

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

A. Call to order, roll call, opening prayer

-Meeting called to order at 12:36pm

-Present: Fr. Wyse, S. Wyse., R. Peacock, T. Cripps, J. Latva, L Kassuba, S. Smith.

-Absent: T. Russell

-Opening Prayer: Fr. Wyse

B. Approval of meeting agenda: Motion to approve by J. Latva, 2nd by L. Kassuba, approved.

C. Approval of April 25, 2023, meeting minutes: Motion to approve by L. Kassuba, 2nd by T. Cripps, approved.

D. Old Business

-Parish Organizational Chart: S. Wyse is working on a staff chart with responsibilities listed. Fr. Wyse asked that the parish wide org chart be put on hold until hiring is completed, and things have settled.

-FC Strategic Plan: R. Peacock will pull a timeline together of what has been done in the past and share with council members via email. Discussion: The process of writing a strategic plan needs to be inclusive. It will be time consuming and will need buy in from the pastor, staff, parishioners and all councils and committees.

-Ongoing bulletin revenue stream topics:

- **T. Cripps** wrote an article for the bulletin.

-Finance Council's Recommendation to Pastoral Council: Fr. Wyse will bring recommendation to Pastoral Council at its June meeting. The recommendation is that our Faith Community develop a focused approach to bring non-practicing Catholics back by defining what the problem(s) are and determine how to make our Faith Community a more hospitable environment for existing parishioners and members of the greater community. **Father** shared that he did share this with the Pastoral Council, and they are working on it. This can be removed from the Finance Council agenda.

-Sanctuary leak/steeple project: S. Wyse shared information she received from T. Cripps to M. Rewa, Secretary of Building and Grounds Committee. **S. Smith:** bids were received, and a company chosen out of Hillsdale, are hopeful that it can be done before school starts.

-Bulletin Announcement asking for Finance Council Member Volunteers: **T. Russell and R. Peacock agreed to submit an announcement to Jennifer.** An announcement was placed for a few weeks with no response received by Father, T. Russell, or R. Peacock.

-Sunday Collection Deficit: Need to be transparent with parishioners regarding Sunday Collection. **S. Wyse** placed information in the bulletin.

- **S. Wyse:** Will determine the number of registered households that use their envelopes/give on-line and share data in the bulletin. A 3-year comparison would be best.
- **Fr. Wyse:** Will speak with Jennifer about having the Hospitality Ministers take Mass attendance on a more regular basis; preferably monthly.

E. Financial Update (S. Wyse)

-FY22/23 year-end preliminary: Am making good progress on closing out FY22/23. St. Charles will end up with a positive balance. I don't have the final numbers.

-FY23/24 budget:

- Why does the total income line for the school show \$614,747 for Current Year Actual and \$437,721 for YE Actual Projection? S. Wyse: Because the \$116,489 Childhood Stabilization income didn't get carried over to the YE Actual Projection.

- Why does Preschool FICA show as \$1,996,332? S. Wyse: Is a mistake, will change it. The total School Expense Total lines all need to be changed also.
- Are any of the expenditures under EANS and Childhood Stabilization going to be recurring expenses after the income is no longer available? S. Wyse: Yes, some staff salary including Interventionists.
- S. Wyse met with M. Karpus and went over EANS 1, EANS 2 and Childhood Stabilization income and expenses. All income and expenses are now recorded in the appropriate budget years. FY22/23: received \$97,720 EANS and \$116,489.
- Increased Sunday Offertory by \$14,250 based on an increase in parishioner giving in the last half of FY22/23.

-Quote for digital repair of the bells: The bell is working now; positive comments have been received. S. Wyse shared that this is a temporary fix. The quote for digital repair of the bells is \$5,100.

-Bell tower, brick wall, dumpster, and storage sheds: Option C was chosen by parishioners and Father. **See Attachment 1 for St. Charles Parishioner Input Summary.**

-**S. Smith** shared that he would call MDOT to see what they used to resurface the Lafayette bridge in Greenville.

-R. Peacock asked about the Serve-A-Thon revenue and expenses; would prefer not to see this in the operating budget. L. Kassuba reminded the council that it was shared at a diocesan conference that fundraising should not be included in the operating budget.

