

Church of the Epiphany
Finance Commission
February 10, 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: Father Dennis Zehren (Pastor)

Meeting Minutes:

1. Call to Order

Chair Savage called the meeting to order at 7:26 p.m.

2. Opening Prayer

Fr. Zehren gave an opening prayer.

3. Approval Of Minutes

The minutes of both the December 9, 2008 and the January 13, 2009 Finance Commission were reviewed by the commission. **Moved by Lentz, seconded by Jacobs to approve the minutes – motion passed.**

4. Old Business

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

- As a follow up to last month's meeting on this item, Administrator Lentz noted that the Archdiocese has a policy on this matter. The policy, which requires the oversight and notification to the Finance Commission, was reviewed and there was discussion on the ability to streamline and make more efficient the approval process for expenditures exceeding \$30,000. The commission determined that we must follow the archdiocesan policy and decided that no further action or exceptions to the policy should be made. **Action Item: No new action required – archdiocesan policy for expenditures over \$30,000 is the procedure for Epiphany.**

b. Strategic objectives and action plan – Mikolich.

- Commission member Mikolich handed out revisions to the finance commission's strategic objectives and action plan and noted the revisions and updates that were implemented from previous discussion by the commission for inclusion in the plan. **Action Item: Chair Savage to include this item as a standing agenda item on future commission agendas so the commission can keep track of progress towards our goals and objectives.**

- c. Selection of 2008-09 Auditors – Lentz.
 - Administrator Lentz noted that he interviewed three firms from various auditors (including our current auditor Froehling Anderson) for auditing services for the 2008-09 budget year. Others involved in the interview were commission members Kennedy and Mikolich, and staff members Jenny Heiling and Pat Johnston. Administrator Lentz noted that there was a difference in the cost of the audit proposals and that he had a frank discussion with the various firms on their philosophy on the need to change auditors on a regular basis. No decision has been made at this time. **Action Item: Mike Lentz to bring recommendation for selection of new auditors at next commission meeting.**
 - d. SCRIP Program Update – Kennedy and Hawkins.
 - Commission members Kennedy and Hawkins are still researching how other parishes and schools handle the service fees associated with credit card transactions on their SCRIP sales. **Action Item: Commission Members Kennedy and Hawkins to bring back information at the next commission meeting.**
 - e. Website Construction and Information - Savage.
 - Chair Savage asked if there were any final comments on what items need to be included on the Finance Commission’s website. Additional items for inclusion that were mentioned were: meeting minutes, ACH direct deposit form, major projects (type/cost), online giving, link to stewardship (memorials/Reiser foundation), weekly outreach collection organization. **Action Item: Chair Savage to coordinate the development of the Finance commission website with Libby Huebner.**
 - f. Long Range Planning for Campus (School/Parish) – Lentz.
 - Administrator Lentz noted that he participated in a “visioning” session with Mike Kraft and staff. He noted that there were some very substantial and dramatic changes that were being proposed. The commission noted that the current financial climate may make it difficult to undertake any new campus initiatives at this time, that it is first and foremost imperative that we maintain the facilities that we currently have as a first priority, but that a plan for the future should be developed and that it should be consistent with the goals and objectives of the parish. **Action Item: Administrator Lentz and chair savage to bring this recommendation to the parish council when this item is discussed.**
5. Subcommittee Reports
- a. Budget
 - Administrator Lentz noted that the budget process for 2009-10 has already started. He mentioned that he will be discussing the archdiocesan assessment with them since it may be artificially high because it was last calculated when the parish had no tuition for the school and regular collections were unusually higher than they are currently. **Action Item: Bring back monthly update.**
 - b. Audit
 - Administrator Lentz handed out a “Weekly Deposits” summary for the week ending February 8, 2009 for the commission to review. In addition, he presented a new consolidated income statement for the commission members

to review. The new format should make it easier to read and track actual expenses and revenues. **Action Item: Bring back monthly update.**

- c. Education
 - Approximately sixty children came to the kindergarten roundup. **Action Item: Bring back monthly update.**
 - d. Development
 - Commission member Roessler is the representative from the Finance Commission on this committee. The group is developing a policy for accepting gifts and he will bring this back to the commission when it is prepared. **Action Item: Bring back monthly update.**
 - e. Cemetery
 - Administrator Lentz provided a handout outlining the cemetery finances. It was noted that perhaps it was time to develop a separate “cemetery account” to keep this activity separate from the rest of the parish finances. This will ensure that the parish is not subsidizing the cemetery (as it should be an enterprise operation that is financially self-sustaining). Cemetery subcommittee members Fischer and Jacobs will meet with Mike Lentz and Jenny Heiling to discuss further. **Action Item: Bring back monthly update.**
 - f. Reiser Foundation
 - Administrator Lentz will be meeting with the Reiser foundation board members and report on the status of the account (approx. \$750,000) and potential uses. Commission member Jacobs also volunteered to be at that meeting. **Action Item: Bring back monthly update.**
6. Vice-Chair/Secretary Report

No report.
 7. Chair Report

No report.
 8. Administrator Report

Administrator Lentz noted that he was considering requiring all money counters to be screened by the PACE/Prism background checking company. Having certified money handlers will save the parish 10% on its workers compensation and property insurances resulting in \$15,000 in annual cost savings. The commission felt that this was consistent with Virtis screening of volunteers and that it was appropriate to enact.
 9. Pastor Report

No report.
 10. New Business

None.

11. Open Discussion & Announcements

None.

13. Adjournment

Meeting was adjourned at 8:37 p.m.