

**St. Charles Borromeo Parish**  
**Finance Council Meeting Minutes**  
**January 24, 2023, at 12:30pm – Conference Room 2**

- A. Call to order, roll call, opening prayer**
- B. Approval of meeting agenda**
- C. Approval of October 25, 2022, meeting minutes**
- D. Old Business**
  - Parish Organizational Chart: T. Russell**, work needs to be done.
  - FC Strategic Plan: T. Russell**, committee needs to meet.
  - Unrestricted and restricted, non-operating and operating expense donations to school: S. Wyse** will meet with M. Karpus to determine what restricted funds can be used for operating expenses in an emergency.
  - Revenue Enhancement: R. Peacock** will plan for and implement gift card sales after Masses at St. Charles.
  - Ongoing bulletin revenue stream topics: R. Peacock**, RaiseRight info in November; **T. Cripps**, Matching Funds in December; **L. Kassuba**, school enrollment in January. Quarterly Finance Council “Do You Know” updates in February, May, August, and November by **Chair/Secretary**.
  - Pastoral Council Recommendation: Finance Council members**, review meeting minutes from October under E. Financial Update, Questions, L. Kassuba.
  - EANS grant money: S. Wyse** will ask M. Karpus if any administrative costs can be covered by this grant.
- E. Financial Update (S. Wyse)**
  - FY22/23 budget; 2nd quarter summary
- F. Revenue Enhancement**
  - School Tuition/Enrollment: L. Kassuba
  - Grant Writing: S. Smith
  - Raise Right: R. Peacock
  - Matching Funds: T. Cripps
  - Offertory/Donations:
  - Catholic Foundation of West Michigan: On hold FY22/23
- G. Human Resources (Fr. Wyse)**
- H. Building and Grounds Committee**
  - Church worship space
- I. Father’s Comments**
- J. Council Member Comments**
- K. Parishioner Comments**
- L. Next Meeting**

- February 28, 2023, at 12:30pm, Conference Room 2; work group if needed
- March 28, 2023, at 12:30pm, Conference Room 2; work group if needed
- April 25, 2023, at 12:30pm, Conference Room 2; FY22/23 3rd quarter summary