

**Church of the Epiphany  
Finance Commission  
October 13, 2009**

**Meeting Minutes**

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

**Commission Members Absent:** Doug Fischer (Vice-Chair).

**Others Present:** Robert Breitbach (Trustee) and Tim Sullivan (Trustee).

**Meeting Minutes:**

1) Call to Order

Chair Savage called the meeting to order at 7:24 p.m.

2) Opening Prayer

Chair Savage led an opening prayer.

3) Approval of Minutes

The minutes of the August 25, 2009 Finance commission were e-mailed out to members prior to the meeting for review. Motion by Kearney, seconded by Mikolich to approve the minutes – motion passed.

4) Old Business

a) Review of outstanding Strategic Goals & Objectives:

- i) Objective 1, Goal 2, Action Step 2: Promote the Reiser foundation through bulletins, newsletters, foundation sponsored events, and publicity announcing annual disbursements.

No change. Lentz & Savage will schedule meeting to review.

- ii) Objective 2, Goal 1, Action Step 2: Work toward eventual adoption of tuition free Faith Formation and educational ministries to encourage maximum participation.

There was no increase in the 2009/2010 tuition; commission will continue to work towards this goal.

- iii) Objective 2, Goal 3, Action Step 3: Emphasize participation of the full parish in supporting the school as an integral part of stewardship at Epiphany.

Father Zehren named this the year of the school which was outlined in the Epiphany Extra.

- iv) Objective 3, Goal 1, Action Step 1: Semi-annual updates of financial condition as part of Sunday mass.

In progress.

- v) Objective 4, Goal 1, Action Step 1: Regularly have Finance Commission representation present at after mass hospitality, and occasionally sponsor a week.

This action step is being changed to Participation by Commission in annual Ministry Fair.

- vi) Objective 4, Goal 1, Action Step 3: Solicit volunteers to usher and serve as greeters before mass.

This action step is being removed.

- vii) Objective 5, Goal 1, Action Step 1: Provide for the ability to give or pay online through the church or school websites.

Online tool, Vanco, is being implemented effective in January 2010 to allow for this.

- viii) Objective 5, Goal 1, Action Step 2: Promote ACH giving by considering an incentive program to attract givers.

While no incentive program is currently underway, Father Zehren will be addressing the benefits of ACH giving the 1<sup>st</sup> weekend of stewardship.

- ix) Objective 5, Goal 1, Action Step 3: Begin to create an e-mail database for electronic communication versus mailing.

This is now underway with a large number of school families currently participating and 85% of Faith Formation families participating.

- x) Objective 5, Goal 1, Action Step 4: Provide for the ability for parishioners to contribute through credit cards.

This step will also be achieved through the new Vanco system being implemented in January 2010. Mikolich will combine this Action Step with Action Step 1 in the update.

- xi) Objective 5, Goal 2, Action Step 1: Create planned giving and extraordinary giving opportunities.

This initiative is in progress, beginning April 2009.

b) Paper Copy v. Mailed Bulletins

Lentz and Hawkins to schedule a meeting with bulletin company and review options. In addition, Lentz has begun looking into changing envelope mailings from monthly to every 2 months which would amount to an estimated \$5k+ annual savings. Administration is actively working on reducing the number of envelopes being sent out based on non-response. This will be further discussed as an agenda item next month.

5) Sub-Committee Reports

a) Budget

Goal to complete process earlier this year so school enrollment materials would have actual tuition amounts included.

b) Audit

Sub-committee (Savage/Mikolich/Kearney) meeting in November following Anderson Fralee's Froehling Anderson's overview at the November Finance Commission meeting.

c) Cemetry

Kennedy meeting with Shawn Dub, Mike Lentz and John Awalt, next week and will have a report next month. Meanwhile, new addition has been completed and is available. Cost of plots is currently under review.

d) Development

Recommended policy has been completed by the Planned Giving Committee and will be included in the December agenda for review by the Finance Commission.

e) State Fair & Springfest

Final State Fair Diner numbers still outstanding due to open items such as rebates due from the State Fair Organization. This year Epiphany experienced a number of savings including efficiencies derived from scaling back on menu items. We are anticipating a \$36-40K net profit.

f) Reiser Foundation

No report.

g) Epiphany Pines & Assisted Living

Questions by their board on potential distributions to be made. Lentz will address this directly with the board as no distribution is to be made this year. Concerns of Finance Commission were raised over their board's decision to not renew the existing H.I.S. contract with the intent of self-management. Our commission has requested that officers of their board come to speak at the December meeting to address these concerns.

h) Gift Shop

\$7k deficit still not resolved. Deb Brie is currently reviewing. This open item will again be included in the November agenda.

i) School Marketing Committee

Mikolich indicated further initiatives will be coming out in the next few months following the one-page "Year of Epiphany School" catalyst recently presented to parishioners in the Epiphany Herald and a phone campaign targeted to being November 9<sup>th</sup>.

6) Vice Chair Report

Fischer not present at meeting.

7) Chair Report

Ministry Fair sign-Up for November 14<sup>th</sup>/15<sup>th</sup>: Savage reviewed the information provided via e-mail to committee members and passed around a sign-up sheet for Commission members to staff exhibit at the Ministry Fair. Lentz will make the calls to the additional staff that will be included and will take care of the table set-up and materials for the Finance Commission's table.

8) Business Administrator Report

a) Status of Audit Report

No Report.

b) Weekly Deposits Handout

Not Available.

c) Other

Epiphany Facilities Master Plan: Lentz provided an initial draft spreadsheet listing the facilities projects identified as needing attention. The spreadsheet provided identified the projects by location rather than by timeframe which was somewhat confusing. Concerns were raised regarding items that the Commission felt should be self-supporting. Lentz indicated that the list would be updated to include estimated costs and ordered by timeframe and priority to be reviewed again by the Commission in December.

9) Pastor Report

Father Zehren was not present at the meeting.

10) New Business

None.

11) Open discussion & Announcements

Mikolich provided Commission members with a copy of the “Key Facts about the Archdiocese, Archdiocesan Planning Process. “

12) Adjournment

**Meeting adjourned at 8:25 p.m.**