

Minutes of the Finance and Administration Commission Meeting, Tuesday, February 24, 2009

Present : Carl Bern, Dick Brown, Ina Couture, Patrick Clem, Ev Hemann, Bobby LeBlanc, Diane Lyon, Gene Noem, Peter Orazem. Guest Bruno Leonardi

**Prayer:** Ina Couture offered a prayer for the U.S. and Brazil.

**Minutes** were approved.

**Development:** Diane for Kris Egan

- The Alumni Phone-a-thon is in progress.
- Parent and Alumni appeals are in process.

**Budget:** Ina Couture

- Expenses led receipts by almost \$16K for the month of January. For the fiscal year, we are about \$30K in the black. Our balance is behind where we were at this stage last year but ahead of FY 2006 and FY 2007. Consensus is that we are in reasonable shape looking ahead to the rest of the fiscal year.
- Question was raised about the health of our budget envelopes. They are flat for the past four years. Donations are not keeping up with inflation.
- The Budget committee reviewed the budget priorities set by the Parish Council:
  - Priority 1: Campus Ministry should be made a larger priority, and so PC suggests redirecting some of the tithe to Campus Ministry.
    - Budget Committee responds that it cannot redirect the tithe as the policy was set by Parish Council, and so Parish Council should make the policy.
    - Furthermore, Parish Council may not be aware that the personnel expenses for Campus Ministry show up elsewhere in the budget and not under the Campus Ministry line item.
  - Priority 2: Honduras
  - Priority 3: Staff Salaries
    - Under consideration. See discussion below
  - Priority 4: Hire youth minister
    - In progress
  - Priority 5: Reduce total budget
    - Budget Committee decided against, although they did make cuts in places (see below)
  - Priority 6: Develop a plan to increase revenue
    - Needs to be done separate from the budget process
  - Priority 7: Give support to programs that emphasize life
    - Can be handled by the tithe
- Budget Committee thought the commissions did a very good job at holding down requests

- Budget Committee went over the budget line by line looking for possible cuts
  - Cuts not adopted: reducing the tithe; lowering commitment to AMOS
  - Cuts undertaken: no raises; cutting equipment replacement line; limiting recruitment costs
  - Request to pay keyboard players was denied. Volunteers are volunteers, and payments to them would make them employees, requiring taxes, social security, ...
  - Religious education wanted an intern, currently paid through a Donovan grant. Budget Committee agreed to the \$1500 cost.
- FAC Comments:
  - Try to build in some raises of 1-2%
  - Be cautious about cutting equipment excessively, as it was a combination of previous lines for computers, equipment, and expected depreciations of furniture.

**Delta Upsilon House Update:** Father Ev

- The house is off the market for now. Fraternity is considering a new membership drive with an aim to bringing in a better group.

**Church Business:** Bobby LeBlanc

- Staff is working at doing a better job of incorporating Deacon Brown as part of the parish staff.
- Building corners are getting banged up. We will need to install corner guards to prevent/hide damage to sheet rock.
- We will continue to provide quarterly financial reports to the parish in the bulletin as well as a summary in the Stewardship highlight brochure and at the All Parish Meeting each year. More frequent summaries can provide misleading information due to some large fluctuations due to university calendar and timing of alumni/parent appeals. Furthermore, it may violate spirit of stewardship.
- Staff wants more student involvement in commissions and committees. Bobby will seek input from FAC members via Email.

**Building and Grounds:** Gene Noem

- Geothermal and/or asphalt overlay: Because of economy and also the decrease in the cost of natural gas it was felt that we should proceed with the asphalt overlay of the south parking lots. Geothermal seems to be moot at this point. Ev agreed to contact Manatts to see if we could get a better price.

**Stewardship:** Bobby LeBlanc for David Holm

- Stewardship Appreciation party on February 27. All should attend and have fun.
- Committee evaluating its mission to review what it is and should be doing.

**Personnel:** Ina Couture for Sara Oftelie

- STA Board of Ed will meet with Anna Steele, Youth Minister at St Cecilia's to investigate collaborative inter-parochial YM programs.
- We are currently interviewing candidates for the STA YM position.

- Still need job descriptions from several staff members in order to evaluate optimal staffing.

Minutes submitted by Peter Orazem with input from Gene, Bobby, Ina, and Sara