

Church of the Epiphany  
**Finance Commission**  
September 9, 2008

**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:** Fr. Dennis Zehren (Pastor), Tim Sullivan (Trustee), Scott Schulte (Council-at-Large), and Dan Graskow.

**Meeting Minutes:**

1. Call to Order  
Chair Savage called the meeting to order at 7:20 p.m.
2. Opening Prayer  
Fr. Zehren led the commission in prayer.
3. Approval Of Minutes  
The minutes of the June 10, 2008 Finance Commission were reviewed prior to the meeting via e-mail. **Motion by Jacobs, seconded by Mikolich to approve the June 10, 2008 Minutes: Motion approved.**
4. Old Business
  - Chair Savage asked the commission members to review contact information and to update this info accordingly.
  - To provide a historical perspective, Administrator Lentz outlined a letter dated 12/13/05 from that Finance Commission to Fr. Zehren and the Parish Council identifying several areas of concern, from a financial perspective, of the new transition to full stewardship, and some recommendations for moving forward. Lentz stated that many of these recommendations have already been put into practice (such as the conflict of interest policy and some budgeting and purchasing policies), and other practices are also being remedied. Councilmember Schulte confirmed the intense discussions that the commission had at that time. Mikolich expressed that perhaps several of these issues could be integrated into the Finance Commission's action plan as we continue to move forward.
  - For an additional historical perspective, Administrator Lentz reviewed last year's Audit Report by our external auditor. He outlined the five material weaknesses that the auditor found and the issues of going concern that, in some cases, has already been resolved. He noted that Froehling Anderson is again doing the audit for the 2007-08 fiscal year, but that he will be going out to bids for next year's audit.
6. Subcommittee Reports  
Chair Savage distributed a list of the various subcommittees (Audit, Budget, Education, Development and Cemetery) and the members that are assigned to each of

them. He noted that he would like each subcommittee to provide an update on their subcommittee each month at the finance Commission Meeting. **Action Item: All subcommittee members should contact each other to determine when they should meet and what duties need to be performed before the next meeting.**

- a. Budget: No report.
- b. Audit: Administrator Lentz provided a summary of the Sunday collections. He noted the variations on the collections of high ACH usage. Summer collections are coming in below the budget target (as they normally do) but we are also behind last year's giving level. This may be attributable to the transition from school tuition and envelope giving last year. Lentz was seeking direction on whether we should be listed every week's specific collection totals in every bulletin or just a single notice of a monthly summary as this would take out the spikes in the weekly totals. **Motion by Fischer, seconded by Hawkins to direct the parish administrator to make a single bulletin announcement (1<sup>st</sup> mailed bulletin of the month) showing the monthly collection totals only: Motion approved.**
- c. Education: No report.
- d. Development: No report.
- e. Cemetery: No report.

7. Vice-Chair/Secretary Report

Vice-chair Fischer asked for a volunteer to take minutes at the October meeting and Hawkins responded (thank you!). He also noted that this Finance Commission does not have the major tasks such as Stewardship transition or crisis budget fixing that previous commissions had to deal with and he asked that this commission focus on the details of budget and auditing, enhance our role as financial advisors to the pastor, administrator and council, and to better incorporate our mission and goals into our commission activities.

8. Chair Report

Chair Savage noted that he gives a report of our meetings to the parish council meeting and noted that the council had a summer retreat this past summer.

9. Administrator Report

Administrator Lentz noted that the Senior Housing and Assisted Living facilities are their own independent corporations and run their finances independently of the rest of the parish and school and won't be reviewed by this commission. They are in healthy financial shape and may be soon coming forward with a proposal to add a new nursing home building on the Epiphany campus.

10. Pastor Report

*(Note: As time was running short, this item was not done.)*

11. New Business

- Chair Savage indicated that he would like to run the meetings based loosely on the Robert's Rules of Order. Members agreed. He also noted that it is the role of the Finance Commission to make recommendations to the pastor, administrator and council, even though these may be made formally at the commission meeting. In addition, once a recommendation is made by the *commission* in its meeting, there should be no *individual* divisiveness made outside of the meeting.

- A reminder was given that the “Conflict of Interest Forms” should be signed and returned to Mike Lentz at the Parish office. **Action Item: All commission members to sign and return the “Conflict of Interest Forms” to the Parish office.**
- Chair Savage asked for volunteers to review the Finance Commission mission statement and strategic objectives and bring a report back to the commission at its next meeting. Mikolich and Roessler agreed to perform this task. **Action Item: Mikolich and Roessler to review the Finance Commission mission statement and strategic objectives and bring a report back to the commission at its next meeting.**
- Chair Savage provided in the agenda a finance commission calendar overview of the various timeframes for certain activities as noted herein:

September 2008

Establish Subcommittees  
Review Commission Policy’s and Procedures  
Review FY 2007-2008

October 2008

Preparation for Auditor Report  
Preparation of Budget and Education Committees  
Covenant Weekend  
State Fair Review

November 2008

Covenant Weekend Review  
Auditor Report

December 2008

Catholic Finance Report & Update  
Audit Committee prepares report for Budget Committee

January 2009

Budget & Education committees begin meeting with Directors  
Address final auditors report concerns

February 2009

Budget & Education committees meet with directors and prepare reports for Commission

March 2009

Budget & Education committees finalize meetings and prepare final recommendation for commission

April 2009

Employment Letters due for all employees  
Final Budget Committee recommendation to Commission

May 2009

Review of Budgetary standing  
Final recommendation of budget to Pastor  
Prepare for 2009-2010 Commission leadership

June 2009

Celebration of a job well done!

- Administrator Lentz indicated for the Audit Subcommittee that he would like to perform the monthly expense/revenue report review on the first Tuesday of the month at 6:00 pm in the parish office.

## 12. Open Discussion & Announcements

It was reported that the traffic at the Epiphany Diner at the State Fair was up; sales were up (\$30k) but that a full financial analysis (profit/loss) has not yet been completed. The budgeted improvements to transform the diner ran over estimate due to wall rot but an additional donor helped to cover these additional costs. The Diner won an award for “Best Outdoor Concession” by the Fair Board.

## 13. Adjournment

**Motion by Mikolich, seconded by Roessler to adjourn the meeting: Motion approved.**