

St. Charles Borromeo Parish Finance Council Minutes

February 22, 2022 at 12:30pm – Conference Room 2

A. Call to order, roll call, opening prayer

-Meeting called to order at 12.32pm

-Present: Fr. Wyse, Tom Russell, Roberta Peacock, Stewart Smith, Tom Cripps, Sherry Wyse

-Absent: Mark Harrington, Larry Kassuba, John Latva, Tim Reno

-Opening prayer: Fr. Wyse

B. Approval of meeting agenda

-Father requested time to update council on items; suggested it be called Father's Remarks. Motion by R. Peacock to add Father's Remark to this and future agendas; second S. Stewart approved.

C. Approval of January 25, 2022 meeting minutes

-Do not have a quorum to approve.

D. Old Business

-R. Peacock: #GivingTuesday totals

- 77 total donors, donations ranged from \$5 to \$1000.
- Amounts raised for St. Charles: School \$7,999, Religious Education \$1,140, YM3 \$980.
- Amounts raised for St. Joseph: Religious Education \$643, YM3 283
- Total raised \$11,046.

-All: CARE SBA Grant/loan money

- S. Wyse provided following summary.
 - FY2019/20 received loan, placed in 251CHNP SBA-PPP Note Payable and in checking account, was used for salaries and utilities
 - Loan forgiven on 6-9-2021, transferred to income account 465 CHAD SBA-PPP Note forgiveness, doesn't show up in current budget because was forgiven in June of 2021 and was spent in FY2020/21
 - How it benefited us:
FYE2020 had income deficit of \$54,357.24; FYE2021 had income deficit of \$56,352.56 for a total income deficit of \$110,719.
Expenses were also lower and made up for income deficit; finished both fiscal years in the black.
 - Did an analysis of our checking and savings accounts. We have \$138,759 to use for extra things that are not designated for specific causes.
- R. Peacock: It would be helpful to know what the final picture was for both years by looking at how much overall income was down and how much expenses were down for each year. This would give us the total picture for each fiscal year.
- S. Wyse: We were in the black for both years. I did transfer money from the savings account at the Diocese at the beginning of COVID in case we needed it. We didn't use any of this money and it was transferred back after the loan was forgiven.

-Finance Council-School Board Funding Task Force

- Finance Council Members: M. Harrington, S. Smith, R. Peacock, S. Wyse
- School Board Members: Katey Johnson, Larry Kassuba, Margaret Karpus
- First meeting tomorrow, 2-23-2022 from 12:30-2:00pm
- S. Wyse shared that she has been meeting with Margaret regarding FY2022/23 budget.

-Finance Council Transparency Subcommittee

- Members: R. Peacock, S. Smith, T. Russell, S. Wyse
- Met on 2-16-2022, copy of notes provided, will send out to absent members.

-All: Strategic Plan

- Father, S. Wyse, M. Rewa and R. Peacock met on 2-18-2022 to discuss how to help our parish move forward in the areas of communication and transparency.
 - Topics discussed included: how to improve meetings and information dissemination; the use of charters as guiding documents; limiting chaos and becoming more effective and efficient by writing a strategic plan and implementing it.
 - Formal meetings will be conducted using Robert's Rules of Order.
- R. Peacock: We would like to do things differently than we have because the results we are getting are not the results we want. Let's look within the parish for people that have an interest or experience working with strategic plans.
- S. Wyse: We can look at the strategic plan book I have from working with Fr. Mike developing our last strategic plan.
- R. Peacock: When a company/organization has a clearly defined plan and implements it, individuals know what direction they are headed and can get excited when they see progress. Successes and challenges can be identified, discussed and positive and constructive comments move the organization forward.
- S. Smith: I worked for a company for many years with 6,000 stores and 60 warehouses; every warehouse had a strategic plan for our finance company. I'm very excited that we will have a strategic plan; it shows what you are going to do. When things come up, you know whether it will fit into your plan.
- Father: If we can make this connect to how we need to be church in the 21st century by focusing on our core function of telling the gospel story, working together as a community, worshiping God and helping people in need, and if it can move us to greater action and connect more people to that and help people get excited about that vision, that would be a great, great thing. I'm looking forward to seeing how it all shakes out.
- R. Peacock: We as a parish agree on what to do which is outlined in the strategic plan. Then we plan how we will what is outlined. This will move us to implementing the strategic plan.

