**St. Edward Finance Council Meeting Minutes**

**September 30, 2021**

Attending**:** Father Walter, Terry Woelfel, Nicole Pietsch, Liz Harp, Erin Ebben, Tim Westphal, and Tom Pethan.

Opening Prayer – Father Walter

Motion to approve August 26, 2021 meeting minutes: Nicole Pietsch motioned to approve on the condition of adjusting the wording around the church’s property insurance deductible regarding grave stone damage. Tim Westphal seconded. Motion carried.

**Finances**

1. Reviewed Financial Reports: Liz Harp made motion to accept financial reports, Nicole Pietsch seconded. Motion carried.

**Old Business**

1. Finance Council Liaison assignments: Updates to the Finance Council Team
2. Home and School—Liz/Nicole- Liz and Nicole agreed to be liaisons for both *School* and *Home & School.* Travis Woelfel brought forward the question of why our Home and School funds are split between two separate banks, and if the council can approve moving the funds to a single bank. H&S funds are currently split between Community First Credit Union and American National Bank. We agreed that the best option is to move the funds at Community First into the existing checking account at American National Bank. The intent is to keep the account balanced on the balance sheet. Erin will handle consolidating accounts and communicate this change to the Home and School team. Nicole motioned to transfer checking account funds from Community First CU to American National Bank with Erin managing funds on balance sheet. Tom Pethan seconded. Motion carried.
   1. Tabled for next time: Topic of transferring all remaining other accounts currently at Community First to American National Bank as well.
3. Cemetery- Tom: There are 332 cemetery lots available with 14 lots sold year to date.
4. Harvest Moon- Liz/Nicole: So far fewer businesses/sponsors have been donating. Team is working to get new sponsors/donations as well as volunteers for the nights of the event. Raffle ticket sales are struggling, but the goal is to sell all 1,000 tickets (as of 9/30 we have 162 tickets sold). Dinner ticket sales are slow (about 30 dinner tickets sold); offering ‘early bird’ pricing incentive by 9/30. Silent auction items have been trickling in.
5. Pastoral Council- Terry: Kim from Pastoral Council inquired about funds available to go toward pastoral council. Directed her to Merle.
6. PPP2 Loan Update: Loan has been forgiven and paperwork will be coming in the mail soon.

Motion to approve 2020-2021 Annual Parish Meeting minutes from August 11, 2021 meeting: Nicole Pietsch motioned, Liz Harp seconded. Motion carried.

