

St. Charles Borromeo Parish
Finance Council Meeting Minutes
May 24, 2022, at 12:30pm – Conference Room 2

A. Call to order, roll call, opening prayer

-Meeting: called to order at 12:37PM

-Opening prayer: R. Peacock

-Present: L. Kassuba, J. Latva, T. Russell, T. Reno, R. Peacock, S. Wyse, Fr. Wyse, S. Smith

-Absent: T. Cripps

B. Approval of meeting agenda

-Motion: L. Kassuba, second T. Reno, approved

C. Approval of April 26, 2022, meeting minutes

-Motion: R. Peacock, second T. Reno, unanimous approval

D. Membership: Announcement for new members will continue to be in bulletin.

E. Old Business

-Parish Organizational Chart: S. Wyse and R. Peacock will work on after FY22/23 budget submitted.

-2022/23 Finance Council Budget Subcommittee: T. Cripps, R. Peacock, L. Kassuba.

- Had one meeting, presented with a couple different drafts, do not have a final copy.

-Restricted and Enrichment Funds: M. Karpus is working on a spreadsheet summarizing these

-White House/Faith Formation Center Cost: requested in 3-22-2022 Building and Grounds Committee's chair report to Finance Council.

Faith Formation Center/Attached Garage Information Requested from Religious Education Director:

- What is the intended purpose of the repurposed garage?
- What is the frequency of use per year?
- Is there an alternative location for activities?

-T. Russell sent Fr. Wyse and T. Hoffman an email requesting a response. Fr. Wyse sent a response on 5-18-2022 that T. Russell read during this meeting (see attached).

- Finance Council was hoping to receive a long-term plan on the use of the building. Father's response: we are trying different things; religious education has worked very well so will use it for this and other gatherings of that nature.
- Finance Council has asked what the intended use of the repurposed garage is, what the frequency of use per year is, is there an alternative location, if there is heating and cooling and what the cost is. We need answers to respond to questions we are receiving about spending money on moving the storage building and garbage dumpster to complete the bell tower project.
- Father: There are two electric heaters in the garage. The plan is being formed as we use it and see how it works. Once things are set, we will be making it known publicly. When the dedication for the Holy Hang Out is over, we will put pictures on social media. There's talk about getting it into Faith Magazine.
- Finance Council:
 - Concern expressed that a classroom that also serves as a hallway for other students and that music playing in other classrooms is disruptive.
 - The building may be suitable for middle school and other activities but not lower elementary children.
 - In an effort to save parishioners \$5,000 for a storage shed, consider using other rooms on campus for the Holy Hang Out.

-We are not comfortable with using of the loophole in the fire safety code to allow children in the building if we use it less than 12 hours per week. It is not ADA compliant.

- S. Wyse: Religious Education has raised funds for events, which is considered faith formation. The money for wiring, drywall and installation will come from there and it will be costed out in the convent line so we can track it.

F. Financial Update (Sherry)

-FY22/23 budget:

- S. Wyse: Passed out a draft of the FY2022/23 budget (see handout), read the summary comments, shared that increases in school income came from EANS/COVID dollars and Preschool Child Stabilization dollars.

-Decided that the Budget Subcommittee will meet with Sherry and discuss the draft budget.

- S. Wyse: the FY2022/23 budget needs to be signed and submitted by June 10th.

-CSA: Goal is \$58,583, pledge amount is \$34,168, remaining to be pledged is \$24,415. This does not include on-line giving. On-line giving will be included in the bulletin next week.

G. 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)

-Met on 4/27 and 5/18

-The group is working on **two long term revenue streams** right now: **offertory and grants.**

- **A Faith Community Stewardship appeal** with take place this Fall. Katey Johnson and Roberta Peacock have met with Rosemary Klackle and Father. St. Joseph and St. Mary have not yet identified someone to work on the committee.
- **Two grant writers**, Deb Wagner, and Dana Boyd gave presentations last week to the Funding Subcommittee and additional members of the school board. Tim Reno will give **Jonathon Hicks' contact information to Margaret.** There are different fee packages; we will most likely hire someone on an hourly basis.

-Grants can be for the school and church. There is a better chance of receiving a grant if it is to help a large number of people and community organizations: Faithful Servant Initiative, Community Kitchen, Knights of Columbus Thanksgiving and Christmas food baskets. Discussed whether the bell tower project could qualify for a grant; are not sure at this point. A. Havens shared a list of ideas for grant funding (see attached).

-L. Kassuba reminded the group that the \$25,000 fundraising line and the \$36,000 teacher salary increase money came from one-time pots of money that will not be available to use in the future. We will need new revenue for FY2023/24.

H. Human Resources (Father Wyse)

-YM3 Coordinator: The position has been offered to Miranda Kloostra, she has accepted, will work with Jake for a while and begin on July 1.

-Tim Human has been doing well, hope to have a formal review this summer.

-Grant writer: See G above.

I. Building and Grounds Committee (Tim Reno)

-The steeple has been worked on recently but there continues to be a leak. It seems when we get a strong easterly wind some water gets in where the vents are. Maybe we need to put a shroud over the top that will let air in but not moisture. Close to \$10,000 has been spent on repairs since the church was constructed. We would like to be able to maintain the natural light coming down above the altar.

-School windows: Target date for delivery of windows is mid-June. Last day of school is June 10 and teachers need some time to clear their classrooms out. Will start in the old

principal's office to see how long it takes to install. We will be renting a lift because the ground is sloped; it will be safer than using scaffolding. Volunteers have responded to work on the project. T. Reno will paint the siding at his home to match what was used on the Franklin Street window project.

-Dumpster enclosure: After looking at the requirements, we may need to reconsider where to locate it due to the slope of the South end of the parking lot.

-Question: Was there ever any liability or intent to show liability on the part of the contractor that installed the brick on the bell tower and wall? T. Reno: The concrete caps have a gap between each that has deteriorated over time. There was no flashing installed underneath that would prevent water to drip behind the brick. Freeze/thaw cycles caused the brick to deteriorate. This was the fault of the architect and installers. They are out of business so there is no recourse.

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

-Parish Hall meeting is tomorrow night. Please RSVP if you plan to attend, twenty have responded.

K. Father's Comments

-As we struggle with stewardship, the other aspect of the issue is giving people more reasons to want to come to our faith community and support it.

- We need to be strategic as we align our energies to our core function which is to make disciples of Jesus Christ. What we do must help us know Jesus better and share Him better.
- Faithful Servant Initiative, Community Dinner, God's Kitchen are all key.
- Need to strengthen our sense of the awesomeness of the liturgy and develop our ability to pray the Mass better.
- The social events committee will be meeting soon to gather and draw people in.

L. Council Member Comments

-Our charter indicates that we must "assist in the development of long-range planning with regard to the operational and capital needs of the parish, formulate and propose a five year and ten-year long term financial strategic plan, and that it must include the St. Charles School strategic plan."

-R. Peacock and T. Russell have volunteered to work on a subcommittee; others are welcome.

M. Parishioner Comments (Present: Al Havens)

-A. Havens: We should be proud of our preschool. I attended the graduation ceremony and was impressed. They have genuinely nice teachers working with them.

N. Next Meeting

-July 26, 2022, at 12:30pm, Conference Room 2

-August 23, 2022, at 12:30pm, Conference Room 2

-September 27, 2022, at 12:30pm, Conference Room 2

Closing Prayer and Adjournment

-Closing prayer: L. Kassuba

-Adjourned: 2:10pm

Respectfully submitted by Roberta Peacock on 06-21-2022
St. Charles Finance Council Secretary