

Church of the Epiphany
Finance Commission
January 13, 2009

Meeting Minutes

Commission Members Present: Alan Savage (Chair), Doug Fischer (Vice-Chair), Debbie Hawkins, Joel Jacobs, Jeff Kearney, Miles Kennedy, Gail Mikolich, Kent Roessler, and Mike Lentz (Ex-Officio and Parish Administrator).

Commission Members Absent: None

Others Present: Scott Schulte (Council-at-Large)

Meeting Minutes:

1. Call to Order

Chair Savage called the meeting to order at 5:35 p.m.

2. Opening Prayer

None

3. Approval Of Minutes

The minutes of the December 9, 2008 Finance Commission were reviewed prior to the meeting via e-mail. **No action taken.**

4. Old Business

a. Recommendation for policy on expenditures exceeding \$30,000 – Savage.

- There was discussion on a proposal to streamline and make more efficient the approval process for expenditures exceeding \$30,000. The Archdiocese requires the Finance Commission to approve these expenditures. The commission discussed if any of this authority could be delegated to another oversight committee, especially for changes that may occur in the actual spending. It was felt that we needed more information on the Archdiocese's policy before the commission could make a decision. **Action Item: Mike Lentz to bring Archdiocesan directive to next meeting for discussion.**

b. Strategic objectives and action plan – Mikolich.

- Commission member Mikolich handed out revisions to the finance commission's strategic objectives and action plan. Several revisions and updates were discussed by the commission for inclusion in the plan. **Action Item: Gail Mikolich to update Strategic Objectives and Action Plan and bring to next commission meeting for review and approval.**

c. 2007-08 Audit Report – Lentz.

- Chair Savage asked if there were any final comments on this issue – there were none.

- d. Selection of 2008-09 Auditors – Lentz.
 - Administrator Lentz noted that he received three bids from various auditors (including our current auditor Froehling Anderson) for auditing services for the 2008-09 budget year. Administrator Lentz noted that he would be interviewing all of the firms along with Jenny Heiling and Pat Johnston of his staff, and Miles Kennedy and Gail Mikolich of the finance Commission on January 29th. **Action Item: Mike Lentz to bring recommendation for selection of new auditors at next commission meeting.**
- e. Capitalization – Lentz.
 - Mike Lentz noted that since he started as administrator, he has documented all capital purchases over \$5,000. He could go back three more years prior to his starting and keep a capital item report up-to-date thereafter. The commission agreed by consensus to this plan.

Note: the commission recessed at 6:30 p.m. for prayer and dinner and resumed the meeting at 7:22 p.m.

- f. Catholic Finance Corporation
 - Chair Savage asked if there were any final comments on this issue – there were none.
- g. Zero-Based Budgeting – Savage
 - Administrator Lentz commented on how he and his staff are proceeding with the 3-year implementation plan of Zero-based Budgeting. He noted that some of the issues that he is finding are that this process can be time consuming, breeds distrust by budget managers, there are too many fixed costs, 60-70% are personnel costs, and very little discretionary funding to make a real difference. He will attempt to move this process forward and will review the implementation steps and report any further difficulties.
- h. SCRIP Program - Kennedy
 - Miles Kennedy reported on the outcome of his survey at the last month's commission dinner. Major issues on why people don't purchase SCRIP are due to lack of credit/debit card purchasing and no announcements are being made at Sunday masses. The commission discussed accepting debit/credit cards, but with a surcharge to eliminate the offsetting service charge. **Action Item: Miles Kennedy to look at implementing a debit/credit card transaction at sales table.**

5. Subcommittee Reports

- a. Budget
 - Administrator Lentz outlined the budget preparation schedule for the upcoming budget preparation. He discussed the need for an indication of students returning to the school and for a solid headcount on Kindergarten roundup. There was considerable discussion on school attendance and the areas changing demographics. All felt a need for better promotion of the school, a re-evaluation of tuition, and how the finance commission could discuss these issues with the education commission.

- b. Audit
 - Administrator Lentz handed out a “Weekly Deposits” summary for the week ending January 4, 2009 for the commission to review. No discussion.
 - c. Education
 - There was no discussion on this matter as time did not allow.
 - d. Development
 - There was no discussion on this matter as time did not allow.
 - e. Cemetery
 - There was no discussion on this matter as time did not allow.
 - f. Reiser Foundation
 - There was no discussion on this matter as time did not allow.
6. Vice-Chair/Secretary Report
- No report.
7. Chair Report
- a. Parish council Update
 - There was no discussion on this matter as time did not allow.
 - b. Website Construction and Information
 - The commission discussed what content should be included on the finance commission page of the parish website. Items mentioned were the commission’s objectives/goals, budget summary, weekly collections, SCRIP info, and information on memorials, matching gifts and other forms of giving. **Action Item: Chair Savage asked that all members consider items for inclusion and be prepared to discuss this at the February meeting.**
 - c. Epiphany Extra Article
 - There was no discussion on this matter as time did not allow.
8. Administrator Report
- No report.
9. Pastor Report
- No report.
10. New Business
- a. Skilled Nursing Facility
 - Mike Kraft of the Operations Commission will present a proposal for a skilled nursing facility on the Epiphany campus. An issue for the commission and parish council to decide is where the facility is to be located and if the parish will designate land for this purpose.
 - b. Stewardship Progress
 - There was no discussion on this matter as time did not allow.
 - c. Operations Commission

- It was noted that the Operations commission would also like to discuss with the finance commission the ongoing operations associated with the cemetery.
- d. Long-range Planning for Campus/School/Parish
- There was no discussion on this matter as time did not allow. **Action Item: Chair Savage asked that all members consider this topic and be prepared to discuss this at the February meeting.**

11. Open Discussion & Announcements

None.

13. Adjournment

Meeting was adjourned at 8:33 p.m.