**St. Edward Finance Council Meeting Minutes**

**January 27, 2022**

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

Opening Prayer

Motion to approve November 11, 2021 meeting minutes: Tom Pethan motioned to approve. Nicole Pietsch seconded. Motion carried.

**Finances**

Reviewed November financial reports. Nicole Pietsch motioned to approve November financial reports. Tim Westphal seconded. Motion carried. Erin will send a YTD financial report to the group reflecting actual spend against budget. Tom Pethan motioned to approve December financial reports. Tim Westphal seconded. Motion carried.

**Old Business**

1. Update on hiring a new custodian- Father Walter hired Bill Wilmer on 1/26/22 from Kaukauna, who saw the ad in The Kaukauna Times. Pending a background check, Bill will start the week of 1/31 at 10-15 hours/week. Bill has 20+ years of experience and retired in March 2021. He met with Deacon Jeff and felt he would be a good fit. Next step is to hire one or two part-time janitors who will report to Bill.
2. Update on roof insurance claim: Catholic Mutual, our insurance company, is requiring quotes from 3 different roofing companies. Catholic Mutual will send Erin a scope of work for the contractors to use when producing quotes, which will make it easier to compare across quotes. Erin will request quotes from Security-Luebke Roofing, Kulp’s of Stratford, and Brincks Exteriors as soon as she receives the scope of work from Catholic Mutual.
3. Adding one more person to Finance Council- There is a desire add someone to the council with accounting experience. Father Walter will follow-up with Mark Hofacker and gauge his interest.

**New Business**

1. With approval of the new WE Energies transformer for the new East pavilion, the question was raised whether to equip the new East pavilion with Wi-Fi, and if so, should it be hardwired underground. We decided to hold off on adding the Wi-Fi initially with the transformer. Wi-Fi in the East pavilion could likely be used by the new outdoor learning center as well. Next step: Ask David to provide feedback on the best way to set up Wi-Fi, and provide cost estimates.
2. Parish Mission Planning Update—Terry: All four people leading Parish Mission Planning strategies are in the early stages. Renee is working on school accreditation, which ties into our Marketing goal. Kim and Tim plan to create a dashboard to track progress toward our four Parish Mission Planning goals.
3. Open a separate bank account for the Phase 2 Playground and Phase 3 Learning Center funds: Travis Woelfel was exploring a new software used for fundraising and donations, and talked to Father Walter about separate accounts. QuickBooks account 287-Restricted-Playground contains playground funds. Council agreed to hold off on opening a separate bank account, and to have Travis reach out to Erin if he needs an update on the playground balance. Liaisons Nicole and Liz will follow up with Travis and check if golf outing proceeds will go directly into the Home & School account, or into a separate account and have Erin transfer funds to the appropriate account.
4. Updated lighting in the Narthex and St. Nicholas room: Father Walter committed to having an expert like Lighting by Design come onsite and give input. The goal is to add more light to the whole area.
5. Pew frontals with kneelers: Father Walter’s aspiration is to equip the front row pews of church with pew frontals and kneelers. Estimates from four years ago were $15-17K. Father is working with Dennis on acquiring updated quotes and designs.

**Finance Council Liaison assignments- Update to the Finance Council Team**

1. School- Liz/Nicole:
   1. Renee Cowart is working on accreditation which is due by the end of the month.
   2. Final School budget is due in May to be signed off in May. Teacher contract renewals are due in April.
2. Home and School—Liz /Nicole: New Playground updates
   1. Pick up of new equipment is scheduled for March in order to avoid storage issues.
   2. Received grant $1,000. Festival Foods card fundraiser raised about $4,000.
   3. Focusing on spring golf outing; hoping to raise enough to finish Phase 2.
3. Buildings and Grounds—Tim: Rodger will schedule WE Energies to install the new power transformer this spring.
4. Fish Fry- Terry: Team is gearing up. First meeting is in February. Same crew as last year.
5. Tractor Pull—Terry: The moving of the track is complete.
6. Liaison for cash and equity holdings, investments, Liability/property insurance –Tom: 2021 was a good year overall in the market. January overall has not been as positive of a month in the market. Erin will reach out to American National Bank and confirm whether all our deposits are insured.
7. Pastoral Council—Terry: Key fob on church entrance is in progress and waiting on parts due to supply chain challenges.

**Pastor’s Report**

1. Hiring of Bill Wilmer to fill part-time custodian position.
2. School accreditation is in progress.
3. Catholic Schools Week is Jan. 30 - Feb. 5.
4. An allocation of Deacon Jeff’s and Father Walter’s compensation should go toward School in order to maximize our School Choice dollars received. Initial estimate is around 30% of Deacon Jeff’s time and 10% of Father Walter’s time is spent on School-related work.

**Closed Session Personnel Review.** Nicole motioned to move to a closed personnel review. Doug Hawley seconded. Motion passed. Erin exited. Nicole motioned to close the closed session review. Doug Hawley seconded.

Next Finance Council meeting: Thursday March 31, 2022 at 5:15

* Approve preliminary New Evangelization budget and tuition
* Assign strategic objectives/goals to staff and committees

Closing prayer

Meeting adjourned: Doug Hawley motioned to adjourn. Nicole Pietsch seconded. Motion carried.

Respectfully submitted by Liz Harp