**New Business**

1. Church Repairs- Tim: Work on the church’s cupola is needed and will require a lift rental. Tim spoke to Jim Hofacker about renting a lift for the repair of the church soffit, tether anchors, and cracked mortar. Jim would like to do this work the week of 10/18. Tim reached out to his equipment supplier, who is willing to provide a 125' boom lift on site from 10/18 through 10/24 for this work. They offered very good pricing, but there are some costs involved. Additionally, plywood is needed to make a mat for the tires of the lift so that it does not sink into the lawn and become out of level. Church doesn’t have equipment rental insurance, so Tim will rent the lift through his company so that the company will cover the insurance. Depending on how long work takes, cost will be $16,058 at most. It may cost less if repair work is completed sooner. Tim Westphal motioned to approve spending $16,058.95 to rent a lift for the repair work on the church’s soffit, tether anchors, and cracked mortar. Tom Pethan seconded. Motion carried.
2. Finalize the $214,474.54 transfer from a CD to Xavier fund- Tom proposed a plan for moving funds from Community First CD # 200195790001 to St. Francis Xavier Personnel and Programs # 000-04-0449, moving $20K per month from Oct 2021 through July 2022 and the remaining balance moving in Aug 2022. As mentioned at the last meeting, a ‘dollar-cost averaging’ approach helps to mitigate risk from possible poor market entry timing. Tim Westphal motioned to approve the transfer of Community First CD # 200195790001 to St. Francis Xavier Personnel and Programs # 000-04-0449, in increments of $20K per month from Oct 2021 through July 2022 and the remaining balance moving in Aug 2022. Nicole Pietsch seconded. Motion carried.
3. Contribution Distribution to School, NE, and Adult Learning- Nicole/Liz/Father: Nicole, Liz, Father, and Erin met to discuss shifting the percentages of contributions allocated between School, NE, and Youth Ministry. Historically, the best practice is to allocate 35% to School, 16% to NE, 5% to YM, and the balance of 44% to Parish use. They compared actual teacher salaries of St. Edward School against teachers with similar years of experience from Hortonville, Freedom, and Appleton public schools. The data shows that on average, St. Edward staff is currently earning 54-59% of public-school teachers in the surrounding area. Our teachers have been receiving 2% raises per year, and the goal is to give 3-5% annual raises over the next few years until St. Edward staff wages approach 80% of public-school wages. Work on the contribution distribution continues. For the Nov finance council meeting, we plan to provide Renee our target, which she uses to calculate tuition costs for the following school year. In December, Renee will project enrollment for following year to calculate tuition. Comparing student tuition costs at St. Edward against St. Nicholas, St. Mary, and St. Francis Xavier for K-5, our tuition prices are lower than the others Catholic schools.
4. Progress on hiring a new custodian- Father Walter: We have had no new applicants recently, but we have a few volunteers to help clean school in the interim. Tom sent the council data on average wages for janitorial positions in this geographical area to serve as a guide. Our planned pay is in line with this guide. We have pivoted from recruiting for a single custodian to handle all cleaning and facilities management to being open to hiring a couple part-time janitors to work under one part-time custodian who would manage the facilities and the janitors. We discussed increasing advertising efforts, along with including the range of pay offered. And we would like to incentivize by offering a signing bonus. Tom suggested re-wording the job title to ‘maintenance manager’ or ‘facilities manager’ vs. Custodian. Tim suggested looking into a higher-level temp service, such as Manpower, to recruit someone and potentially hire them on if it’s a good fit. $22 rate is the maximin pay rate we’re offering. We discussed advertising in The Compass newspaper and contacting St. Bernadette, who had advertised in the Compass for a custodian to see what path they took or if they had excess candidates.
5. Plot Planning updates on costs/financials:
   1. Liz/Nicole updated on Phase 1 Playground numbers: We have sold 190 Kwik Trip carwash cards and some cash donations, leaving about 20 cards to sell. We are $578 away from having phase 1 fully funded. Travis W has applied for 6 grants, including the Packer Foundation, and is waiting to hear back on all six. School kids will be rewarded with popsicles for their great work fundraising.
   2. Tim Westphal updated on Tractor Pull team regarding costs of shifting the track/building Eastside Pavilion: Tim spoke to Roger. The plan is to move the track 60 ft to the north of the current location, and the timing is TBD.
   3. Meeting with the plot planning teams to continue momentum with the projects. Roger and Bill need to take the lead. Tim will follow up with them. They plan to wait another year to move the East pavilion based on the flow of the old tent for one final year, which will allow to plan the new plot and layout.
6. Financial Stewardship. We discussed whether there’s a need to share more visibility in the bulletin. Since August numbers were up, we will keep an eye on it and table discussion to re-visit at future meetings.
7. Adding one more person to Finance Council- Terry: Council would like to add someone with accounting experience. Father will reach out to Bob Hofacker to come back as a committee member or Bob’s brother Mark.
8. Entrance Key fob- Terry: Kim from Pastoral Council brought up getting a key fob system installed on the church door to make it easier for cantors, musicians, and staff. Next steps are to communicate the plan, create a timeline, and have old keys returned. Tim will let B&G team know this is in the works. Father will have David, our technology resource, install it. Council motioned to move forward with acquiring a quote for entry fob costs for us to review at a later date.
9. Parish Mission Lead Assignment: Mission-planning was rolled out in 2017 across the whole diocese. In order to keep the plans in focus and not put on the shelf, and because this work is above the scope of their job descriptions, Father Walter would like to offer $1,000 bonuses to four people over the course of three years as each person’s portion of the mission is complete. The four people and their respective goals are as follows: Technology- Erin Ebben, 2. Marketing- Renee Cowart, 3. Welcome and Hospitality/Increase growth of contributing units and enrollment- Celia McKey, 4. Volunteering- Deacon Jeff Hofacker. Money would come out of the parish’s General fund. Bonuses are a better path and more economical than it would have been to hire a new role for mission-planning or hiring a marketing role, which were both considered in prior iterations of mission-planning. Tim Westphal motioned to move forward with awarding $1,000 bonuses to 4 parish leads as Father deems plans are completed. Tom Pethan seconded. Motion carried.
10. Three out of 12 AC units on the roof need to be replaced. We plan to replace the three units next spring. Tim received a quote of $15,600 to replace all three units, with an $8,000 down payment required to lock in the price now for spring. Tim Westphal motioned to approve Betcher’s Heating and Coolong quote to replace three AC units for the cos of $15,600 with Final payment after installation. Nicole seconded. Motion carried. Father signed the quote and Erin will get $8K check sent to them next week.
11. Bishop’s Appeal restricted account- Father Walter: Years ago, there was a capital campaign for 3-year advancing the mission, and gifts were shared 50/50 parish and diocese. Currently, our portion of the funds are in restricted status as set up by prior finance committees with the intent to use in the event that the parish didn’t reach the Bishop’s Appeal goals. We plan to move the $17K restricted funds into our checking account as these funds should not be restricted. We discussed using these funds for current initiatives that would advance the mission like converting the old playground space, teacher wage increases, or other self-identified needs.
    1. Tabled until next meeting: Erin will identify where we can apply this $17K and ideas for how to spend it.
12. Hail Damage Update: A 9/7/2021 Hail storm resulted in hail damage to church skylights, shingles, gutters, and some metal coverings. Melissa from Brinck’s Exteriors inspected the roof and recommends filing a claim with our insurance. Brinck’s has since returned to inspect the school, burger barn, and both rental properties’ roofs which all sustained hail damage as well. Erin began the process of filing an insurance claim. An insurance adjuster will come onsite soon to inspect the damage. Deductible is $2,500.

**Pastor’s Report**

1. St. Edward day is Wednesday, Oct 13. School will have mass in the morning and Celia has activities planned for Wednesday night religion classes.

The next Finance Council meeting is October 28, 2021 at 5:15.

Closing prayer led by Father Walter.

Meeting adjourned, Nicole motioned to adjourn, Liz Harp seconded. Motion carried.

Respectfully submitted by Liz Harp.