-**Jean Johnson Estate: S. Wyse** reported that Mike Lown at the diocese contacted her and sent a copy of Jean's last will and testament. Her entire estate goes to West Michigan Catholic Foundation and into the St. Charles Educational Fund. He has not received the death certificate yet so cannot move on selling the estate. It is estimated to be \$500,000 to \$1,000,000.

- We usually get 4% of the 3-year rolling average of the funds. This will come to an additional \$66,000 annually for our school if the estate comes in at \$750,000.

F. Revenue Enhancement

-**School Tuition/Enrollment: L. Kassuba** shared that the 7th/8th grade has 9 students enrolled. He expressed concern that if the enrollment numbers go down anymore that the question needs to be asked if we can continue to support a teacher's salary and benefits.

-**Grant Writing: S. Smith** shared that M. Karpus has had contact with D. Wagner. He will get more information at the next School Board meeting.

-**Raise Right: R. Peacock** - Changes to program effective July 1 made by the diocese. Our school can still be involved with the fundraiser, but gift cards will no longer be available for sale through the school. Each parishioner needs to deal directly with RaiseRight. 90% of the rebate will go directly to each purchaser which can be directed to an individual student's tuition. A recommendation was made that the specifics of this change should be shared with parishioners. **S. Wyse** stated she will get together with M. Karpus to prepare an information update for the bulletin.

-**Matching Funds: T. Cripps:** Nothing new.

-**Offertory/Donations:** Reported in bulletin weekly.

-**Fundraising/Development:** On hold.

G. Human Resources (Fr. Wyse)

-Maintenance vacancy: Dan Evans hired

-Grade 7/8 teacher vacancy: M. Karpus has 3 prospects

-Grade 3 teacher vacancy: Has been hired

-Business Manager: Outsourced to Nienhouse Group for 16 hours per week.

-School Secretary Vacancy: No report

-Adult Faith Formation: Molly Boenheim will work 6 hours per week in RCIA program.

H. Building and Grounds Committee

-The upper parking lot had cracks filled, was resurfaced and restriped.

-The lower parking lot had cracks filled. Will be resurfaced next year.

I. Father's Comments

-Sanctuary renovation project: Nothing new

J. Council Member Comments

-None

K. Parishioner Comment

-None

L. Next Meeting

-August 22, 2023, at 12:30pm, Conference Room 2; sign off on closeout FY22/23

-October 24, 2023, at 12:30pm, Conference Room 2; FY23/24 1st quarter summary

See Attachment 1 for St. Charles Parishioner Input Summary on the Bell Tower/Brick Wall Project.

Closing Prayer and Adjournment

-Closing prayer by Father Wyse.

-Motion to adjourn meeting at 2:05pm by S. Smith, 2nd by T, Cripps, approved. Meeting adjourned.

Respectfully submitted by Roberta Peacock

St. Charles Finance Council Secretary

St. Charles Borromeo Parish
Finance Council Meeting Minutes
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Attachment 1

St. Charles Borromeo Parishioner Input

Bell Tower and Brick Wall Project

May 20, 2023 – June 4, 2023

Option A (Vote – 1)

- Our church is too beautiful to let the needed repairs go.

Option B (Vote – 4)

- How long will the stucco last before needing to be repaired? This should be factored into the cost. (3)
- What color would be chosen for the stucco? (3)
- Reasonable financial projection. W
- Seems to be the most financially appropriate and also balance out maintaining as close to possible the original design intent. It would be best to relocate the dumpster for aesthetics and smell...it is not the most pleasant odor walking up the stairs prior to trash pickup. W
- The one piece of work that I think would be important to include, though it was not initially included, would be to repair the **FUNCTION OF THE BELL** and prevent birds from nesting in it. W
- Remove brick, stucco exposed concrete, paint rusting bell tower and clean glass panels. Preserve historic bell and repair bell to working condition! Moving dumpster and storage shed is imperative. Right now entering the lower lot you see a beautiful bell tower and an ugly storage dumpster shed blocking view of landscaping and decreasing visual appeal of our beautiful view of our church from the office end of the North to the end of landscaping to the South. This decreased visual appeal is also apparent driving past on Lafayette Street. W
-As far as the dumpster enclosure and storage shed moving, they have no historical value. Probably best area would be the South end of lower parking area as far away from the church as possible. A little farther to dump trash but sacrifices need to be made.
-Placing shed enclosure in upper lot would take away some limited parking for our elderly parishioners and infringe somewhat on recess for school. W

