

St. Francis of Assisi Finance Council Minutes  
Thursday, May 24, 2018

Present: Fr. Komboh, Gary Brownell, Sue Frey, Holly Streeter, Kurt Wood, Kari Yauk, Maureen Johnson (SJWC Business Manager), Cindy Jacob (Recorder)

Absent: Mike Yauk

I. Opening Prayer: Kurt Wood led the opening prayer.

II. Approval of Agenda: Motion to approve by Gary Brownell and seconded by Kari Yauk. Motion carried.

III. Approval of Minutes: Motion to approve by Kari Yauk and seconded by Sue Frey. Motion carried.

IV. Approval of Finance Statements: Motion to approve Finance Statements by Kari Yauk and seconded by Steve Knoploh.

There was discussion about money in the Roof Project Fund as approximately \$6000 of the \$9846.10 balance is remaining loan money. Kari Yauk moved to pay the current Roof Project Fund balance of \$9,846.10 on the Archdiocesan loan, Gary Brownell seconded the motion. Motion carried.

Discussion held concerning the Parish's current tight financial situation. The Parish has used \$4,252.79 in Restricted Funds to meet operating expenses and, at this time, will be unable to meet future expenses without authorization for further use of Restricted Funds. Steve Knoploh moved to authorize bill payment using Restricted Funds up to an additional amount of \$2,500.00. Gary Brownell seconded the motion. Motion carried.

The example of Holy Name which faced financial difficulties a year or so ago and wrote a special appeal to the parishioners for additional donations was suggested as a way to address the current financial shortfall. Kurt Wood has offered to write such a letter to send to all parishioners explaining the difficulty that St. Francis is facing and ask for help. An announcement will be made at Mass also.

V. Approval of 2018-2019 Budget: Maureen Johnson explained the 2018-2019 budget to the council. The budget includes a 2% increase for the Secretaries, and DRE's. Holly Streeter declined the 2% raise. After discussion, Steve Knoploh motioned to approve the budget with Kari Yauk seconding the motion. Motion carried.

Vi. Cluster Reports:

- A. Cluster Finance Council – Maureen Johnson gave the Cluster Finance Report. Maureen reported the Cluster checking account is currently holding too much money. The Cluster should maintain only two months' expenses in the account at any time. Maureen is planning to figure various reimbursements to the parishes for unreimbursed expenses and for the loss of Masses during the first quarter of the year. The new Cluster budget includes a new expenditure of \$2000 for upcoming software changes and a new computer being purchased. The cluster and all the parishes will go to using Quick-Books for the monthly bookkeeping and CheckMark for centralizing payroll. The Cluster budgeted expenditures for 2018-2019 is \$16,000.00 less than 2017-2018, mainly due to having only one priest and maintaining one rectory.
- B. Cluster Pastoral Council – Kurt Wood reported that the Pastoral Council had approved moving forward with Strategic Planning. An ad hoc committee will be formed along with sub-committees as needed for this process to move forward. A parishioner needs assessment is planned as part of this process to find out what we as a church can do for our parishioners.
- C. Cluster Faith Formation – Holly Streeter reported that First Communion was held on Sunday, April 29<sup>th</sup> at 2:00 pm at IC in Sumner with everything going very well. The Confirmation Retreat originally scheduled for April was cancelled due to weather and has been rescheduled for Sunday, August 26<sup>th</sup> in Clermont. Confirmation is scheduled for Sunday, September 9<sup>th</sup> at St. Peter, Clermont. Holly also reported that Fr. Komboh visited all of the Faith Formation classes at St. Francis the last day of class. Mike Yauk is the Faith Formation Chairman and the recent election put Tammy Ingels on the Cluster Faith Formation Commission

as a representative for St. Francis. The council discussed how to keep the students involved in the parish once the students have been confirmed. Holly recommended to the council that the Vacation Bible School and other summer programs offered within our Cluster be put on the website inviting all students in the parishes to participate as well as being put in the bulletin under the Cluster News

- D. Cluster Liturgy – Maureen Johnson reported that on an upcoming Cluster Retreat scheduled for July 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> at St. Francis in Fayette with the topic being Commitment. There will also be a Missionary coming from Crossroads June 2<sup>nd</sup> & 3<sup>rd</sup>. The Committee discussed having all Cluster celebrations or anything done as a Cluster at St. Francis since it is centrally located and is the larger church building, but no final decision was made.
- E. Cluster Social Justice – – No meeting has taken place.

#### VII. Parish Life:

- A. Welcoming Brochure – Kari Yauk gave an update and provided samples of the welcoming brochure that she has is working on.

#### VIII. Old Business:

- A. Cluster Social Justice Committee Update – Cluster Social Justice Committee is reforming with a representative from each parish. The representatives are: Lois McElvania, Holy Name; Andy Johnson, St. Peter; Elaine Reicks, St. Francis; and Ann Egan of IC. Lois McElvania will head up the committee and a meeting is set to take place on Tuesday, July 24<sup>th</sup>, 7:00 pm at St. Francis, Fayette.
- B. Pastoral Council Approval of Strategic Planning – (See earlier notation.)

#### IX. New Business

- A. Budget Envelopes – Discussion on a proposed change in budget envelopes. The change was presented to all Cluster parishes at their Finance Council meetings. Currently we purchase envelopes from Church Budget and would be changing to Our Sunday Visitor. Kathy Turner, secretary of St. Peter, has been researching this with the secretary from the Holy Trinity Cluster (Postville, Monona, McGregor). Reasons for change include: eliminate waste, increased collections, a two month supply of envelopes sent directly to each parishioner, the ability to add special envelopes as needed. Each parishioner listed on the parish roll will receive an initial supply of envelopes with a letter and/or census card to update our parish records. Holy Name and St. Peter have agreed to move forward with the change, while IC wants more information and time to consider what the benefits would be for changing companies. Kari Yauk motioned to approve going forward with Our Sunday Visitor as the budget envelope provider. Holly Streeter seconded the motion. Motion carried. This change will be effective January 1, 2019.

Gary Brownell motioned to adjourn the meeting at 9:00 pm. Kari Yauk seconded the motion. Motion carried.

- X. Closing Prayer: Fr. Komboh led the closing prayer.

Next meeting is scheduled for Thursday, August 23, 2018 at 7:00 pm.