

Minutes of the Finance and Administration Commission Meeting, Tuesday, July 25, 2009

Present : Bill Bergan, Carl Bern, Dick Brown, Patrick Clem, Bill Dilla, David Holm, Anne Krapfl, Bobby LeBlanc, Diane Lyon, Sara Oftelie, Peter Orazem. Father Jon Seda, Kris Egan, Development Director.

Parking Lot: Meeting started with a tour of the pavement. Consensus is that the surface of the main lot is in need of repair, while the Cardinal House parking lot is in need of a surface. The earliest a repair could be initiated would be over Spring Break 2010, and so FAC agreed to defer a decision until December when we can get updated prices.

Prayer: Bobby LeBlanc gave the prayer.

Minutes were approved.

Father Jon Seda was formally introduced by Diane Lyon. Father stated his primary interest in the workings of the FAC was transparency.

He reviewed the status of the Newman House. The house may not be available for the pastor in six years, and so we will need to develop a plan for housing our pastoral staff over the next few years.

Development: Kris Egan

- The Supple endowment finished the fiscal year ending June 30, 2009 with a \$411K loss. The Hemann endowment finished with a 26K loss. Peer ministry fund has risen to \$18K.
- Kris plans to close the Lower Lounge fund by the next meeting. There are only two outstanding pledges left.
- It was recommended that the line item, "Year-to-date Income" be changed to "Change in Value" as it is not a true measure of income.
- The Twin City Alumni Dinner was cancelled because of poor response, and the Kansas City event had only eight people. However, the Omaha Student/Alumni even has 37 signups. Kris thinks the combination of students and Alumni is a model that should be tried at the other sites.
- Kris is very pleased with the work of her intern, Emily Haydon. She will continue in service until October or so.
- ISU Foundation reported that the Supple Chair Fund is not generating enough income to pay the chair. The University is obligated to make up the difference until the Fund recovers.

Budget: Bobby LeBlanc for Ina Couture

- We finished the fiscal year ending June 30, 2009 \$2K in the black. The amount is an understatement of the true net position because we did not need a planned \$5K transfer from operating reserve originally placed in the budget and we had \$7K unused in the equipment budget which has been transferred to the Capital Improvements account. Our true net position for FY2009 is then just under \$14K in the black.
- Ina agrees that we need to close out the Lower Lounge Fund and we also should also retire the Building Renovation Fund.
- The budget did not include the cost of our share of Father Richmond's apartment.
- Staff raises as approved by the Parish Council were targeted at 2% average, but the salary recommendations made by Father Ev came in a bit below that level. FAC is sending the issue

back to Ina and the Budget Committee to evaluate. The item could add an addition \$4K or so to the budgeted expenses for FY 2010.

Church Business: Bobby LeBlanc

- Central Landscapes will be examining the cost of repairing the retaining walls in the parking lot. It was suggested that a landscape architect look at redesigning the current layout of the parking lot and the planters to improve traffic flow and perhaps add a few spaces. The timing is perfect if we are planning to resurface the parking lot in 2010.
- There was a cost incurred in inspecting the DU House which we had agreed to pay. Payment will come out of the Operating Reserve.
- Bobby reiterated the need to plan for Jackie Conzemius stepping down as head of the gardening subcommittee at some point in the future.
- It is standard practice for the Diocese to conduct an Internal Review of parish finances and financial practices when there is a change in pastors. This will be conducted sometime in Spring 2010.
- By June 2010, we will need to be in compliance with Diocesan guidelines for Finance Councils.
- FSC agreed to revise the Program Budget Spending Policy that requires prior approval for large unbudgeted expenditures by replacing the Pastor with the Business Manager. The revised policy is attached.
- Bobby requested approval for a new digital projector. Approval granted, using the Equipment Fund.

Building and Grounds: Bobby LeBlanc for Gene Noem

- Bobby reviewed ongoing and planned maintenance and improvement projects. Highlights include
 - There is a major leak in the HVAC system. Valve is to be replaced.
 - Elevator repair cost \$2700.
 - A bid is being solicited for window cleaning.
- Fall cleanup will be October 24. We will do windows.

Stewardship: Dave Holm

- Ministry Fair will be August 29-30.
- Stewardship is seeking new members. Committee has 6-9 members at the moment.

Personnel: Sara Oftelie

- Presented the new internship policy. Several suggested changes were made, and then the policy was approved for consideration by the Parish Council. We will add it to the minutes next month if Parish Council approves the policy.
- The new Youth Minister is Angelina Willard

Good and Welfare

- Question: should we have a listing of current and past STA Pastors and Associate Pastors on display?
- Next meeting is August 25, 2009

Minutes submitted by Peter Orazem

Program Budget Spending Policy

1. Non-budgeted expenditures

- a. Discussion at meeting of appropriate commission,
- b. If less than \$500, approval by Business Manager **before** order or purchase.
- c. If more than \$500 (with approval of Business Manager), submit to FAC for approval **before** order or purchase.
- d. If approved (by Business Manager & FAC) and greater than \$2500, submit to Parish Council for approval & corporate proxy **before** order or purchase.

2. Over-budgeted line item expenditures

- a. Discussion at meeting of appropriate commission.
- b. If less than \$500, approval by Business Manager **before** order or purchase.
- c. If more than \$500, (with approval of Business Manager), submit to FAC for approval **before** order or purchase.

3. There can be **no budget reallocation** except at time of budget preparation:
all expenditures must be recorded to the appropriate line item.

Approved Finance & Administration commission - 2/27/06