

Finance Council

Meeting Minutes

8.23.16

Present: Bobby LeBlanc, John Moore (chair), Mike Makelbust, Greg Forbes, John Moss, Don Rahn

Absent: Uyen Tran

Guests: Sue Osweiller & Glenn Sibbel: Stephen Ministry & Shari Reilly: Liturgy

Bobby led us in a prayer.

Possible New Members:

- Kim Greder and Gina Storm could be joining us in September
- Agreed that it would be good to get someone in the accounting field as a new member – names?
- Goal is to have experienced members on the council as older members rotate out
- We need to do a better job acquainting new members (and some old ones!) with our reports – they aren't generally intuitive and need some understanding

Stephen Ministry:

- Sue and Glenn gave an overview of Stephen Ministry and SM caregiving and the training involved and answered questions. Their presentation was much appreciated.
- John Moore asked if they felt they had sufficient budget. They do.

Finance Reflection:

We will consider the **seven best practices for reaching your church's budget goals** by Derek Gillette *the communications manager for Pushpay and eChurch*:

#1: Invest more than money

We've found that giving often is the first act a person will take once he or she has decided they're ready to be more involved in your church. How easy is it to use a mobile phone and give to your church for the first time? And then, how is your church making a dedicated effort to view this first gift as a raised hand? Lay out the logical next step for a person to go deeper. Perhaps it's a small group, volunteering opportunity, or just a shared meal / coffee with the pastor.

#2: Develop a vision

Non-profit groups implicitly understand the importance of casting a vision. Rather than relying on obedience, they paint a picture and tell a story. In fact, keeping the impact front-and-center is now a best practice used by many companies — and churches can do the same. It involves recognizing a need in the world, understanding that money is required to meet the need, and finding a model to simultaneously create funding and address it.

Financial Reports:

- Reviewed end of the year reports – excellent bottom-line for the fiscal year. (summary at end of minutes)
- July doesn't offer much to compare or evaluate. (summary at end of minutes)
- Would like to invite staff/chairs to Finance meeting during the year to review their budgets – help us to understand what they understand in terms of line items and budgeting.
- Will invite Joe Leisz to the September meeting. Role will be to go through the Development budget line by line. Joe can of course address any other financial items he feels relevant.
- Will need to be concise or our meeting could go very long!
- Shari made the suggestion that perhaps when there is a "surplus" in the Personnel line item that this be divided among the staff as an end-of-year bonus instead of going to the operating reserve.
- John Moore suggested that Pastoral Council and Finance Council are actively trying to improve staff salaries, just not all at once.

Buildings & Grounds:

- New phone system: *should investigate a new system this year – present system is obsolete – an Iowa Avaya affiliate would be preferable over an out-of-state partner*
- LED lamps: *slowly replacing older bulbs with LEDs – LEDs will not be suitable in all locations – so far the light at the Head of Christ, the lights over the font, and the Gathering Space exterior entrance canopy*
- Compressor replacement: *completed - all working now – insurance will cover all but \$1,000*
- Digital controls for font heater: *on the list but not a priority*
- Suspension of over altar crucifix: *several critical questions about how this is to be suspended – Mike Welter (Story Construction) and Bobby working with the artist to come up with solutions*
- Electronic counting system for parking structure: *Buildings & Ground will review Jim Lohr initiated proposal and report to Finance in Sept.*
- Utility power factor: *committee still investigating how we can lower our electric demand and bill – Carl Bern taking lead on this investigation*
- Bristol House garage door: *having problems*

Parish Software:

- General feeling that Development should move forward with new software – Finance would like to see total costs (not just initial) before a purchase is made.
- Liturgy should make the purchase of MINISTRY SCHEDULING PRO asap. Not a major investment and it would make the scheduling of liturgical ministers easier and more efficient. Shari will proceed with the purchase and use.
- Parish database should stay with PDS for now. Nothing else on the market, including possible development options makes much sense at this time. PDS should be moved to the Cloud as soon as possible to address a couple of the issues with the present software. Once Development has new software a judgement can be made after using the software whether parish data would work well with it
- Finance feels that any change to parish software should be done with a more formal approach. John Moore will speak to Joe Leisz and Fr. Jon about this.

Icon Evaluation and Repair:

- Approved expenditure (\$300) to join the Midwest Art Conservation Center which would cover the evaluation of the condition of our icon and provide a discount (15%) if any restorative work is needed.
- Rae Reilly will make arrangements to get the icon to Minneapolis for the evaluation.
- Restorative work would need to be approved by Finance Council before proceeding.