-Fr. Wyse: Additional information regarding use of white house for elementary religious education.

- Father: I sent everyone an email along with Tessa's information with the timeline and just what all happened. I'm not sure what more there is to add.
- R. Peacock: The information from Tessa was a retrospective timeline from her notes on how the process played out after the project was implemented. I'm on both the Building and Grounds Committee and Finance Council and believe what we are looking for in the future is a plan we can review before the project is implemented. Both groups could ask questions on the front end of the project.
- Father: We had a plan. The offices would be moved but we looked at the space and our office needs and realized it wouldn't work out. Then Tessa had her issues so we made the shift. Soon after Tessa told Tim about it. We were trying to disseminate the information but we didn't know in the beginning what was going to happen at the end. We had a plan but it needed to be modified; actually scrapped and reworked because it didn't go the way we expected.
- S. Smith: With all due respect, who was the we that decided that would go a different way. There wasn't a meeting to share that the offices weren't going to fit.
- Father: The staff whose offices were going to be there and religious education who is now there. We thought those were the relevant players. You're thinking maybe we should have sent an email out to the boards at that point. Is that what you're thinking?

- S. Smith: Being that we had a plan for the offices to move, when the plan changes I would think you would have notified the committee saying there is a change that needs to happen soon. A meeting could have been called with this being the only agenda item; it would only take a half hour.
- R. Peacock: This has to do with organizational communication. The Building and Grounds committee had been strategic planning and the plan was if the school expanded then perhaps offices could move to the white house. Enrollment would need to be tracked. I never heard anything about the white house being used for any other purpose than nuns during Vacation Bible school and maybe being a rectory. Sherry had researched whether it could be sold.
- Father: Okay and email would be helpful. When the school expands and needs to move into where the offices are now, there will be an option of moving offices to the blue house and the pastor moving to the green house in Belding.
- R. Peacock: I'll share this information with the Building and Grounds committee secretary.
- S. Smith: Thru Molly with RCIA I heard the school was taking Conference Room 2 so RCIA would have to move to the white house. I went with Molly to measure it and thought RCIA would use the living room. It seems like all that changed too. We need to know intended use of buildings in the beginning.
- Father: So as soon as we know something, we should send out a broadcast email.
- R. Peacock: Yes, the white house was already being used before information was obtained in areas that were extremely important to know from a liability standpoint before it was put into use for preschool-8th grade children.
- R. Peacock: You have groups of people that have high levels of expertise in various areas that want to help this parish succeed. We were not trying to usurp your authority. You could ask us is there anything you can think of that we haven't.
- Father: Yes, communicating in real time might mean some extra emails and when people have questions then we can figure out where to go.
- T. Russell: It makes them feel like they are part of the decision-making process.
- R. Peacock: They are then. By obtaining all information in the beginning, an informed decision can be made.

E. **Financial Update** (Sherry)

-FY2022/23 budget preparation:

- Has been meeting with the school budget committee; tuition rates have been set, I don't have it right now; working on different scenarios to not have Fundraising revenue line.
- Inflation rates are going to be high this year for utilities etc; hasn't received information on this from diocese yet.
- **By end of week**, am going to look at where we're at as of end of February, put actuals in and make projections for end of year. **At that point I'll call whoever wants to come in and look at it.**

-CSA 2022 kick-off, what is the start date

- We're doing traditional campaign. 4-23/24 is announcement weekend; 4-30/5-1 is education; 5-7/8 is commitment weekend.
- 4/29 Bishop's appeal letter should arrive to parishioners' homes.
- A pastoral letter from Father will be sent through the diocese.
- Haven't received the goal yet.

-Our Shepherds Our Future, transparency with parish

- Diocesan goal was \$33,000,000; \$35,944,053 was pledged; \$36,037,429 has been received.
- Parish goal was \$591,176; \$268,750 was pledged; \$120,970 has been received; remaining is \$147,780

F. **Fundraising** (Father Wyse, R. Peacock, S. Wyse, T. Russell)

-Finance Council/St. Charles School Board Funding Task Force (M. Harrington, R. Peacock, S. Stewart, L. Kassuba, M. Karpus, K. Johnson, S. Wyse)

Meeting on 2-23-22 at 12:30pm.

