

## **St Mary – Holy Cross Parish Finance Council**

Minutes of Meeting – March 23, 2010

**Present:** Michael Cruise, Lisa Schoening, Joe Dunham, Lori Dunham, Bob Reid, Susan Genalo, Peter Relyea (Parish Bookkeeper) and Fr. Krettek

**Absent:** Anne Davis

### **Opening**

Meeting was opened with a reading by Fr. Krettek and contemplation that followed

### **Approval of Prior Meeting Minutes**

There was no discussion. Minutes were approved 6-0. Motioned: Lori Dunham, second: Lisa Schoening.

### **Monthly Budget**

Peter Relyea presented the February financials and there was not much discussion.

### **Debt Elimination Committee/Faith to Finish Campaign**

A motion was made by Joe Dunham to vote on making a \$150,000 payment in March on the old capital campaign debt. Motion was seconded by Mike Cruise and approved 6-0.

Joe Dunham reported on the status of the bank loan offers:

- U.S Bank – denied our application
- Banker's Trust – would accept as is
- Knights of Columbus – would accept a re-finance with a guarantee from the diocese
- West Bank - would accept a re-finance with a guarantee from the diocese

We are waiting to hear from the diocese on whether they will guarantee our loan. Their response is expected by 3/31/10.

It was suggested that we develop procedures for handling FTF cash receipts. General consensus was agreeable.

Also suggested was the ability for Peter Relyea to run delinquency reports for those who fall behind in their pledge payments.

### **Annual Diocesan Appeal**

Susan Genalo will draft a letter reminding those that still have ADA pledges due from the 2009 campaign. This will then be distributed by Fr. Krettek.

### **Other Business:**

A couple of members of the Friends of St. Francis presented their BusinessCheck Energy audit. The FC agreed to review the recommendations and reply back. Among the items listed was weather-stripping in various areas of the St. Mary's church and rectory which has already been begun by the building and grounds committee. Also, it was decided that any adding of insulation will be done starting after July 1 so that expected rebates would be sure to be received in the same fiscal year as the expense. The entire list of recommendations will be considered in the coming months.

Drew Hanlon from the buildings and grounds committee was in attendance to give a report. His report is summarized below:

- Need for a furnace maintenance contractor. Quote was \$761 plus materials for semi-annual visits from Wolin & Assoc. A motion to vote was made by Mike Cruise with a second by Joe Dunham. The motion was approved by the committee 6-0.
- Tuck pointing at Holy Cross church. This has been needed for a few years and the estimate was approximately \$17,000. The FC believes that \$6,000 is currently in the development fund specifically for this purpose. A motion to vote was made by Lori Dunham with a second by Lisa Schoening. Motion was approved 6-0.
- Pest control for Holy Cross church. Delay until FY11. Cost would be \$90 for each of four treatments each year.
- New ceiling fans at Holy Cross church. Total cost to replace 5 fans would be \$2,000 including labor to install. Delay until FY11.

Peter Relyea will obtain parish employee job descriptions from the diocese and the FC will modify these to fit our parish needs. This is necessary so that we follow the guidelines set forth by the diocese and that we can meet internal control requirements. This would also be a resource for guidance on who should perform each parish function.

Fr. Krettek and Susan Genalo will contact Barb Liske in the parish office to discuss what vital documents are kept in the office that we would want to protect from fire, water or another type of damage. From this we will look into purchasing a safe that will be big enough to hold all of these documents as well as the weekly mass cash collections.

Lisa Schoening again stressed the need to have a parish employee present when the weekly mass cash collection is counted and the deposit is prepared. This is a requirement of the diocese and we must find a way to be able to do this.

### **Closing**

Fr. Krettek closed by reading the opening reading and then prayer.

### **Adjournment**

**Next Meeting** – Tuesday, April 20th at 7:00 PM

Meeting minutes prepared by Mike Cruise