Policies to be Reviewed:

- We will take a look at the following policies in this order:
 - Capital Campaign as part of Fundraising Policy
 - (written) Philosophy of Capital Improvement Fund
 - (written) Philosophy of Operating Reserve
 - Earmarked donations
 - Fundraising Policy: sales

NEXT MEETING:

- **Tuesday, September 27, 7:00 pm**
- **Don** to lead prayer
- **Guest: Joe Leisz**
- **We did not choose a vice-chair last year – need to do so**
- **Policies to be Reviewed:**
 - Capital Campaign as part of Fundraising Policy – any mention needed?
 - Philosophy of Capital Improvement Fund (including desirable fund level)

Budget Summary June 2016 Fiscal Year-End

Major Sources of Income

	June 2016 (4)	June 2015 (5)	June 2014 (5)	June 2013 (4)	YTD	YTD 2015	YTD 2014	YTD 2013	Budget ANNUAL YTD
Budget envelopes	56,812.66	60,673.73	55,297.93	48,726.04	781,967.95	712,107.58	662,673.08	669,468.43	750,000.00 750,000.00
Offertory	3,182.67	3,361.84	3,894.64	4,432.63	60,743.10	62,975.66	65,928.09	54,909.43	72,500.00 72,500.00
Alumni	11,440.00	1,055.00	2,080.00	1,020.00	86,120.83	70,441.29	60,931.60	38,163.57	50,000.00 50,000.00
Other parishes	1,700.00	229.67	1,700.00	1,750.00	9,981.64	4,876.75	7,445.85	6,087.90	5,000.00 5,000.00
Parents	705.00	685.00	365.00	410.00	53,078.00	45,177.00	38,569.50	31,095.75	45,000.00 45,000.00
Endowment [salary]	0.00	0.00	0.00	0.00	54,000.00	50,000.00	41,630.00	45,930.00	54,000.00 54,000.00
Endowment [CM]	0.00	0.00	0.00	0.00	35,000.00	35,000.00	34,445.00	30,145.00	35,000.00 35,000.00
LYN/HON	2,174.00	2,560.00	2,295.00	0.00	68,526.72	58,496.20	88,122.49	0.00	42,500.00 42,500.00

TOTAL PARISH INCOME

90,038.01	98,092.45	75,840.09	65,235.91	1,240,711.98	1,193,338.76	1,139,816.16	951,905.80	1,220,293.91
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TOTAL PARISH EXPENSES

181,077.97	138,256.90	113,295.13	83,475.71	1,150,915.93	1,021,360.07	1,029,422.59	938,905.72	1,223,529.90
(91,039.96)				89,856.05				

Budget Summary – July 2016

Major Sources of Income

	July 2016 (4)	July 2015 (4)	July 2014 (4)	July 2013 (5)	YTD	YTD 2015	YTD 2014	YTD 2013	Budget ANNUAL YTD
Budget envelopes	70,411.59	57,984.24	53,108.14	55,865.68	70,411.59	57,984.24	53,108.14	55,865.68	750,000.00 62,500.00
Offertory	3,176.18	3,321.34	4,351.13	3,993.47	3,176.18	3,321.34	4,351.13	3,993.47	72,500.00 6,041.63
Alumni	5,945.00	400.00	1,550.00	100.00	5,945.00	400.00	1,550.00	100.00	50,000.00 4,166.63
Other parishes	2,061.69	3,050.00	1,400.00	1,050.00	2,061.69	3,050.00	1,400.00	1,050.00	5,000.00 416.63
Parents	1,500.00	390.00	177.00	360.00	1,500.00	390.00	177.00	360.00	45,000.00 3,750.00
Endowment [salary]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,000.00 4,500.00
Endowment [CM]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00 2,916.63
LYN/HON	5,540.00	3,580.00	3,439.20	2,164.03	5,540.00	3,580.00	3,439.20	2,164.03	42,500.00 3,541.63

TOTAL PARISH INCOME

112,929.16	81,920.13	68,870.79	71,103.32	112,929.16	81,920.13	68,870.79	71,103.32	1,220,293.91
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TOTAL PARISH EXPENSES

99,101.91	58,414.58	65,065.76	65,846.85	99,101.91	58,414.58	65,065.76	65,846.85	1,220,293.91
<i>13,827.25</i>				<i>13,827.25</i>				