- The basic function of the school is passing on the faith. We have tremendously talented and dedicated people working to pass on the faith. Their efforts are diminished by having to do fundraising. That is time they don't spend passing on the faith.
- Getting these people better paid and more able to focus will make us stronger as a church, will make us be a better church.
- T. Russell: it makes us better able to utilize our resources.

G. Human Resources (Father Wyse)

-Transparency: Parish wide announcement of Tim Human's hire

- Tim Human was introduced by S. Wyse.
- S. Wyse: Jennifer is writing an article on Tim for a parish wide announcement. We didn't want to do it right away. Father: We wanted him to get his feet wet.
- R. Peacock: I found out by happenstance that he was hired even though I participated in the interview process.
- S. Smith: I was involved and found out by seeing him salting the sidewalk.
- R. Peacock: In the future, perhaps a little information could go in the bulletin immediately and say more to come later.
- T. Russell: You could have sent an email to those involved in the interview process, Building and Grounds committee members and Finance Council members.
- Father: I'm getting used to more people involved. There's a greater need to communicate to them in real time. At the end of a meeting we should ask: what did we decide to do, who's responsible for doing it, what are their deadlines for doing it.

H. Building and Grounds Committee (Tim Reno)

- Sponsor A Chair Project

- S. Wyse: parishioners donated \$4,426 and the matching donor is giving \$2,500
- R. Peacock: We will be purchasing 200 chairs; thank you notes will be sent out to donors.

I. Finance Council Transparency Sub-committee (L. Kassuba, R. Peacock, S. Stewart, T. Russell, S. Wyse)

-Meeting on 2-16-22 at 12:30pm, subcommittee notes provided

J. Council Member Comments

-**T. Russell** St. Charles Borromeo Parish organizational chart

- S. Wyse: Handed out draft of St. Charles Committee Organizational Chart, asked for edit comments. Comments provided include: M. Karpus reports to Father, should YM3 and Religious Education be on it.
- S. Wyse: I do have another organizational chart of just the staff; YM3 and Religious Education are on it. Should this just be for committees?
- T. Russell: It would be beneficial if everything was on one. Look it over and bring suggestions to our next meeting.
- S. Wyse: Asked for comments to be given to her before meeting.
- Father: Yes, we all interact.

K. Father's Comments

-Things we are trying to do to move the parish forward.

- The parish survey had many comments on worship space wanting it to be more visibly Catholic. The Liturgy and Worship committee is discussing that and fundamental principles with folks; spoke with an architect about putting together

various representations of some possibilities. This would be presented to parishioners and see what generates energy.

- Looking at putting the crucifix and tabernacle in the sanctuary to draw people more deeply into the transcendent mystery we represent.
 - Financed by donations. We've already received a few thousand.
 - If we want to draw people to our church through their hunger for the transcendent, we want to be looking at how we can better demonstrate the presence of it at work in our liturgy.
 - Have had discussions about music, worship space, help altar servers grow in their ability to show the sacredness of the liturgy. Are looking for coaches for them.
 - All of this is helping people grow in worship which is one of the 4 tasks of the church.
- 2022 – Would like to get a social events committee together.
 - Faithful Servant project: Made a good beginning in terms of helping people in need.
 - Parish is more intentional about sharing the Gospel story. That's what The Search was about.

-R. Peacock: Where would anyone know what the Liturgy and Worship committee is doing and thinking about. It should have minutes and they should be shared with the parish.

-Father: I am meeting with Kathleen and Karin after this meeting and will bring it up.

Parishioner Comments - None

- **Next Meeting**

-April 26, 2022 at 12:30pm, Conference Room 2, quarterly budget review

-May 24, 2022 at 12:30pm, Conference Room 2

-June 28, 2022 at 12:30pm, Conference Room 2

Closing Prayer and Adjournment

-Closing prayer by S. Smith

-Meeting adjourned at 2:01pm