Option C (Votes - 15)

- The bell needs to be displayed more prominently.
- The bell should be mounted to the church. W
- If Option C is chosen, I'd rather see money go to an improved bell "tower" design. W
- I think the dumpster is very unattractive. It really spoils the look of the church from 91. W
- I like the railings. W
- Consider a different bell please. It is very jolting and unpleasant to be on the stairs/walkway when the bell is ringing. It's awful. W

- I would like to see the bell hung from something that looks more substantial. Can it be attached to the church? W
- If you're replacing the dumpster enclosure, could you just slide it over to where the bell tower was? That way you'd still have a better view of Mary statue. W
- Look into locating the dumpster/garbage cans closer to where the greatest percentage of garbage is produced/made. W
- Where will the dumpster and shed be moved to? Will the bell tower be sturdier than the rendering? Will the St. Charles sign be preserved and relocated? (on-line)
- Option C since it has so many pros. A little hesitant on where the extra \$2,937 is going to come from. (on-line)
- Option C is really good. W
- The fence going down the stairs will tie in nicely with the other fencing on the north side of the upper parking lot.
- I like Option C the best. It would be the most aesthetically pleasing and the fence would tie in with the other fencing.

Option D (Vote - 1)

Option E (Vote - 2)

- The thing I would like to see is the dumpsters in a location to the kitchen. W
- Leave it as it is but change the façade of the dumpster to make it look like brick. (on-line)

General Comments

- Most of the options relocate the storage shed and dumpster-but where would they be placed? W
- The logistics of the garbage truck entering and leaving need to be considered, as well as how snow removal impacts placement. W
- I'm questioning nearly \$10,000 to move the dumpster and shed. Certainly, could use new surround fence and enclosure. Perhaps relocate the shed and move the dumpster back? W
- Any option other than A.
- None, nothing should be moved. Just fix issues needing work. The dumpster has no place else to go, which is feasible. It would look even worse anywhere else in one of the parking lots and likely cause the loss of parking spaces. There are plenty of other building and grounds items which our budget should be focused on, such as the ceiling leak and stained roof above the altar. (on-line)
- Having a dumpster and shed beside the stairs going to church is ugly-especially as the main view-impression of the church from M-91. W
- Seven people were not in favor of D or E.
- Three people had questions about the dumpster and shed placement.
- One person questioned how long the stucco would last in Option B.
- No one was in favor of Option A.
- Two people thought the dumpster should be on the south side of the lower parking lot.
- What will happen with the bell.
- I would choose Option B or C. My concern with Option B is that we don't really know how long the stucco would last on the brick tower or the wall.
- No matter what we do I believe you need to do something with the dumpster and shed.
- Can the dumpster be put in the northeast corner of the upper church parking lot? (Sherry explained that this is part of the student's playground.)

- Why were we only presented with options which remove the shed/dumpster in nearly every option, versus leave as-is or modify in some form, but leave in a similar location? It seems as if the committee is set on moving them. A committee should explore and offer all viable options, not just ones that fit their agenda. W
 - There should have been an option to move just the shed. Wherever it's moved, it needs to be away from any building to minimize fire hazards. If equipment inside catches on fire, a shed fire shouldn't be able to spread to another structure. W
 - Consideration should be given to move the shed but leave the dumpster in the same area. If the dumpster enclosure was pushed back from its current location into the hillside, you could partially bury the back of the enclosure into the hill. This would not cause any issues with emptying of the dumpster by the refuse company. An outside enclosure with similar brick (fake façade) could be placed around the enclosure and it would be very hard to tell what is behind it. It could easily be pushed back and be flush with the front of the bell tower. W
 - Has the committee considered how much damage to the parking lot will be done if they move the dumpster and require turning in our lot by the garbage truck? If the dumpster is moved elsewhere in the lower lot, requiring turning/pivoting by the garbage truck, it will only be a matter of months before damage will start to occur and deteriorate the lot surface. If the dumpster is moved, I don't think we want to regret its placement 6 months, 2 years, or even 10 years from now. W
- Moving the dumpster to the South end of the parking lot will cause the asphalt to get destroyed by the garbage truck. W