

Saint John Paul II Parish
Finance Committee Meeting
October 9, 2017

Attendance: Deb Wooley, Kathy Luczynski, Joe Truskowski, Mike Koperniak, Gary Bellows
Absent: Father Steve

Deb began the meeting with a prayer. Meeting was called to order at 6:00 p.m. Deb introduced Gary as a new member appointed by Father.

Committee Member Shared Responsibilities

Deb reported that Joe and Mike met with her to review account reconciliations and will be jointly assuming that responsibility going forward.

Manor Reporting

Deb reported that she and Kathy met with Tim to review the manor rental process and record keeping. A new process was established to improve reconciliation of rentals to income. A change was also made to commission billings. The FY 18 budget (\$50,000 revenue) for the manor to fill our budget gap was shared with Tim. Charging premium pricing during high peak times such as Wilco-weekend, holidays, fall season, etc. was also discussed and encouraged.

The committee reviewed the year to date revenue comparison to prior years namely: FY 16 actual \$51,391, FY 17 Actual \$44,447 and FY 18 YTD Q1 \$6366. Concern was expressed with the declining trend. Joe expressed concern with limited bookings on the website as well as consistent \$400 per night charge despite some high demand dates. The committee will invite Tim to a meeting to brainstorm on increasing occupancy.

Financial Review

The committee reviewed the financials provided in advance by Deb. It was noted collections are running below budget and also 3.22% less than last year. A parishioner reached out to Kathy to comment there have been numerous second collections in a row which is difficult for some to participate in. Kathy explained that when the need exists such as the recent series of hurricanes, we try to do our part to help but no one should ever feel obligated to donate. The committee questioned whether these additional collections might have impacted our weekly collections. It was noted that weekly collections support our ability to operate as a parish and deficit spending will become a problem.

It was noted that roof repair costs for both church buildings were significantly higher than expected resulting in a negative budget variance of (\$13,645).

Kathy questioned whether we should consider establishing a Property Reserve for the church buildings similar to what we have established for the Manor. Joe questioned whether it is something the Diocese would allow; Deb will check. Gary noted that the Property Committee (of which he is a member) could establish prioritized projections for various capital improvements which we could use for calculations. These projects could then also be included in our Memorial Fund listing.

Capital Projects / Funding

SSK Boiler:

Kathy reported that at this time \$25,519 has been collected toward the SSK Boiler which includes \$5,000 donation from the Friends of St. Stan's funds. In addition \$8,000 in the Memorial Fund from two anonymous donors designated for the handicap ramp has been moved (at their request) to Unrestricted Use and will be used for the boiler. Due to the urgency of this replacement, Father instructed \$7000 additional be transferred from the handicap ramp to unrestricted. This amount represents excess funds transferred several years back beyond what was identified as specific donations. Balance yet to raise is \$2756. The committee reviewed the Memorial Account balance noting a remaining balance of \$6831 in the Unrestricted Memorial Account for SSK after the transfer. Collections in excess of \$2756 will reduce the amount required from the Memorial Fund reserving the balance for future projects.

Gary reported that asbestos and the boiler has been removed and a part requires a 4-5 week lead time for delivery. It is anticipated the project will be completed by the end of October.

Kathy noted that she has been contacted by parishioners Some parishioners apparently have reservations with making contributions not knowing if the project was going to be awarded to a local contractor and what involvement the Diocese had in the project. Kathy explained to them that the low bid was received by a local contractor. However, our Parish does not have the luxury of excess funds to consider awarding the project to a local contractor if the proposal was not the lowest. It would make no fiscal sense. Kathy also explained that the Diocese owns all properties and therefore have an interest in projects being completed correctly. Gary commented that he was present when the Diocesan engineer did the walk through and he was very thorough and beneficial to have.

Kathy also has been contacted by others who would like to do some creative outreach for fundraising. Ideas included GoFundMe websites, Facebook, outreach to parishioners who have left the area, etc. Because GoFundMe websites take a portion of collections as a fee, the committee did not support that direction. There were no objections to using social media or other methods of outreach but any such requests should be detailed and receive the approval of Father and the Parish Council.

The committee also discussed that a parishioner expressed concerns with full transparency. Although there are instances where information cannot be shared until all details are accurately obtained and sufficient enough to share, the committee feels that full disclosure is made via these minutes, verbal updates at masses, notices in the bulletin, quarterly financial updates in the bulletin, invitations to attend Parish Council meetings or to join committees, etc.

ND Steeple: The project is nearing completion. Full payment has been made to Egan the painters and partial payment to Wooliver. No change order overages are expected at this time.

New / Other Business

Memorial Fund "Policy" Review: Kathy distributed some minor revisions made by Laura to reflect administrative changes. The updated policy will be uploaded to the website and a reminder put in the bulletin.

Property Valuations: Kathy previously distributed updated property valuations from the Diocese and shared concerns with the increase and what will be an associated property and liability cost increase. It was decided to send a letter to the Diocese with some specific questions regarding exorbitant valuations and whether the parish would receive insurance proceeds should a property be destroyed. A formal written response will be requested.

Cemetery Project: Kathy reported that research project conducted by a consultant has come to a close. The consultant ran into difficulty obtaining all of the necessary information to complete the project within a reasonable amount of time. It was decided to utilize the electronic spreadsheet rather than

spend additional money on development of hard copy cross reference files. Laura and Kathy have reviewed the information submitted and developed a list of questions for clarification in order to complete and maintain records electronically. Improvements have been made to the process going forward and we have obtained improved historical records although limited. Ultimately we may seek volunteers for data entry to complete it.

Solar: Gary reported that he met with a company to assess various parish properties for solar installation as a new revenue source for the parish. Given our community and parish demographics steady streams of revenue to supplement our collections is critical to long term sustainability. Properties of interest are Mill Street, upper section of the cemetery, and the roofs of both ND and SSK school buildings. A proposal is expected within the next several weeks.

The committee discussed other revenue sources and the importance to our long term stability.

Next meeting will be **Monday, January 15th at 6:00**. Note the change from our meeting discussion due to Parish Council meeting conflict.

Meeting was adjourned at 7:41.

Respectfully submitted, Kathy Luczynski

October 9th minutes moved to accept the minutes as presented via email on October 13, 2017 by Mike, Seconded by Deb; all in favor.
