

St. Charles Borromeo Parish
Finance Council Meeting Minutes
February 28, 2024, at 6:30pm – Conference Room

A. Call to order, roll call, opening prayer

1. Meeting called to order at 6:30pm
2. Present: Fr. Wyse, Karin Darvill, T. Cripps, J. Hoffman, L. Kassuba, J. Latva, R. Peacock, S. Smith, T. Russell
3. Opening Prayer: Fr. Wyse

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

C. Financial Update (Karin Darvill)

1. FY23/24 2nd quarter summary

K. Darvill:

-It has been a challenge to work with the current budget, lines have been added without our knowledge and income/expenses posted to incorrect lines by Nienhuis Financial Group (NFG) staff.

-Received the FC Financial Report Subcommittee's report containing 64 lines to review/questions to ask regarding the FY23/24 2nd quarter summary.

-FY23/24 2nd quarter summary total expenses were \$160K over due to a NFG accounting error.

-Has removed 599.02CHAD transfer to Faith Formation, 599.03CHAD transfer to School, and 599.26CHAD transfer to physical plant from the Church-Statement of Activities/Expenses.

-FY23/24 total expenses are under budget by \$50K.

-Sherry Wyse has been hired for 8 hours per week to assist with accounting changes/errors made by NFG.

-Has started preparing FY24/25 budget, FY23/24 errors/inconsistencies need to be fixed first.

-The FY24/25 budget is due to the Diocese in May.

2. Relationship with NFG (Karin Darvill)

K. Darvill:

-Contract with NFG for Jessica/Phillip ended effective 2-1-2024.

- Concerns are the number of hours billed, no communication regarding Phillip's assignment and rate paid per hour.

-Contract with Barb, bookkeeper, continues.

-Has not paid invoices for October, November, December, and January. Has communicated numerous times via email and phone with Kevin regarding discrepancies between our contract with NFG and invoices received.

Group Discussion:

-Pay hourly rate per existing contract for both positions.

-Number of hours paid should be per existing contract or satisfactorily itemized invoices, training for Phillip should not be paid.

-K. Darvill shared that the number of hours and rate of pay have been agreed upon.

-Financial Report Subcommittee (FRS) report should be sent to NFG.

-We need answers to the FRS report. K. Darvill agrees but does not want Phillip to have access to our computer system, FC members agreed.

-Hours spent by K. Darvill and S. Wyse to unravel NFG accounting decisions should be subtracted from NFG invoices.

-L. Kassuba moves that the NFG invoices will not be paid until all our questions have been answered, 2nd by T. Cripps, approved.

-NFG expenses are accounted for under 512.00CHAD Contracted Services along with Beengarter Payroll, Offertory Envelopes and ACS Technology. NFG accounts for \$15,360 bookkeeper and \$13,444 parish administrator for a total of \$28,800. 86% of this line has been spent.

-K. Darvill would like to keep Barb in the office until she is caught up. At that point, someone should be hired to come in a half day, two times per week.

-The FRS agreed to help Karin with response to Kevin.

D. Approval of meeting minutes

-October 25, 2023: Motion to approve by T. Cripps, 2nd by J. Hoffman, approved.

E. Old Business

1. **Parish Organizational Chart: Fr. Wyse:** On hold.
2. **FC Strategic Plan: R. Peacock** has organized the Parish Plan Timeline in a binder, will work with Jennifer to scan the documents and move them to a flash drive that will be kept in the office.
3. **Ongoing bulletin revenue stream topics: Tom R. and R. Peacock** received information from T. Hoffman and K. Darvill. Decided to wait for bulletin article since Offertory Collection has been reported out differently under NFG than previous years dating back to Father Phil.
4. **Sanctuary leak/steeple project:** Need an update from **Building and Grounds Committee**, meets on March 1.
5. **Bell Tower/brick wall project: R. Peacock** attached the Building and Grounds Committee Plan C to the July 25, 2023, minutes and emailed it to Finance Council members. **DONE**
6. **FY23/24 Budget: J. Newhof** sent budget via email to Father, Margaret, Karin, Tessa, Dan, and FC members. **DONE**
7. **Raise Right: R. Peacock** contacted Krysta Russel; multiple bulletins had the program change information in them. **R. Peacock will get more information on how proceeds can be used.**
8. **School upper lot entrance project:** Remove for now, school's priority is to remodel/renovate the bathrooms.

