

**St. Charles Borromeo Parish**  
**Finance Council Meeting Minutes**  
**April 25, 2023, at 12:30pm – Conference Room 2**

**A. Call to order, roll call, opening prayer**

- Meeting called to order at 12:32pm
- Present: Fr. Wyse, T. Russell, T. Cripps, R. Peacock, J. Latva, S. Wyse, S. Stewart
- Absent: L. Kassuba
- Opening prayer: Fr. Wyse

**B. Approval of meeting agenda**

- Motion to approve by T. Cripps, second by S. Stewart, approved.

**C. Approval of April 25, 2023, meeting minutes**

- Motion to approve by T. Cripps, second by J. Latva, approved.

**D. Old Business**

- Parish Organizational Chart: T. Russell**, work needs to be done; **Peacock, Russell and Wyse volunteered to do so.**
- FC Strategic Plan: T. Russell**, subcommittee needs to begin meeting again, **Peacock and Russell will pull a timeline together of what has been done in the past.** Fr. Wyse agreed to the concept of a Strategic Plan as long as it can change as needed.
- Ongoing bulletin revenue stream topics:**
  - **L. Kassuba (not present):** school tuition/enrollment, Peacock pointed out that tuition was established in January, registration continues. Stewart shared that there were a few new families at the school open house.
  - **R. Peacock and T. Russell “Do You Know”** updates quarterly, article was in the bulletin last Sunday covering offertory, special collections, and CSA.
- Pastoral Council Recommendation: Finance Council members**, review meeting minutes from October under E. Financial Update, Questions, L. Kassuba. (Did not discuss in January, Fr. Wyse left meeting at 1:15PM)
  - Discussed October 2022 minutes regarding how to bring non-practicing Catholics back.
  - Agreement reached that our Faith Community needs to develop a focused approach to define what the problem(s) are.
  - Determine how to make our Faith Community a more hospitable environment for existing parishioners and members of the greater community.
  - Recommended that this area of concern be brought to the Pastoral Council.
  - **Fr. Wyse agreed and offered to bring the concern to the June Pastoral Council meeting.**
- Sanctuary leak/steeple project: T. Cripps** to send S. Wyse contact information for other companies that his employer received bids from for a window project.
  - T. Cripps sent S. Wyse additional information.
  - **S. Wyse agreed to send information to M. Rewa, Secretary of the Building and Grounds committee.**
- Sacred Heart Academy Lawsuit: Fr. Wyse**
  - There will not be a class action suit brought forward so our participation is not necessary. Prayers are welcome.

**E. Financial Update (S. Wyse)**

**-FY22/23 budget; 3rd quarter summary**

- **S. Wyse:** Provided two “Overall Summary” sheets.
  - With EANS and Childhood Stabilization Dollars net income of \$158,881 and overall income of \$103,896, net expenses below budget by \$11,065.
  - Without EANS and Childhood Stabilization Dollars shows net income of -\$30,973, and overall income of -\$85,959, net expenses below budget by \$11,065.
  - This grant money will end. It is important for the offertory to increase to meet expenses.

**R. Peacock:** Shouldn't the additional expenses attributed to the purchases made under the EANS and Childhood Stabilization grant be backed out too. This would show where we actually stand. **S. Wyse:** Yes, but some of the expenses cover salaries and expenses we would have without the grant money.

- **R. Peacock:** So, we are in good shape for this year, but offertory collection does need to increase.
- **S. Wyse:**
  - CSA goal is \$58,596.
  - Will be transferring money to the diocese, are over limit of two months.
  - RaiseRight (SCRIP): Are new guidelines, the diocese does not want us to have cash and carry gift cards, people will purchase e-cards, reload, or buy new cards and have them delivered to their homes; on-line only beginning July 1.
- **R. Peacock:** Can we talk about the Serve-A-Thon income line? It was added to the budget this year; it appears as if it is taking the place of the Fundraising line that existed in prior years.
  - Group Discussion:** This income and any other income that is raised by special events like #givingTuesday should not be used to cover operating expenses. It should be used for clearly identified needs/wants not covered by the operating budget.
    - We need to increase transparency before and after fundraisers regarding what will be purchased with funds raised. Several parents attended a recent School Board meeting to express concern over this as well as parishioners and community members when approached to participate in the Serve-A-Thon.
    - We need to say your donation will be going toward a specific thing. We used to do this with the "Fund a Need" component of the Big Event.
    - If the income line is kept as is, then the existing Fundraising Expense line should equal it. A list of what the money was spent on should be posted in the School Board and Finance Council minutes, the bulletin and on our website.

#### **-FY23/24 budget**

- **S. Wyse:** Am working on, meeting with M. Karpus this week, T. Hoffman, and K. Darvill are working on their portions.
- **FY23/24 Subcommittee:** T. Russell, T. Cripps, and R. Peacock volunteered to work with S. Wyse. **Will definitely meet 5/23/2023 to review draft, if not sooner.**

#### **F. Revenue Enhancement**

**-School Tuition/Enrollment: L. Kassuba** (not in attendance-rates from bulletin)

- Parishioner (final): 1 child \$3,900, 2 children \$6,500, 3+ \$7,500.
- Non-Parishioners (final): 1 child \$4,500, 2 children \$7,100, 3+ \$8,100.
- Commitment Fee of \$120 per student.

