

SJP Finance Committee Meeting
October 15, 2018

Present: Kathy Luczynski, Deb Wooley, Mike Koperniak, Joe Truskowski

Absent: Father Steve, Gary Bellows

Guest: Jill Staffin

The meeting was called to order at 6:05 with a prayer lead by Deb.

Manor Rental: Jill Staffin provided a prepared an impressive report of manor bookings. Kathy shared the net budget figure for FY19 which Jill is confident she can achieve. Jill shared that she expanded marketing to include Air B&B and was entertaining event bookings. She stated there has been a lot to learn but is growing in experience. Reviews for the property are excellent and Jill provides superior service and return comments to most all posts. She expressed disappointment in few bookings for the month of April and wants to explore options. Enhancing bulletin notices and information on our website was noted. Jill also would like to promote on Facebook and hold an open house to allow parishioners to see the amazing property and learn more about rental opportunities. She also applauded the cleaners who do an amazingly meticulous job cleaning and preparing the property for each new rental. Kathy shared that they have very positive feedback regarding working with her as well.

Joe reported reviewing bank statements noting some transaction journals were not available and shared some questions which Deb explained were likely timing. Mike will assume review of the statements and it was decided a quarterly review would be conducted going forward.

Solar Project: Kathy, Deb and Joe participated in a conference call with the solar company to discuss some contract considerations offered by our Attorney. The call went very well and the company accommodated all requests. It was decided to request stronger language regarding property plantings and landscaping. With the final edits, the contract will be submitted to the attorney for review and then off to the Diocese for approval. The potential long term revenue stream will provide much needed stability to the parish finances.

SSK Steeples: The Diocese provided the Property Committee with three names to submit RFPs to for the study. One decided not to respond, one was received and the third is pending. The RFP is for the study not the actual construction piece. It was noted that funds were budgeted for the study but based upon the first proposal will not be sufficient.

Kathy reported that we continue to work with BDT on finalizing surrender of the rental space. She also reported she has been working closely with our representative from Colebrook with two potential new tenants. In addition, a sign has been placed in the driveway by Colebrook. This rental income stream is imperative to our financial stability.

Volunteer Fair: Kathy reported that in light of the increasing need for new volunteers, the Parish Council will be sponsoring a Volunteer Fair on Monday November 5th in Kolbe Hall at 6:00. The committee acknowledged the gap of \$50,000 in our budget filled by fundraising efforts. The loss of funds raised will have a significant negative impact on the Parish. Since we operate with bare bone operating costs, we have no additional areas to cut.

Financials were reviewed. Deb shared that the general ledger conversion continues to be present review challenges noting less detail (which Deb has been manually creating) and no reports that provide for budget comparison. If necessary, Deb and Kathy will call the Diocese again for guidance. Deb provided the budget approved via email previously noting collections were kept level with FY18. Concern was noted that three months into the fiscal year we already have a deficit of \$12,000 in collections. Expenditures relative to last year were reviewed and reasonable.

Kathy noted that cemetery financials for the new fiscal year ending June 30, 2018 will soon be published in the bulletin and going forward will be issued with the Parish Annual Report.

Meeting was adjourned at 8:05 p.m. Next meeting is scheduled for Monday January 21st at 6:00.

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| October 15th minutes moved to accept the minutes as presented via email on October 20, 2018 by Joe Seconded by Mike; minutes approved. |
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