**St. Edward Finance Council Meeting Minutes**

**October 28, 2021**

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

Opening Prayer – Father Walter

Motion to approve September 30, 2021 meeting minutes: Tim Westphal motioned to approve. Nicole Pietsch seconded. Motion carried.

**Finances**

1. Reviewed Financial Reports: Erin noted that on the Statement of Financial Position, some account values are negative as she is in the process of updating and separating some accounts that were previously grouped together. During the meeting, Erin made the following correction to the Contribution Distribution page: Values for current year and next years’ projections are $330,480 for 2021-22 and $316,291 for 2022-23. It was also noted that *Line 411-Tuition* of the P&L Statement needs to be updated by Lynn. Nicole Pietsch motioned to accept financial reports as corrected above. Tom Pethan seconded. Motion carried.
   1. Next meeting follow-up: Check the resolution of tuition reflected in financial report.

**Old Business**

1. Finalized the $214,000 investment schedule to transfer funds from a Community First CD # 200195790001 to St. Francis Xavier Personnel and Programs # 000-04-0449. Updated: Fr. called and had the mature CD balance transferred to the checking account at Community First CU. Erin wrote the 1st monthly check of $20,000 to be invested in St. Francis Xavier.
2. PPP2 loan update: Erin received confirmation that PPP2 loan is officially forgiven.
3. Consolidation of Community First Accounts to American National Bank: The only remaining CFCU account that we cannot currently close and transfer is a CD that matures in August, 2022. We discussed where funds are located for Buildings and Grounds use. B&G funds are reflected on lines 130 and 103-2 of the financial reports. Tim Westphal motioned to move all Community First Credit Union accounts with the exception of the 14-month CD to American National Bank. Nicole Pietsch seconded. Motion passed.
4. Entrance Key Code: Dave Eversen received a quote from Midwest Protection Services for $1,674.04, which includes one door access controller in plastic enclosure and installation. Access cards or fobs are an additional cost of $125 per 25-pack of cards or $250 per 50-pack of fobs. This code will integrate with the school access code system. Benefits will include: cantors can use fobs rather than passing one key around, enhanced tracking of who comes in and out, as well as upgraded security with the ability to turn off a specific fob if the need arises, and lost fobs can be deactivated. Tim Westphal motioned to approve spending $1,674.04 for the access controller and an additional $375 to cover the fobs and cards. Doug Hawley seconded. Motion carried.
5. Contribution Distribution between School, parish, and NE- Nicole, Liz, and Father: We added the St. Francis Xavier subsidy into the distribution and re-calculated. For 2020-21 contributions, tuition income (total from families and School Choice) made up 57%, third source made up 12%, and parish subsidy made up 28%. School Choice income goes into the tuition portion and makes up just over half of tuition income. The goal is to have the preliminary 2022-2023 school budget ready by the Nov. 11 meeting. Renee will assume that students who are currently enrolled in school choice will be enrolled in it again next year. Next steps: work with Renee on the school budget, set next year’s tuition, and bump teacher wages.
6. Progress on hiring a new custodian: Fr. Walter received an inquiry about the position which did not result in the person pursuing the next steps. When we used a cleaning service in the past, Renee had to oversee their work. Doug Hawley has two retired brothers nearby whom with he will discuss their interest in applying. Terry worked on re-wording the job ad. Currently Breleigh is working part-time and supplemented by Deacon Jeff and volunteers to cover cleaning. The next step is to put out the more detailed advertisements for the janitor and custodial manager roles.
7. Update on roof insurance claim from hail damage: The Insurance adjuster came onsite and met with Brinck’s Exteriors to review the roof damage. Erin is waiting to hear back from our insurance regarding what will be covered for roof damage.
8. 3 AC systems ordered: Erin paid the $8,000 down payment to lock in pricing for spring installation on the broken 3 units.
9. Church repairs/lift expense: The cupola and soffit were repaired on 10/15. While repairing the cupola, it was discovered that there are many loose bricks that need to be repaired and additional maintenance work required. Jim and Mike will report their findings to the B&G committee. Next, they will determine what exactly needs to be done and how much it will cost. Work may require a crane with a basket, which would ideally be rented at the same time as roof repair work next spring. B&G settled on doing basement water repairs to the East rental property and are waiting to hear whether the walls will need repairing as well. Sure-Dry and ABT have given estimates around $6,000, but costs may be higher based on wall repairs. Don Coonen is leading that effort.
10. Track and East Pavillion update: Tim met with Roger. Bill Rathsack plans to move track 65 feet to the north this fall and to lay gravel over the current track location, which will provide more parking starting this winter. It will open up the flow of tractors and traffic. In early spring, they would also like to run power in preparation for the East pavilion, by adding a new electrical transformer. They received a quote from WE Energies for $6,992 to add a new transformer. Tim will run the location of the new transformer by Pete Hofacker. The east tent has a footprint of 40 x 80 feet, and the new building is planned to be the same size. We will use next year to nail down the exact location for the new building.
    1. Tabled for next meeting: approve spend for the new transformer.

**New Business**

1. Tabled for next meeting: $17K Capital Campaign- Advancing the mission ideas.
2. Cemetery Plot Purchase and Perpetual Care Amounts: Erin found that $25 from every cemetery plot should go into the Perpetual Care account to cover cemetery maintenance costs. However, $75 per plot is being taken out. Nicole Pietsch motioned to move $25 per cemetery plot into the Perpetual Care account moving forward. Doug Hawley seconded. Motion carried.

The next Finance Council meeting is November 11, 2021 a pre-meeting at 5:15pm for Finance Council before the 6:00pm- Joint Finance and Pastoral Councils meeting.

Closing prayer led by Father Walter.

Meeting adjourned. Tim Westphal motioned to adjourn. Tom Pethan seconded. Meeting adjourned.

Respectfully submitted by Liz Harp.