F. New Business

1. Financial Report Review Subcommittee – See **C – Financial Update** above.
2. Jean Johnson Estate
Karin:
 - In contact with Merritt Auction regarding the contents of the house. They recommend an on-line auction since there are no big-ticket items that would draw people in for an on-site estate sale.
 - The sale of the real estate is being managed by the real estate division of the Diocese.
 - Proceeds go to the St. Charles Education Foundation.
 - \$300,000 for the house is already in the Diocese's general fund. The exact amount it sells for is what we will receive.

G. School Revenue Enhancement

1. **Tuition/Enrollment:** L. Kassuba: Parishioner and non-parishioner tuition rates are the same for the 2024/25 academic year.
 - We have more parishioners than non-parishioner students, income will go up 8.9%.
 - There are six more families and three more students.
2. **Grant Writing:** S. Smith: Deb Wagner has two active grants.
3. **Raise Right:** R. Peacock: See Old Business.
4. **Matching Funds:** T. Cripps: No report.
5. **Offertory/Donations:** R. Peacock: Karin sent out information regarding a free webinar on "Budget 2024" by Our Sunday Visitor. Roberta will not be watching the webinar but is planning on listening in.
6. **Fundraising/Development:** No one is assigned to this.
 - L. Kassuba shared that he has heard at Diocesan school meetings that some parishes have a development person, probably volunteers.
 - R. Peacock: The 2020 revised FC Charter calls it Advancement. Should we look for a volunteer in this area?
 - Maybe a bulletin article asking if there is anyone that you know in the parish that would be interested or has experience in this area.
 - K. Darvill: I shared with R. Klackle that it may be helpful to have a "What is your hidden talent" table or booth included in the upcoming ministry fair.
 - K. Darvill: Assumption Belmont did not meet their CSA goal one year and ended up paying the difference. They decided they would pick a project that would get everyone in the parish excited

and say this can happen with all the money we collect over and above CSA. They not only made their goal for the special project but were able to fund lesser projects with the overage for a number of years.

H. Human Resources (Fr. Wyse)

- Need a school principal and seventh-eighth grade teacher.
- We have asked the Dominicans of the Holy Eucharist for assistance in the past. The bishop has asked for pictures of the rectory. We are going to try again.

I. Building and Grounds Committee

- Steeple repair update: The committee meets on 3-1-2024.

J. Father's Comments

1. The school committee is impressed with the St. Joseph campus.
 - Are brainstorming an idea for a learning center, a good deal of academic instruction on-line, people on site who would teach theology and lead them in prayer and spirituality.
 - Dave Faber is excited.
 - Survey responses have been received from several parishes.
 - Pastors of the Deanery are open to the idea.
 - Fr. Dominic Couturier is interested and thinks there could be a connection with the Harmel Academy of the Trades in Grand Rapids. It is a residential, Catholic post-secondary trade school for men.
 - Upper Room could be suitable for machine shops.
2. Would like to help parishioners understand the state of things in the parish.
 - Budget is cut to the bone.
 - Have a small number of very dedicated people, staff and volunteers who are keeping the place going.
 - Harvest is plenty but laborers are few.
 - Is working on crafting a message and then figuring out how to deliver it to the people of God in a way that is inspiring.

K. Council Member Comments

- L. Kassuba and J. Hoffman would like to see the number of registered households in parish and what number contributes to the offertory collection on a regular basis reported out in the bulletin on a regular basis.
- S. Smith expressed concern over having someone else report out on an agenda item when an individual assigned to do so is unable to attend the meeting. The information given may not be up to date.
- J Hoffman: Miranda Kloostra may be interested in part-time office work.
- J. Latva: No comment.
- T. Russell: No comment.
- T. Cripps: We need to have job descriptions for the positions in the office.

L. Parishioner Comment - None

M. Next Meeting: Next meeting: May 22, 2024, at 6:30pm, Conference Room 2.

Closing Prayer and Adjournment

- Closing prayer by Fr. Wyse
- Meeting adjourned at 8:30pm

Respectfully submitted on May 13, 2024

Roberta Peacock, St. Charles Finance Council – Secretary.