

St. Mary-Holy Cross Parish Finance Council
Minutes of Meeting-March 24, 2020

Present via telephone conference: Members: Heidi Ackerman, Diane Gannon, Doug Jones, Laurie Phelan, Dave Pottebaum, Sue Tollefson

Staff: Fr Andrew Windschitl, Sarah Baumberger

Absent:

Guests:

Opening Prayer: Fr. Andrew Windschitl

Approval of February 2020 Meeting Minutes: Motion to approve by Sue, second Laurie - motion carried

Approval of February Financial Reports: Discussion of financials

Discussed current month and YTD variance of instructional expenses. Sarah to get detail. If action items Finance Council to follow up with instructors. Follow up: The expense was related to parish software. No follow up with instructors necessary.

Motion to approve – Diane, second Sue. Motion carried.

New Business

- Covid 19 impacts to current staff and finances. None noted so far by Fr Andrew. Will continue to monitor
- Covid 19 impacts to activities for remainder of year. Doug will send out email to Parish Council and youth ministers for ideas. Same group to have meeting in next couple weeks to discuss ideas. Doug will also have discussion with Barb to get her ideas. Will also highlight things we already have in place as a reminder. Results of this to be announced in the bulletin and emailed out to parishioners in letter from Finance Council (FC). Heidi and Laurie to build a draft for reaction from FC. Things to highlight include measures being taken to reduce expenses (Doug will get ideas from Barb), recognize folks may be in tight situations, and highlight ways people can contribute financially or with their time. Also talk about ways to get contributions to the church.
- How to complete budget for next year. Will produce 3 scenarios. Base case similar to current FY. Worst case assuming a 10% reduction in revenues. Pottebaum and Baumberger to produce these two scenarios. Best case using input from PC around strategic investments. Doug to get ideas for the invest scenario at next Parish Council. Discussed new functionality tied to parish soft to make it easier to send money on an ad hoc basis. Sarah will attend training on April 2.
- Open forum – Leadership and prayer in times of crisis
Group discussed the need to communicate with the parish so folks don't feel isolated.

Old Business

- NCYC follow up – reviewed activity. Will create more balance sheet accounts to increase visibility and ease accounting.

- Final ADA results – exceeded goal and are receiving refunds
- Finance Council recruiting – Dave to follow up with Barb to see if there are specific folks to talk to and gauge interest.

Closing prayer: Fr. Andrew Windschitl

The meeting was adjourned at 7:30 PM by Dave Pottebaum

Next meeting: April 21. Time and method TBD

Respectfully submitted: by Dave Pottebaum