. Suggested work by parishioners to install 12 X 12 self-adhesive white vinyl tile was approved. Estimate for materials is \$250.
- 12. **Insurance Claim Update:** Holy Family lower social hall wall damage claim was filed. Insurance company needed bids on repair. There will be a \$2,000 deductible paid. Local contractors refuse to do this type of work. Krause Anderson of Duluth can provide bid. Visitor presented a business card for an additional contractor, SafeBasements of Minnesota, Inc., basement repair specialists and they will be contacted. John Bajda motioned to approve the deductible amount, Al Brevitz seconded, all approved.
- 13. **Capital building project forecast spreadsheet:** Previously discussed details in meeting. There are insurance company spreadsheets available for forecasting expenditures needed.
- 14. **Ongoing maintenance projects list:** Previously discussed details in meeting. Our Lady of Fatima has done this. Past files for Holy Family exist and are available for brainstorming.
- 15. **Church key and code distribution:** Holy Family entries decision made that keys are better than codes for control factors. Other types of locks were suggested. Denny Farah has a camera system already purchased on behalf of Holy Family and stored there. Bill Pavlik and Denny Farah agreed to meet to discuss systems available and preparation for installation.

Other topics covered:

- Money counters are rotated each week. Anita Jackson counts each week with second person changes.
- Deacon Mike has estimates obtained by Dave Goossens for automatic thermostats and osmosis filters and cost projections. Fr. KK noted that there will be further discussion at the next meeting.
- Holy Family Church narthex will be repainted in an off-white color to be chosen by Fr. KK and done during his trip to India. Volunteers have agreed to do the painting.

Next Meeting: November 7 at 5:00 p.m. in lower Rectory meeting room.

Closing Prayer

Motioned to adjourn and seconded. All approved.

Meeting adjourned: 8:30 p.m.

Respectfully submitted by recorder: Margaret Pavlik