

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

A. Call to order, roll call, opening prayer

- Meeting called to order at 12:32pm
- Opening prayer by J. Latva
- Present: Fr. Jim. S. Wyse, T. Russell, R. Peacock, J. Latva, S. Smith, L. Kasuba, T. Cripps

B. Approval of meeting agenda

- Motion by S. Smith, second by T. Cripps, approved

C. Approval of July 26, 2022, meeting minutes

- Motion by L. Kassuba, second by J. Latva, approved

D. Old Business

-Parish Organizational Chart: S. Wyse to contact R. Peacock and T. Russell. No action, S. Wyse busy with YE21/22 budget.

-FC Strategic Plan: T. Russell and R. Peacock, would like to meet with Father. T. Russell will set up a meeting with Father Jim, R. Peacock, and S. Wyse.

-Sisters of Mary Mother of the Eucharist: Fr. Wyse: Were not able to arrange for this year. We need to begin in early 2023 to see if other bordering schools have a need. The Sisters need to live in community with at least two. M. Hamman has agreed to work for this year only, so we have a need for one sister for the 23/24 academic year. The Sisters could use the St. Joe rectory for housing.

-Unrestricted and restricted, non-operating and operating expense donations to school: S. Wyse to share our July discussion with M. Karpus and ask our questions; no action, working on YE21/22 budget.

- **Discussion points:**

- The total amount for restricted, non-operating does not equal the categories listed below it.
- Are memorial funds always designated to the deceased families specific request?
- Has there been a scenario where memorial funds were used for operating expenses? When we donate to the St. Charles School Memorial fund in a certain deceased parishioner's name, can't it be used for operating expenses? Should memorial restricted and non-restricted operating lines be created?
- The restricted and enrichment lines total over \$100,000 but the summary provided does not.

-Revenue Enhancement: subcommittee needs to meet to discuss long range planning. The group decided we didn't need a subcommittee; members volunteered to work on revenue enhancement areas and report back to the Council.

- School tuition/enrollment: L. Kassuba, K. Johnson works on this for School Board
- Grant writing: S. Smith, M. Karpus is currently working with grant writer
- Raise Right/SCRIP: Led by the school PTO (K. Russel), brings in several thousand dollars annually. Is spent on expenditures identified by the principal. Goal is to increase revenue and have it fund school operations. **R. Peacock** will set up a meeting with M. Karpus and S. Wyse to discuss program.
- Matching Funds: T. Cripps.
- Catholic Foundation of West Michigan: Focus will not be on increasing foundation contributions this year, are looking to increase annual donations to the church and school.
- Stewardship: Offertory collections/donations, R. Peacock is currently working on the 2022 Stewardship Appeal with K. Johnson and R. Klackle. To increase offertory and donations on an annual basis stewardship needs to be focused on throughout the year, not every three years through an appeal.

- Father will contact R. Klackle regarding the Pastoral Council and stewardship.
- Grant Writer** – Where do we stand on this? Who is taking lead? M. Karpus has worked with D. Wagner and the teachers
 - FY21/22 Presentation:** T. Russell, S. Wyse working on; present 9/10-11/22. See “E.” below.
 - FY22/23 Presentation:** T. Cripps, S. Wyse working on; present on 9/10-11/22. See “E.”

E. Financial Update (S. Wyse)

- FY21/22 budget close out, parish presentation. See FY22/23 budget, parish presentation below.
 - FY22/23 budget, parish presentation
- Discussion** included what should and should not be included in presentations. We need to be transparent without overloading parishioners with facts they may not understand. S. Wyse presented the annual bulletin insert. T. Cripps reviewed the draft presentation he is working on. He asked members to contact him with any questions. T. Cripps will give the presentation on both FY21/22 and FY22/23 at both Masses. Hospitality ministers will pass out handouts for parishioners to follow along with.
- CSA: We are over 100%
 - Stewardship Appeal: Formal appeal will take place in October

F. Revenue Enhancement (Father Wyse, S. Wyse, L. Kassuba, R. Peacock, S. Smith)

- Long term planning: Tuition, enrollment, contributions (offertory, donations, matching funds), grants, SCRIP/Raise Right.
- See “Old Business” Revenue Enhancement above.

G. Human Resources (Father Wyse)

- 7/8th Grade Teacher Vacancy: Mary Hamman has agreed to teach for this academic year.
- Sisters of Mary Mother of the Eucharist: See “Old Business” above.

H. Building and Grounds Committee (Tim Reno)

- T. Russell did not receive a report.

I. Father’s Comments

- Stewardship is a much larger topic than contributing to the Church. It begins with a desire to serve God. First step is to build people’s relationship with God. The next step is for parishioners to believe the parish is part of serving God. People who are more involved contribute more. We have the Faithful Servant Initiative and the social events team working on this.

J. Council Member Comments

K. Parishioner Comments

L. Next Meeting

- September 27, 2022, at 12:30pm, Conference Room 2
- October 25, 2022, at 12:30pm, Conference Room 2
- November 22, 2022, at 12:30pm, Conference Room 2

Closing Prayer and Adjournment

- Closing prayer: Fr. Wyse
- Meeting adjourned at 2:18pm.