

Church of the Epiphany  
**Finance Commission**  
May 12, 2009

**Meeting Minutes**

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

**Commission Members Absent:** Kent Roessler.

**Others Present:** Fr. Dennis Zehren, Pastor; Fr. Shane Campbell, Associate Pastor; Tim Sullivan, Trustee; and Bob Mueffleman, Council-at-Large.

**Meeting Minutes:**

1. Call to Order

Chair Savage called the meeting to order at 7:28 p.m.

2. Opening Prayer

Fr. Zehren gave an opening prayer.

3. Approval Of Minutes

The minutes of the April 14, 2009 Finance Commission were reviewed by the commission. **Motion by Jacobs, seconded by Hawkins to approve the minutes – motion passed.**

4. Old Business

a. Strategic objectives and action plan – Mikolich.

- Commission member Mikolich gave an update on progress being made for the Finance Commission's Strategic Objectives and Goals. This meeting she discussed progress being made towards Objective 5 – "Take steps towards financial viability, greater responsibility and transparency." Discussed was progress being made to create the ability for online/ACH giving and for credit card giving. Administrator Lentz is looking at vendors for quotes to provide this service and hopes to have some sort of implementation ready for this fall.
- The commission also discussed whether or not there should be an incentive for ACH giving; it appears from the excessive number of Springfest raffle tickets not picked up that the parish roster may need to be updated; and perhaps our focus to get more people to sign up for automatic withdrawal we should be focusing on present givers.

5. Subcommittee Reports

- a. Budget
- b. Education
- c. Development
- d. Cemetery
- e. Reiser Foundation

**Note: The agenda item for subcommittee reports was tabled to allow ample time to discuss the proposed 2009-10 budget.**

6. Vice-Chair/Secretary Report

Tabled.

7. Chair Report

Tabled.

8. Administrator Report

- a. Weekly Envelope Deposits: Administrator Lentz handed out a spreadsheet showing the weekly envelope deposits. He noted that we are on track to achieve \$3,000,000 through Sunday/Holiday collections and that is what we had estimated for the 2008-09 budget.
- b. Audit Subcommittee Report: Administrator Lentz handed out a spreadsheet showing the parish income statement for the month ending March 31, 2009. Budgeted revenues are slightly ahead of budgeted expenses. With regards to revenues, the extended day collections are down due to a drop in last year's summer registrations. With regard to admin/operations expenses, the YTD actual includes the improvements to the State Fair diner which was not a part of the original budget.

9. Pastor Report

Tabled.

10. New Business

- a. Presentation of the Proposed 2009-10 Budget – Savage, Lentz, Hawkins, Kearney

Chair Savage distributed a proposed 2009-10 parish budget for the commission members to review. Highlights of the proposed budget are:

- The proposed budget is a balanced budget.
- Sunday collections were estimated to decrease by 8%.
- School enrollment was estimated to be 525 students (currently 580) and there is no proposed increase in tuition (meaning parish subsidy will increase from 23.8% to 26.6% not including utilities).
- 5 full time equivalent positions will be eliminated.
- The proposed budget includes a \$517,000 archdiocesan payment (\$317k assessment and \$200k debt reduction).

- The capital improvement budget was cut from \$150,000 to \$50,000, but specific fund raising efforts throughout the year may be planned for special items such as curtain divider for the gym, siding/windows for the convent, new sign on Hanson/111<sup>th</sup>, and security cameras.
- The budget does not include any additional cemetery expansion.
- The budget does not address any senior housing (nursing home) proposals.

**Motion by Jacobs, seconded by Hawkins to approve the draft 2009-10 budget as presented for further discussion/approval at the June commission meeting – motion passed.**

#### 11. Open Discussion & Announcements

Administrator Lentz noted that a parishioner has made a \$100,000 gift to the parish with the intent to “Grow the School”. Staff is working on three proposals to meet this intent and will bring this item back to the commission for a recommendation with the ultimate decision on how to use the gift to be made by Father Zehren.

#### 13. Adjournment

Meeting was adjourned at 8:22 p.m.