

Finance Council Meeting Minutes

January 28, 2021

Attending via Microsoft Meeting: Father Walter, Terry Woelfel, Dave Pierre, Lynn Wildenberg, Nicole Pietsch, Liz Harp, Erin Ebben and Tommy Fassbender

Opening Prayer – Father Walter

Minutes from the September 24, 2020 Finance Council meeting were approved. Dave Pierre made a motion to approve, Nicole Pietsch seconded, motion carried.

Pastor's Report

1. Worship
 - a. Stations of the Cross, 6PM Fridays in Lent with music
 - b. New organ proposal (Looking for a sponsorship to cover the cost. Father asking Mike Collom to put together a proposal.)
2. Education
 - a. Catholic Schools Week, Jan. 31-Feb. 6
 - b. First reconciliations
 - c. Saint Ignatius High School enrolls first student, a St. Edward alumna!
3. Stewardship/finance
 - a. Re-allocate High School subsidy to include Saint Ignatius High School in Kaukauna. (If the parish re-allocates the high school subsidy, are we setting a precedent for students that may attend other schools outside the Xavier School System? Tabling for further discussion. Xavier School System has an annual meeting that Father may attend to understand the funding.)
 - b. Contribution distribution (see spreadsheet)
 - c. PPP loan to grant application. (Application has been submitted; it takes 90 days to process loan forgiveness. Looking at applying for the second round of PPP.)
 - d. School budget sub-committee - Terry, Nicole and Liz
 - e. Buildings and grounds
 - i. Preventive maintenance and project priority log
 - ii. Church trim staining project complete (Big THANK YOU to Jeff Corcoran's team for staining the cupola and fixing the window at no charge.)
 - f. Bishop's Appeal kick-off Feb. 7th. Our goal is \$37,794. (2020 was \$36,980) Let's reach our goal by April 25!
4. Living Justice, Dignity of the human person, Dignity of work, Solidarity with the poor
 - a. Thanksgiving Day collection for Burundi Education Fund, \$3,052
 - b. Philippine Typhoon relief collection, \$3,397
 - c. Love God and Neighbor prayer vigil, Feb. 13-14
5. Holy, Engaged, Alive
 - a. Parish Mission Planning team completes goal writing. Plan is ready to present to Councils.

Finances

- The 2021-2020 preliminary school budget was approved so tuition could be set for the next school year.
 - The Finance Council is looking for more details of the assumptions that were used when creating the budget, before approving the final budget. Dave Pierre will reach out to Principal Renee Cowart to gather the information. The budget will be approved no later than the March Finance Meeting.
- Reviewed the parish financials.
 - The budget numbers are being worked on to understand the calendarized budget percentages for each month. Dave Pierre and Bob Hofacker will work with Erin Ebben to calculate appropriately. Reports will be continued/created based on what are useful, not what was done in the past.
- The December financials will be approved once the budget numbers are calculated. The motions will be included in the March meeting notes.

Old Business

- Parish Mission Planning
 - The Parish Mission Planning team has completed the goal writing process. The plan will be presented to the Finance Council at the March meeting.
 - Full-time Maintenance person

New Business

1. Finance Council Liaison assignments to fund raisers. (Define purpose)
 - Home and School—Liz / Nicole
 - Buildings and Grounds—Terry
 - Fish Fry—Terry
 - Cemetery—Lynn
 - Harvest Moon—Liz/ Nicole
 - Tractor Pull—Dave / Lynn
2. School Budget – Covered in the agenda item “Finances”
3. Fish Fry updates
 - Contactless drive-up method was presented.
 - Weekly start up cash will be held from the previous week fish fry, eliminating the need to go the bank each week.
4. Discuss re-allocation of high school funds – covered in the agenda item “Pastor’s Report”.
5. Finance Council Meeting Schedule--- Discussions around the number of skipped monthly meetings. The Council feels there needs to be monthly meetings to stay on top of the finances. A meeting may be scheduled for February, Erin/Father will look at Father’s calendar for a possible meeting.

Buildings & Grounds / Mark Lang’s Report

- Reviewed the consolidated Maintenance workbook.
- Terry will talk with Mark to add the school roof leak issue to the maintenance list.
- The wants and needs maintenance list are prioritized by year. The maintenance budget for the 2021/2022 year needs to be prepared. Father will talk with Mark to prepare.

Closed Executive Session

- By unanimous decision, the Finance Council moved to closed session.
- More discussion needs to take place; therefore, a closed session will be added to either the February or March meeting, due to lack of time at the January meeting.

The next Finance Council meeting will be Thursday, March 25, 2021 at 5:15 pm, with a potential February meeting if schedules allow.

Meeting adjourned, Terry Woelfel made a motion to adjourn, Dave Pierre seconded, motion carried.

Respectfully submitted by Lynn Wildenberg