

Church of the Epiphany
Finance Commission
June 9, 2009

Meeting Minutes

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

Commission Members Absent: Joel Jacobs, Kent Roessler.

Others Present: Fr. Dennis Zehren, Pastor; Tim Sullivan, Trustee; and Robert Breitbach, Trustee.

Meeting Minutes:

1. Call to Order

Chair Savage called the meeting to order at 7:30 p.m.

2. Opening Prayer

Fr. Zehren gave an opening prayer.

3. Approval Of Minutes

The minutes of the May 12, 2009 Finance Commission were reviewed by the commission. **Motion by Kennedy, seconded by Kearney to approve the minutes – motion passed.**

4. Old Business

a. Completion of 2008-09 Business.

Commission member Mikolich gave an update on progress being made for the Finance Commission's Strategic Objectives and Goals and an updated action plan was distributed. With regards to Objective 2, Goal 3, Action Step 3 it was noted that the school has started a "Marketing Committee". Discussion followed on the financial demographics of Epiphany students' families and that there is a trend that our students are coming from higher income families.

b. Approval of 2009-10 Budget.

Administrator Lentz presented the final budget for the 2009-10 fiscal year. While the budget as presented is balanced, it was prepared assuming that if a need for any unforeseen special capital improvement project arises, a special fund raising effort would have to be initiated to accommodate the need. **Motion by Mikolich, seconded by Kearney to approve the 2009-10 budget – motion passed.**

5. Subcommittee Reports

- a. Budget – No Report.
- b. Audit – A spreadsheet showing weekly deposits through June 7, 2009 was distributed and reviewed. The April 2009 Income Statement was distributed and reviewed.
- c. Education – No Report.
- d. Development – No Report.
- e. Cemetery – No Report.
- f. Reiser Foundation – No Report.

6. Vice-Chair/Secretary Report

No Report.

7. Chair Report

- a. Installation of 2009-10 Finance Commission Members.

Kent Roessler has submitted his resignation from the commission. Therefore, Gail Mikolich has agreed to continue on the commission for another term. All other current members retain their positions for next year, including Alan Savage as Chair of the Commission. No new Finance Commission members were added as a result of the discernment process just completed.

- b. Review of 2008-09 Finance Commission Year

Chair Savage opened discussion on reflection of the past year and any changes for the upcoming year. Several of the suggestions were:

- scheduling a second meeting each month (or a pre-meeting on the day of the commission meeting) with an emphasis on that month's priority issue/task,
- need to keep the Development Committee going, and
- need to audit special accounts such as Springfest, Gift Shop, etc.

8. Administrator Report

- a. Staffing Changes:

Administrator Lentz noted that there will be some significant personnel changes including Sr. Marion (Stewardship/Annual Renewal), Pat Johnston (Accounts Receivable/Audit), 2 Maintenance Staff, and 6 School Staff reductions.

- b. Year-End Income Statement: Administrator Lentz also noted that he will send out the final year end Income Statement after it has been prepared for the commission's review and comment over the summer.

9. Pastor Report

Fr. Zehren noted that he is a fiscal conservative and supports the budget for next year but is increasingly concerned of the needs of the parish and the ability to provide all of the services demanded.

10. New Business

- Administrator Lentz noted that Fr. Zehren, the two parish trustees and himself attended a meeting with the Archdiocese Vicar. Primary topics of discussion were the Archdiocese's financial standing and discussion on how parishes could pool shared ministries and let each parish focus on what they do best and let other parishes do likewise. This is something we can expect to hear more about in the future.

11. Open Discussion & Announcements

None.

13. Adjournment

Meeting was adjourned at 8:27 p.m.