

St. Charles Borromeo Parish
Finance Council Special Meeting Minutes
August 22, 2023, at 12:30pm – Conference Room 2

A. Call to order, roll call, opening prayer

- Meeting called to order at 12:37pm by Fr. Wyse
- Present: Fr. Wyse, Sherry Wyse, Roberta Peacock, John Latva, Larry Kassuba, Tom Russell, Karin Kwiet-Darvill, Jessica Newhof
- Absent: Tom Cripps, Stewart Smith
- Opening Prayer: Fr. Wyse

B. No written agenda

C. New Business

Transition Plan (Fr. Wyse)

Sherry is retiring September 1. She presented me with a list of the duties and responsibilities she has been handling. It was obvious that she one person is not able to do everything on the list well. Our budget is not able to handle hiring two people. Those duties have been divided into categories and have been assigned to existing paid staff and two contractual staff from Nienhuis Financial Group.

- Jessica Newhof, MBA, will be preparing budget financials and monthly/quarterly reports, acting as a business manager. She is not scheduled to be on site but is reachable by email and phone, email is jessican@nfgllc.com. She will attend the FC quarterly meetings and answer questions. She currently works with 15 parishes in the diocese, some on interim basis and others for years. Jessica stated that the Nienhuis Group tailors their assistance to each parish/school's needs.
- Barbara Sheler, bookkeeper, on site Thursdays; will handle payroll, count money, and pay bills.
- A list of S. Wyse's duties and responsibilities with staff assigned was distributed.
- Karin K-Darvill will be learning the PDS software system and individual parishioner donations.
- Fr. Wyse asked Finance Council members to "keep their eyes sharp and say something if they notice things are being missed", email Father and Jessica.
- Father is going to be focusing on personnel issues.

How should this be presented to the parish? (Fr. Wyse)

Concerns were expressed by FC members that limited information regarding Sherry's retirement replacement and the FY23/24 budget have been shared with the Council; even less has been shared with parishioners.

• **Ideas Presented:**

- Jessica comes and gives a presentation after Masses; we would need to pay for her time, including travel. She shared that she has not been asked to do this at other parishes and offered to look into what other parishes have done in the past.
- Sherry announces it; is leaving at the end of this week, not an option.
- Father makes announcement after Mass and says look in the bulletin. The bulletin will have a small directory as to who to contact for general questions.
- Father shared "how do we talk to folks to keep them in the loop about where our finances are...make sure people know where we stand."

General Comments:

- Concern was expressed that there has been resistance to discussing financial matters at all levels within the Faith Community, including the Stewardship Committee.
- Father: The people of God need to know the state of things as a part of **healthy ownership**. The **healthy way** involves transparency, and everyone taking responsibility. The **unhealthy way** is they want what they want, and they don't worry about what it takes to make it happen.
- Father shared it is his job to encourage people to have an adult relationship with God, Pastoral Council is looks at the big picture and Finance Council deals with finances.
- Should the Stewardship Committee be under Pastoral Council; it is currently under the Finance Council?

-Is there any reason for our financial books to be audited by an independent company? Jessica stated she felt it was not necessary since we were recently audited by the diocese. Concern was expressed that the diocese auditing a parish within the diocese is not standard business practice.

-Father changed the **Finance Council quarterly meeting** day of the month and time. **Quarterly meetings will now be held on the fourth Wednesday evening of the month at 6:30pm.** He feels this might be a more convenient time for parishioners to make meetings and increase the number of volunteers requesting to be on the Council.

1. Members need to be computer literate.
2. The Council needs to have a Chair, Vice-Chair and Secretary. We have been without a Vice-Chair for two full years and this fiscal year. Each officer serves for one year. Tom has been Chair for two full years and this year. R. Peacock has been secretary for three years (one of which she was chair also) and this year. L. Kassuba: I believe Roberta does a nice job with the minutes. I think the minutes are the most valuable part of the meetings. I would be willing to run the meeting but am not highly skilled with the computer so can't conduct business in that way.
3. Tom Russell is entering his 4th term on the Council. The charter indicates that two consecutive terms is the limit, one year needs to be taken off and then the individual can be appointed by the pastor for a new term. T. Russell thought he was off the Council.
4. R. Peacock and J. Latva have 2nd terms ending in June 2024.
5. Father: We have until October to recruit people.

D. Financial Update (S. Wyse)

-FY22/23 year-end summary and FY23/24: Does anyone have any questions?

- Discussion regarding EANS and Childhood Stabilization revenue and expenses.
 - L. Kassuba: FY22/23 has EANS and Childhood Stabilization revenue and expenses included, and we are \$42K+ over in expenses. FY24/25: Will have some EANS money; will have no federal money in FY24/25. We are operating very close to a deficit.
 - R. Peacock: In April, I thought expenses were tracking in the red and asked if the federal grant expenses were removed from the summary that Sherry removed the federal revenue from. It was determined that they were not and that we were actually doing better than reported. Will there be ongoing EANS/Childhood Stabilization expenses beyond FY23/24; specifically, wages? If so, that is the amount that we will need to increase revenue for FY24/25.
 - S. Wyse: The main issue will be the interventionist that we have been using.
 - L. Kassuba: The wage increase for staff given in FY22/23 will need to be also. We had money identified to cover the increases in FY22/23.
 - R. Peacock: It is my understanding that the old fundraising revenue lines identified by the School Board/Finance Council Task Force to cover the increased school salaries have not been used.
 - R. Peacock: If we are short this year, we can use those revenue lines to make up the shortfall.
 - S. Wyse: The current budget has a more realistic offertory revenue line in it. Revenue did increase by close to \$14K from FY21/22 to FY22/23.

-Members signed off on the FYE 22/23 budget.

- S. Wyse distributed the rough draft of the FY22/23 annual report that will be published in the bulletin, asked for comment. Father shared it as good to see 20 baptisms, there is one coming up.

E. Building and Grounds

-T. Russell asked if there was anything from Building and Grounds to address.

- Larry K was unclear as to the sequence of events regarding the steeple repair emails that circulated.

- S. Wyse offered that the specific amount of \$5200 (+/-) was for work already completed.
- Fr. Wyse noted that we still need a bid/proposal for the work that remains.
- S. Wyse believed the cost for the longer lift was roughly \$12,000, unclear if or how much labor is included.
- **S. Wyse suggested that T. Russell contact S. Smith, he is the one communicating directly with the vendor.**

- **T. Russell will email the revised Building and Grounds steeple repair recommendation when he receives it.**

F. Cemetery Board Meeting

- J. Latva mentioned the cemetery board meeting at SJ on Monday. Fr. Wyse asked him to contact Tessa.

G. Next Meeting

-October 25, 2023, at 6:30pm, Conference Room 2; FY23/24 1st quarter summary

Closing Prayer and Adjournment

-Closing prayer by Father Wyse.

-Meeting adjourned at 1:58pm.

Respectfully submitted by Roberta Peacock
St. Charles Finance Council Secretary