

Church of the Epiphany  
**Finance Commission**  
December 8, 2009

**Meeting Minutes**

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

**Commission Members Absent:** None.

**Others Present:** Tim Sullivan, Trustee.

**Meeting Minutes:**

1. Call to Order

Chair Savage called the meeting to order at 7:08 p.m.

2. Opening Prayer

Chair Savage led an opening prayer.

3. Open Mic

No one was in attendance to make a statement.

4. Approval Of Minutes

The minutes of the November 10, 2009 Finance Commission meeting were reviewed by the commission. Fischer noted that an e-mail was received by Kennedy requesting a revision to the draft minutes to indicate that Chair Savage did not present the Audit Report at the last Council Meeting and allowed additional questions/response after the meeting. **Motion to approve the minutes as amended – motion passed.**

5. Old Business

a. Audit Report (All Members)

Chair Savage handed out a revised Audit Report for review. (Attachment "A".)

The Audit Report was revised to more clearly identify the long term debt obligations and to show the paydown on these loans.

With regards to the audit findings on the gift shop, the commission reviewed recommended action items and audit recommendations. (Attachment "B".)

b. Review of Ministry Fair (Savage)

The commission reviewed their thoughts on the outcome of the recently held Ministry Fair. Due to the lack of activity and “activity” at the finance Commission setup itself, it was consensus of the commission that maybe the council should rethink the setup and/or frequency of the event.

c. Bulletin / Envelope Research Update (Lentz)

Administrator Lentz noted indicated that he is making no changes at this time in the printing and distribution of the Sunday collection envelopes. One area of improvement could be in trying to eliminate envelopes for absentee members or those that are no longer members.

d. Planned Giving Committee Representative (Lentz)

No report. Information will be brought to the next meeting.

e. Senior Housing Member to Discuss H.S.I. Management Group (Lentz, Aho)

Kennedy gave an update on a meeting held with Senior Housing and Assisted Living. He noted that there needs to be more / continued communication between these entities and the Finance Commission, there are no plans for a decision on the feasibility of a nursing home facility until June at the earliest, both facilities are fairly full at this time, there is a need for more memory care units, and H.S.I. will be retained for one more year (although the contract was renegotiated at a lower fee).

f. Epiphany Facilities Master Plan Review (Lentz)

No report.

6. Sub-Committee Reports

a. Budget (Hawkins/Jacobs/Fischer)

Hawkins noted that she met with Principal Carroll twice and the group needs to begin meetings with the other budget directors. The Budget Sub-Committee will begin meeting immediately following commission meetings.

b. Audit (Savage/Mikolich/Kearney)

(See Item 9 for monthly income statement.)

c. Cemetery (Kennedy)

The finances of the cemetery are quite healthy as shown in the Cemetery Operations report. It was noted that the new cemetery will begin sales this summer. It was recommended that new rates be considered before the new cemetery opens to be more in line with the market. (Attachment “C”.)

d. Development (Lentz)

No report.

e. State Fair & Springfest (Audit)

No report.

- f. Reiser Foundation (Savage)  
Chair Savage noted that the group needs to finalize its organizational documents and review its investment strategy.
  - g. Epiphany Pines & Assisted Living (Kennedy)  
(See Item 5.e. above.)
  - h. Gift Shop (Audit)  
(See Item 5.a. above.)
  - i. School Marketing Committee (Mikolich)  
No report.
- 7. Vice Chair Report  
No report.
  - 8. Chair Report  
No report.
  - 9. Business Administrator Report  
Administrator Lentz handed out an income statement for the month ending October 31, 2009. (Attachment "D".)
  - 10. Pastor Report  
Not present.
  - 11. New Business
    - a. Tuition Debt Collection (Savage)  
No time was available for discussion on this item.
  - 12. Other Discussion  
None.
  - 13. Adjournment  
**Motion by Hawkins, seconded by Mikolich - Meeting was adjourned at 8:24 p.m.**