

St. Charles Borromeo Parish
Finance Council Minutes
September 27, 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 T. Cripps
- Present: T. Russell, T. Cripps, J. Latva, S. Smith, L. Kassuba, R. Peacock, S. Wyse

B. Approval of meeting agenda

- Motion: L. Kassuba, second S. Smith, approved

C. Approval of August 30, 2022, meeting minutes

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

D. Old Business

- Parish Organizational Chart:** S. Wyse shared new draft with R. Peacock and T. Russell last week, brought copy to this meeting, will discuss with Strategic Planning subcommittee at a future date.
- FC Strategic Plan:** T. Russell, Fr. Wyse, S. Wyse, and R. Peacock met last week. Father agreed that St. Charles needs a parish strategic plan, then the Finance Council will develop a complimentary strategic plan. R. Peacock is reading historical planning documents provided by S. Wyse, gathering current guiding documents from parish councils/committees, the Diocese of Grand Rapids and searching on-line.
- Unrestricted and restricted, non-operating and operating expense donations to school:** M. Karpus's schedule would not allow her to attend this meeting. S. Wyse/T. Russell to meet with M. Karpus and ask questions listed in 8-3-2022 meeting minutes; will report back to Council.
- Revenue Enhancement:** R. Peacock, S. Wyse and M. Karpus met on 9-22-2022 to discuss increasing revenue received through the Raise Right/SCRIP program. See minutes under F-Revenue Enhancement.

E. Financial Update (S. Wyse)

- FY22/23 budget: Regular offertory collections are down approximately 21%.
- CSA is over 100%.
- Stewardship Appeal 2022: R. Peacock reported that the Appeal will be over a 3-week period: 10/1-2 Time, 10/8-9 Treasure, 10//16-17 Treasure. A second collection will be held on 10/16-17 and 10/22-23 for talent and treasure forms; the forms will be placed in a wrapped gift box that will be brought up to the altar at the presentation of gifts during Mass.

F. Revenue Enhancement

- School Tuition/Enrollment: L. Kassuba: M. Karpus and K. Johnson, head of the marketing subcommittee of School Board continually reach out to new families. 2023/24 tuition will be set in early 2023, all of us should be encouraging parishioners and friends to send their children to our school.
- Grant Writing: S. Smith: Nothing new to report, will meet before the next FC meeting.
- Raise Right: R. Peacock: Raise Right revenue is not PTO revenue in the school budget. R. Peacock will work with Krysta Russel who is organizing this effort on the school side.
- Matching Funds: T. Cripps: No report, might be a good idea to highlight a different revenue stream topic on a regular basis in the bulletin; Council members agreed.
- Offertory/Donations: R. Peacock working on Stewardship Appeal 2022
- Catholic Foundation of West Michigan: On hold FY22/23

G. Human Resources (Fr. Wyse at conference)

- No report

H. Building and Grounds Committee

- S. Wyse: The Liturgy and Worship Committee had a company come out for a project they are working on. They took pictures from above and below. K. Darvill received an email today from Premier Caulking with a bid for \$1,900 to have two people come out for eight hours each and a crane for a full day. This is to assess the problem only. Can come out next week.

- T. Cripps: Always a good idea to get a second opinion. Will send S. Wyse contact information for a vendor that was used for his Muskegon work office.
- S. Wyse will share pictures with T. Cripps.

-R. Peacock: The bell tower/brick wall project is on hold until Spring 2023 per Father. Before a storage building is purchased to house grounds maintenance equipment he wants to determine if there are other campus storage needs.

I. Father's Comments (at conference)

J. Council Member Comments

-J. Latva: Shared that he has heard from others that they question whether the Campaign for Human Development (CHD) contributes to Faith in Action that supports abortion. People are leery about giving to this. Perhaps that carries over to parishioners wondering if they put money in the collection basket.

-S. Wyse: CHD is a diocesan collection. It is one of the four special collections we are required to hold each year. If a parishioner puts money in the special second collection held four times per year that money goes directly to that cause.

-S. Wyse: Money that parishioners put in the regular weekly collection does not go to the diocese. All of it remains with our parish.

-L. Kassuba: This is the first time I have heard about this. Someone should check with the diocese to make sure no financial support goes to areas/groups that are counter to our beliefs. I will check.

-R. Peacock: The parish website lists J. Hoffman as a member of the Finance Council as does the contact board in the Narthex. Is he a member?

- S. Wyse: Father asked him to be on the Council, but he can only attend in the evening.
- Members present indicated they could attend meetings in the evening. L. Kassuba and S. Smith were not present for this discussion, need to follow up with them.

-R. Peacock: Now that other parish committees and councils are meeting regularly, and the Renew-Restore-Rejoice campaign work is done (exception bell tower/brick wall project) might it be time to move back to quarterly summary budget meetings in January, April, July, and October. The off months could be used for workgroups or subcommittee work.

- Discussion followed with those in attendance agreeing. Motion by R. Peacock to go back to quarterly meetings in January, April, July, and October to review the quarterly financial summaries with work groups and subcommittees using the off months to meet as needed. Second by J. Latva. Approved.

K. Parishioner Comments

None

L. Next Meeting

-October 25, 2022, at 12:30pm, Conference Room 2; FY22/23 first quarter summary

-November 22, 2022, at 12:30pm, Conference Room 2; work group if needed

-December 27, 2022, at 12:30pm, Conference Room 2; work group if needed

Closing Prayer and Adjournment

-Closing prayer: R. Peacock

-Motion to adjourn meeting at 2:13pm by R. Peacock, second by T. Cripps, approved.