

Church of the Epiphany  
**Finance Commission**  
December 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), Fr. Chue Vang (Associate Pastor), Tim Sullivan (Trustee), Robert Breitbach (Trustee), Scott Schulte, (Council-at-Large), Mike Nowak (Education Commission), and Phil Boulter (Catholic Finance Corporation).

**Meeting Minutes:**

1. Call to Order

Chair Savage called the meeting to order at 7:25 p.m.

2. Opening Prayer

Fr. Zehren led the commission in prayer.

3. Approval Of Minutes

The minutes of the November 11, 2008 Finance Commission were reviewed prior to the meeting via e-mail. **Motion by Hawkins, seconded by Kennedy to approve the minutes: Motion passed.**

4. Old Business

- a. Recommendation for policy on expenditures exceeding \$30,000 – Savage.
  - There was no discussion on this matter as time did not allow.
- b. Strategic objectives and action plan – Mikolich.
  - There was no discussion on this matter as time did not allow.
- c. 2007-08 Audit Report – Lentz.
  - There was no discussion on this matter as time did not allow.
- d. Selection of 2008-09 Auditors – Lentz.
  - Administrator Lentz noted that he received three bids from various auditors (including our current auditor Froehling Anderson) for auditing services for the 2008-09 budget year. All bids were comparable in price and the firms were recommended by the Catholic Finance Corporation. The commission discussed the pros and cons of keeping the same auditors or switching. Extensive discussion ensued. Administrator Lentz noted that he would be interviewing all of the firms. **Motion by Kearney, seconded by Jacobs**

**recommends to the Parish Administrator to conduct interviews with candidate firms for auditing services for FY 2008-09: Motion passed.**

- e. Capitalization – Lentz.
  - There was no discussion on this matter as time did not allow.

5. Subcommittee Reports

- a. Budget
  - Chair Savage noted that the budget preparation for 2009-10 will begin in January.
- b. Audit
  - Administrator Lentz handed out a budget overview for the month ending October 31, 2008 for the commission to review. This is a new format that should be easier to review. No discussion.
  - Administrator Lentz handed out a “Weekly Deposits” summary for the week ending December 7, 2008 for the commission to review. No discussion.
- c. Education
  - There was no discussion on this matter as time did not allow.
- d. Development
  - There was no discussion on this matter as time did not allow.
- e. Cemetery
  - There was no discussion on this matter as time did not allow.
- f. Reiser Foundation
  - There was no discussion on this matter as time did not allow.

6. Vice-Chair/Secretary Report

No report.

7. Chair Report

- a. Operations Committee / Housing Request
  - There was no discussion on this matter as time did not allow.
- b. Fundraising Policy
  - There was no discussion on this matter as time did not allow.

8. Administrator Report

No report.

9. Pastor Report

No report.

10. New Business

- a. Phil Boulter – Catholic Finance Corporation (CFC)
  - Phil Boulter of the Catholic Finance Corporation gave a presentation to the commission. Notable points are as follows:

- The CFC is a 503(c) organization that was originated when the Archdiocese implemented the Growing-in-Faith campaign.
  - Two years ago, the CFC did a basic financial plan for the parish.
  - The parish is much better financially now than we were two years ago.
  - It appears that last year we “turned the corner” with the reimplementation of tuition at the school.
  - Epiphany is the “model of transparency” with other parishes by the way that we talk about our financial difficulties with our parishioners.
  - We are adequately dealing with both our line of credit and diocesan debt.
  - Several financial graphs were handed out and discussed. Looking at the parish expenses and revenues, we look good. Looking at the school, we show a continuing deficit. Combined we are about balanced financially, but a concern that was raised regarded the fact that the charts shown did not include any major capital investments or improvements.
  - With regards to the history of the diocesan debt, this is attributed to lack of payment of the diocesan assessment from many years ago. This debt grew to \$1.8 million, and our debt repayment is now \$200,000 annually.
  - The CFC does offer its services for \$2,950 annually (with a 3-year minimum commitment) which could help us prepare a much more in-depth financial plan, provide quarterly updates for the commission, provide census and demographic data to help us forecast for the future, etc. No action was taken on this item at the commission meeting.
- b. Zero based budgeting process.
- There was no discussion on this matter as time did not allow.
- c. SCRIP Program
- Member Kennedy handed out a report giving a historical summary of the Scrip program and current trends. In January he will bring back the results of the survey that was distributed at the dinner prior to the commission meeting.

## 11. Open Discussion & Announcements

Please note that the January 13, 2008 meeting will be held in two parts to better be able to cover all of the commission business. The meeting will start at 5:30 p.m., recess at 6:30 p.m. for prayer and dinner, and then reconvene at 7:30 p.m.

## 13. Adjournment

Meeting was adjourned at 8:32 p.m.