

St. Charles Borromeo Parish Finance Council Meeting Minutes

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

A. Call to order, roll call, opening prayer

-Meeting called to order at 12:32pm

-Roll Call:

- Present: T. Russell, T. Cripps, L. Kassuba, R. Peacock, S. Wyse, Fr. Wyse
- Absent: T. Reno, J. Latva, S. Smith
- M. Harrington has resigned
- Cards circulated for Harrington (resignation) and Smith (surgery)

-Prayer: led by L. Kassuba

B. Approval of meeting agenda

-Motion to approve agenda by R. Peacock with two changes under old business: Liturgy and Worship Committee transparency and #GivingTuesday final report; second by T. Cripps; unanimous approval.

C. Approval of meeting minutes – No action/Did not have a quorum

- **January 25, 2022:**
- **February 22, 2022**

D. Old Business

-**R. Peacock: Completed.** Informed M. Rewa, Building and Grounds secretary, of Father's idea to use St. Joseph's rectory/green house for St. Charles if additional space is needed in future.

-**S. Wyse: Completed.** Provided a handout. Look at where budget is at end of February, put in actuals, make year-end projections and share.

-Not assigned: **Completed by S. Wyse.** Our Shepherds Our Future totals need to go in bulletin.

-**All:** At end of all meetings summarize what we decided to do, who's responsible for doing it and what are their deadlines.

-**S. Wyse:** Asked for St. Charles parish organizational chart comments before next meeting. **R. Peacock provided** S. Wyse with a draft organizational chart that combined paid staff and volunteers; a copy was passed around. Positive comments were received, S. Wyse and R. Peacock will work on.

-**Fr. Wyse:** Met with Kathleen and Karin regarding Liturgy and Worship Committee transparency; two updates have appeared in bulletins.

-**#Giving Tuesday final report:** Roberta will share excel spreadsheet that she has access to.

E. Financial Update (Sherry)

-Have been working with M. Karpus on funds received for preschool and daycare; went over things we can use it for; needs to be spent by May; trying to get teachers and activities that have been done reimbursed; seeing if can roll money to next year.

-FY2022/23 budget preparation:

- Haven't received percent increase for inflation from diocese yet. What should I use to prepare draft for now? General agreement was 7-10% for now, but each line needs to be looked at. Some will be higher, some lower.
- Goes to diocese for approval at the end of May.
- 2022/23 Finance Council Budget Subcommittee: T. Cripps, R. Peacock, L. Kassuba. S. Wyse will email draft for them to look at it.
- Revisions to budget are allowed if are for large items; Fr. Bauer transfer, P. Merren retirement, teacher taking medical insurance.
- 2022/23 tuition. Parishioner: 1 child/\$3,600, 2 children/\$5,900, 3 or more/\$6,800; Non-Parishioner: 1 child/ \$4,200, 2 children/\$6,550, 3 or more/\$7,400.
- Serve-a-Thon: Progressing nicely; where will this money be tracked in budget since fundraising is going away; in donations, in advancement, in Serve-a-Thon.

- Enrichment funds: are school donations that are assigned to something specific; it seems that it would be spent immediately and not carried over multiple budget years; if that specific thing is already purchased/done should contact the donor and ask if can be used on something else; when person is donating, they should be guided toward something in the school's strategic plan.
- S. Wyse:

F. Fundraising (Father Wyse, Roberta, Sherry, Tom)

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

-Reviewed meeting notes for 2-23, 3-2 and 3/9.

-**Recommendations:** Task Force was formed to look at three budget items.

1. Eliminate \$25,000 fundraising line
 - Use \$9,019.20 from Checking-Meijer Rewards, \$12,643.29 from Meijer Rewards DL and \$3,337.51 from Scrip DL lines to offset **\$25,000 fundraising line** for FY22/23 in the school budget.
2. Increase teachers' salaries
 - Use \$35,746.57 in Fundraising Committee DL for **teacher salary increases**. 10% salary increase on spreadsheet is \$26,558.50. Remaining in this account is \$9,188.07.
3. Identify funds to cover 75% of kindergarten salary Belding School District covers.
 - Kindergarten enrollment has been increasing; are not in jeopardy of losing funding for FY22/23 which is based on enrollment.

