

Church of the Epiphany
Finance Commission
April 14, 2009

Meeting Minutes

Commission Members Present: Alan Savage (Chair), Doug Fischer (Vice-Chair), Debbie Hawkins, Joel Jacobs, Jeff Kearney, Miles Kennedy, and Gail Mikolich.

Commission Members Absent: Kent Roessler and Mike Lentz (Ex-Officio and Parish Administrator).

Others Present: Dr. Robert Breitbach (Council-at-Large Member) and Greg Mueller (Stewardship Commission Chair).

Meeting Minutes:

1. Call to Order

Chair Savage called the meeting to order at 7:20 p.m.

2. Opening Prayer

Chair Savage gave an opening prayer.

3. Approval Of Minutes

The minutes of the March 10, 2009 Finance Commission were reviewed by the commission. **Motion by Jacobs, seconded by Mikolich to approve the minutes – motion passed.**

4. Old Business

a. Senior Housing Proposal: Skilled Nursing Facility - Savage

Chair Savage asked if any of the commission members had any additional thoughts on the previous month's presentation regarding the expansion of the senior housing/assisted living complex to include a skilled nursing facility. Concluding thoughts were that a final recommendation will not be made until a feasibility study on the project is concluded, that the feasibility study should not only include the Phase 1 of the project (building the new facility and rebuilding the garages but also include the Phase 2 which would involve the reconstruction of the parish offices and meeting space, and the commission would like to see the involvement of a qualified Catholic management association in the project. It was also noted that in light of the current economic situation that we are in, we need to proceed very cautiously.

b. SCRIP Update - Kennedy

Commission member Kennedy gave an update on his research into how other churches are operating their SCRIP. He couldn't find another parish that was accepting credit or debit cards. It was felt by him and the commission that education of the program and the benefits to the parish are still the key to achieve better results and there needs to be better promotion and marketing of the SCRIP program.

5. Subcommittee Reports

a. Budget

Chair Savage noted that the original goal was to have a budget to review at this meeting but due to extenuating circumstances it is not ready. He noted that they will be preparing a flat revenue for the new fiscal year, teacher and staff increases are being budgeted at 0%, and that they are waiting for the "Rule 75" candidates to respond to the offer for early retirement. Current student enrollment was noted as 520.

b. Audit

No report was given although Administrator Lentz had available for the commission members the "Weekly Deposits" summary for the week ending April 12, 2009, and a consolidated income statement for the commission members to review.

c. Education

Commission member Mikolich gave an update on this subcommittee noting that there has been discussion that the Marathon event should be more of a parish event than just a school event, and that there needs to be more marketing of the school to attract and retain students. In other related activity, Mikolich noted that she had discussed with Administrator Lentz about the ability for parishioners to make payments/giving on-line, and that we need to work more towards establishing more ACH withdrawals from parishioners.

d. Development

No report.

e. Cemetery

No report.

f. Reiser Foundation

No report.

6. Vice-Chair/Secretary Report

No report.

7. Chair Report

a. Website Update

Chair Savage noted that he talked with Libby Huebner regarding the Finance Commission webpage and the content that the commission had suggested be included on it. He noted that it will remain as is for the time being but will continue to discuss this further with Huebner.

b. On-line Survey for Parish council Members

Chair Savage noted the results of the survey that was discussed at that evening's dinner.

c. Letter in Epiphany Extra

Chair Savage noted the article that he wrote for the Epiphany Extra that attempted to explain to the parishioners a simplified budget process.

8. Administrator Report

While administrator Lentz was not at the meeting, he did have available a copy of the letter sent to the Archdiocese in an attempt to get them to reduce the parish's annual archdiocesan assessment.

9. Pastor Report

Not present.

10. New Business

None

11. Open Discussion & Announcements

Greg Mueller, Chair of the Stewardship Commission, presented an item that was forwarded to his commission from the Pastoral Care and Outreach Commission but thought that it may be more of a Finance Commission item than a Stewardship item. The item was concerning the large amount of checks that are received by non-registered families in the Sunday collections at Christmas and Easter times. It was questioned whether or not we should send a "thank you / welcome" note when we receive these donations and if so, who should administer this response. The commission liked the idea but wasn't sure who should administer this issue. The commission asked Mueller if he could take this idea to the full parish council to determine if the idea should be acted upon and to decide on who should administer this program.

13. Adjournment

Moved by Fischer, seconded by Mikolich: the meeting was adjourned at 8:22 p.m.