**-Grant Writing: S. Smith:** grant writer was ill over winter, communication dwindled; **M. Karpus is going to reach out to her again.** Discussion:

- Did the grant writer complete the research regarding our school and community? If she did, perhaps we can use that to move forward.
- This puts us behind a year.
- Received a \$11,000 grant for security. Will be used to line windows/doors campuswide with a security film.

**-Raise Right: R. Peacock:** Changes to program effective July 1.

- Was discussed above under E.
- **S. Wyse to meet with M. Karpus and determine the day to meet as a group.**

**-Matching Funds: T. Cripps**

- **Will write a bulletin article and send it to S. Wyse.**

**-Offertory/Donations:**

- Continues to be down, have made some progress since 1<sup>st</sup> quarter.
- A Stewardship Treasure Appeal will be conducted in Fall.
- **R. Peacock:** I feel it is important to thank parishioners that responded to the 2022 Stewardship Appeal treasure component. This was not done. Parishioners that responded to the Talent component of the appeal were all contacted and thanked.

- We could report the number of responses received in the bulletin.
- A general thank you letter from Father could be sent to the parishioners that responded.
- Fr. Wyse would like to think about it; the goal is to have a consistent message.**

**-Fundraising/Development: S. Wyse:**

- Mardi Gras (Religious Education/YM3) lost \$2,324.
- Concern expressed that tickets were too expensive, have received feedback over the years that the Mardi Gras dinner tickets were too expensive.
- R. Peacock: I wasn't comfortable with supporting a "murder mystery" benefit event.
- Serve-A-Thon (school) at \$23,950 minus expenses.

**G. Human Resources (Fr. Wyse)**

-Maintenance vacancy: P. Merren is working 19 hours per week, position is posted; volunteers are assisting.

-Teacher vacancies:

- 3<sup>rd</sup> grade teacher is lined up.
- We will have a 7/8<sup>th</sup> grade vacancy.
- Father tried to invite other parishes that may need teachers to work together to approach religious sisters to come; was not a need.
- R. Rittersdorf is retiring August 1.
- S. Wyse is retiring September 1.
- M. Boenheim is decreasing hours worked to 6 each week, will lead RCIA only.

**H. Building and Grounds Committee**

-Sanctuary Leak: Steeple caulking project was discussed under Old Business

- **R. Peacock:** Another option being considered is to encase the skylight windows.

-Bell Tower/Brick Wall Project: **R. Peacock:** This is the final project under the Renew-Restore-Rejoice campaign; several options have been researched; an after-Mass announcement will be made May20/21, display boards will be in the Narthex, information sheets will be handed out.

-Campus exterior clean up

- **R. Peacock:**
  - The metal canopy over the main doors on Benton Street is covered with black residue, needs to be cleaned.
  - The parking lots need to be assessed; cracks filled and perhaps seal coated. The school is looking at putting stencils down on the upper lot for children to use during lunch and recess, but it needs to be prepared first. I told the school's building and grounds subcommittee that **I would check with M. Rewa and S. Wyse to determine when this was done last and to secure contractor information.**
  - S. Stewart:** I noticed a work truck in the upper lot that belonged to a parent of children that attend school here with a name and description of "seal coating and hot crack filling" on the truck. **S. Wyse will contact M. Karpus for the company name.**

**I. Father's Comments**

-Sanctuary renovation project: We are in line at the diocese to meet with the Art and Architectural Committee.

**J. Council Member Comments**

- Tom Russel is finishing his 3<sup>rd</sup> term on June 30.
- John Latva is finishing his 2<sup>nd</sup> term on June 30.
- Members present agreed that future meetings could be held in the evening.
- We are looking for 2 new members to join the Council on July 1.
- T. Russell and R. Peacock will work on putting a bulletin announcement together asking for new members.**

## **K. Parishioner Comments**

- Several parishioners have expressed concern over the Sunday Collection deficit reported in the bulletin each week and are confused as to why they **have not heard from Father, Sherry, or the Finance Council** regarding what financial the parish is in.
  - Tom Cripps gave a Finance Council presentation in September 2022.
  - The Stewardship Appeal was held in late Fall 2022.
  - The Sunday Collection must have gone up after the 1<sup>st</sup> quarter because the deficit isn't as large now as it was projected to be at the end of December 1.
  - Reasons for this are more people are giving, people are giving more, or a combination of both.
  - We should be able to get some type of software reports that could be analyzed and shared with parishioners. **We need this data.**
  - S. Wyse stated that she can track envelope usage.**
  - Fr. Wyse agreed that it is important to share the positive direction we are going in.**

## **L. Next Meeting**

- May 23, 2023, at 12:30pm, Conference Room 2; FY23/24 budget subcommittee
- June 27, 2023, at 12:30pm, Conference Room 2; work group if needed
- July 25, 2023, at 12:30pm, Conference Room 2; FY22/23 4th quarter summary

## **Closing Prayer and Adjournment**

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

Respectfully submitted by Roberta Peacock  
St. Charles Finance Council Secretary  
May 22, 2023