-**Discussion:** These are short-term solutions that are using fundraising revenue from years past; they are one-time pots of money.

- Finance Council members present, Sherry and Father agree to use the Task Force recommendations in drafting the FY2022/23 budget.

Revenue lines discussed:

- **Restricted and Enrichment Funds:** to use would need to be looked at very carefully, were donated for specific areas, potential to contact donors and ask if could be used. Margaret was working on a spreadsheet summarizing these; Finance Council would like to see this.
- **Catholic Foundation of West Michigan:** A. Havens spoke with Mary (Lehman) Panek, member of Board of Directors, his understanding is: directors can decide to give more than 4% on annual basis, principal cannot be touched, one parish asked for more money but were denied because use of additional funds was determined to be for operating expenses. L. Kassuba shared that was his understanding also. Roberta will check with person that shared she thought that the Board of Directors could be approached. Father shared that D. Faber believes Greenville will grow in coming years due to shortage of affordable housing closer to Grand Rapids, that we are demographically in the worst spot in the diocese and our school is doing well academically. It can't hurt to let the diocese know what we are going through and ask for help getting through these years now. We think we will be in a stronger position in a few years.

Grant Writer: should pursue paying for a grant writer, S. Wyse has contact information from diocese, A. Havens received information and will share it.

Long-term goals:

- Increase parish revenue in the following areas: school tuition and enrollment, offertory, donations, grants, SCRIP, Catholic Foundations of West Michigan.
- Educate staff and parishioners on school funding. Increase communication and transparency.
- Conduct a parish wide Stewardship campaign focusing on treasure.
- All parish staff and laity need to be involved.

G. Human Resources (Father Wyse)

-Jake and Melanie Schmiedicke have resigned as YM3 directors, will stay through Steubenville conference in July; position will be posted.

-Tim Human's introduction needs to be put in bulletin. S. Wyse will ask Jennifer.

H. Building and Grounds Committee (Tim Reno-vacation)

-Written report from T. Reno provided. T. Russell: Have lost two members due to issues.

-Discussion:

- Storage shed is located behind the dumpster, want to move it to the south side of lower parking lot with walls around it, storage shed will be moved to behind the rectory. This will allow for a visually pleasing elevation along Lafayette.
- Bell Tower project is in process of getting costs summarized, bell is a piece of church history, was forged in 1867.
- Chairs have been well received; parishioner donations covered all but \$74 of cost; \$2,500 matching funds from anonymous donor is available for Activities Building upgrades.
- White building (Father gave update): rubber flooring has been placed in garage, T. Human and volunteers will be putting outlets in, drywall will be going up; all paid for by donations and volunteer work except for drywall purchase, will come out of Religious Education budget. Will be a place for 7th and 8th grade Religious Ed and St. Charles school students to get together.

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

-Reviewed meeting notes for 2-23, 3-2, and 3-9.

-Subcommittee members will be presenting on Parish Response Survey comments at a Parish Hall meeting scheduled for May 5 in McKinney Hall. Areas to discuss are stewardship, education, strategic planning, fundraising, and different focus area/other. All Finance Council members should attend. Father will be there.

J. Father's Comments

-Bishop Walkowiak contacted Father regarding his next term of pastoral service. It looks like he will be staying here.

K. Council Member Comments

-S. Wyse: Staff is working on a board; converting the wooden tripod with DVDs in Narthex into an information board, will list names of committee members and have a question box for parishioners to use.

L. Parishioner Comments

-A. Havens: Shared the "Faith" magazine with T. Dewitt's article. Asked members to go to Greenville Public School website and view the superintendent's video on the new bond proposal that is coming up; maybe there are ideas on how we can promote our school.

M. 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 Father

-Meeting adjourned at 2:26pm.

Respectfully submitted by Roberta Peacock
St. Charles Parish - Finance Council Secretary
April 21, 2022