

**St. Mary – Holy Cross Parish Finance Council**  
Minutes of Meeting – January 18, 2011

**Present:** Susan Genalo, Joe Dunham, Lori Dunham, Bob Reid, Matt Klein, Fr. Krettek and Peter Relyea (Parish Bookkeeper)

**Absent:** Anne Davis, Rob Welter

**Guests Present:** Lisa Kautza

**Opening**

Meeting was opened with a reading, reflection and prayer.

Lisa Kautza presented information pertaining to the Nuestros Pequeños Hermanos (group of nine orphanages abroad) fundraiser in April and requested the use of the social hall and kitchen rent free. Motion made by Joe Dunham, seconded by Bob Reid, to allow the use of the parish facility for the fundraiser with no charge. Ayes: 5; Naves: 0. Motion passed.

**Approval of Prior Meeting Minutes – December 14, 2010**

The December meeting minutes were approved as presented. Motion: Susan, Second: Bob Reid. Ayes: 3; Naves: 0; Abstain: 2. Motion passed.

**Presentation of December Financial Reports**

Peter Relyea presented the December financial reports. Income for the month is up due to the Christmas collection and year end Faith to Finish contributions exceeding forecasts. Expenses were over budget due to the fact that there were 3 pay periods in the month of December. Some expenses were below budgeted amounts due to the funds unspent yet for instructional materials and employee travel and training. The new furnace is being installed.

**Faith to Finish**

Peter presented an aged delinquency report for the campaign. The number of delinquent pledges is 22, totaling \$10,069. Delinquency letters were sent last fall. Fr. Dan will consult with Joseph Consulting to see if the next step would be for Fr. Dan to make a call to those parishioners and refer to the Annual Report and the need for pledges to be made. The actual cash balance is \$19,044 more than anticipated. Peter inquired about sending a thank you letter to parishioners as they pay off their pledge. Joe Dunham suggested including a memento with the letter, such as a prayer card with a picture of the church on it and a prayer on the back.

**Year End Financial Report to Parish**

After their Saturday presentation to those attending mass at St. Mary's, Joe and Lori Dunham had a request from Mary Bishop for more detailed information about the materials purchased for the Religious Education program. Peter, or someone with this information, should follow up with Mary.

### **Building Fund**

Building Fund collections should be reported in the bulletin along with repaired items being funded. Since Peter has this information, he will let Barb know what he pays for out of the Building Fund.

### **Other Business**

- Bob Reid and Susan Genalo met with the insurance adjuster and the contractor doing the work for the basement. The insurance will include \$3,600 for the bell tower in their settlement with the parish. The insurance will cover all necessary wall repairs. It was agreed upon that the carpeting had been satisfactorily cleaned and sanitized in a prompt time frame.
- Susan Genalo inquired about the need to adjust the three year term for current members so the terms will be staggered better. At this time, Susan will finish at the end of calendar year 2011, Joe, Lori, Anne, and Bob Reid will finish at the end of 2012, and Rob Welter and Matt Klein will finish at the end of 2013. Members should email Susan with any concerns about this, their ability to lengthen their term and it will be discussed at a future meeting.
- A Planned Giving Workshop will be held in May 2011.
- Fr. Dan has one employee left to complete his just practices evaluations.
- The Annual Stewardship Drive should occur in time for the budget process. Peter spends much of March and April receiving staff projections, setting a preliminary budget and completing revisions. The final budget will be presented to the Council at the June 2011 meeting. Joe Dunham inquired if we should be looking forward, not just with the regular budget, but also with a capital budget. Input from the Building and Grounds would be helpful to compete this. Susan also inquired if the regular budget should include a part time maintenance employee or a music coordinator. The Stewardship Drive should include these needs and if more tithing is pledged, these items could be budgeted in next year's budget.
- Previous meetings had discussed the need to increase the fees for the Religious Education program. Matt Klein will find out what other parishes charge for their programs.

Motion to adjourn was made by Lori Dunham, seconded by Matt Klein.

**Next Meeting** – Tuesday, February 15, at 7:00 p.m.

Meeting minutes prepared by Lori Dunham