

St. Charles Borromeo Parish
Finance Council Meeting Minutes
October 25, 2023, at 6:30pm – Conference Room 2

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

1. Meeting called to order at 6:31pm
2. Present: Fr. Wyse, T. Cripps, J. Hoffman, L. Kassuba, J. Latva, R. Peacock, T. Russell
Absent: S. Smith
3. Opening Prayer: Fr. Wyse

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

C. Approval of meeting minutes

1. **July 25, 2023: Will attach Building and Grounds Committee bell tower/brick wall Option C to minutes.** Motion to approve with above change by L. Kassuba, 2nd by T. Cripps, approved.
2. **August 22, 2023:** Motion to approve by J. Latva, 2nd by L. Kassuba, approved.

D. Old Business

1. **Organizational Chart:** Fr. Wyse: On hold
2. **FC Strategic Plan:** R. Peacock shared a Parish Plan Timeline (attachment 1)
Discussion: documents should be organized in a binder and kept in fireproof safe/cabinet in parish office; would be nice to have it digitized. **R. Peacock will prepare the binder, M. Kloostra and J. Hoffman offered to assist with digitizing.**
3. **Ongoing bulletin revenue stream topics:** Nothing scheduled; discussed gathering data on offertory, number of households giving and mass attendance, then using findings to write an article.
4. **Sanctuary leak/steeple project:** M. Rewa provided information for S. Smith (on vacation) - Some work has been done but the company believes more work needs to be done higher up. A larger crane is needed at a cost of \$13,000 which includes \$8,000 to transport it to and from the work site. **The Building and Grounds Committee is waiting to receive a formal quote from Aiden, the business owner, to move forward.**
T. Cripps has questions regarding quotes he sent to Sherry regarding this project; he will contact Stewart.
5. **Number of registered households that use their envelopes/give on-line:** **K. Darvill** will obtain data from software and give to T. Russell or R. Peacock.
6. **Mass attendance:** Hospitality Ministers have been taking weekly attendance at Masses; **T. Hoffman** will get data to R. Peacock. **Tom R. and Roberta will put a bulletin article together with data received from Tessa and Karin.**
7. **MDOT Lafayette Bridge resurfacing:** S. Smith (on vacation) M. Rewa and A. Havens reported out that Stewart heard back from. The product used is a concrete sealer that cannot be used on vertical surfaces. It is not something to pursue for the bell tower/brick wall project.

E. New Business

1. **Liquor license application for Faith Formation/YM3 fundraiser – Trivia Nights:** Tessa Hoffman -T. Hoffman-contacted the liquor commission for clarification on filling out liquor license applications. Father signs on the President line for St. Charles and will assign someone to sign on the secretary line. The application needs to be notarized.
2. **St. Charles School upper lot entrance project:** Marilyn Rewa, secretary of Building and Grounds Committee, and Andrew Havens, School Board Member representing the school's Building and Grounds Subcommittee)
Andrew provided an information packet on the *St. Charles School Entrances Improvement Project*, **Attachment 1 of the minutes**, and provided an overview. The board is asking the Finance Council for support of the project. A rough estimate provided by Nugent Builders is \$76,000 including architectural prints. Architectural prints, estimated to be \$7,000, are needed to put the project out for official bid.
Discussion Summary: The school is trying to improve the overall impression of its building and campus which is part of its strategic plan, tactic C, under strategy one which is to increase enrollment.
How would the project be paid for?

- Father does not want to hold another capital campaign.
- A *Wish List* for the school could be used; donors restrict the use of their donation to a specific project.
- Earmark Serve-A-Thon donations to this specific project for a few years. Contributors have consistently said they want to know what their donation is funding.
- Approach known regular supporters to try to cover the \$7,000 architectural print fee to get started.

Is there a way to show that we can get a return on the investment (ROI)?

-After much discussion regarding why parents do not send their children to Catholic School it was determined that it was not possible to determine ROI.

Is this the number one priority for the school board?

-Andrew: As far as improvements for the building currently go, yes.

-Four of the six Council members present agreed that if this is the school board's number one priority requiring capital outlay that they would support it. **R. Peacock will contact S. Smith via email to receive his input and report back to the Council.** This will allow the school board to move forward with a funding plan for the entire project.

F. Financial Update (Nienhuis Financial Group - Jessica Newhof, Phillip Rumler)

1. T. Hoffman questioned why there is a need to raise so much of her budget with fundraising.

Discussion: What happened to the YM3 dollars that were budgeted for the YM3 youth minister last year that were not used due to the resignation of staff? If the money saved from the 4-month vacancy was carried over into FY23/24, YM3 would not have to fundraise as much. **No answer was given.**

2. **FY22/23 year-end closeout**

Jessica: As I was closing out July, I noticed some items were not complete for June and needed to backtrack, a Michigan Catholic Conference invoice was not posted correctly, this changed the bottom line by 14K, I sent out new financials.

All members need to sign off on the updated closeout year end 22/23.

3. **FY23/24 1st quarter summary**

Finance Council members did not have a meeting to discuss the FY23/24 budget, they did not sign off on it. Jessica shared that only the Chair needs to; he did.

She offered to send out the FY23/24 budget via email to the Finance Council members, Father, Margaret, Karin, Tessa, and Dan.

-Is there a way for the monthly report to change so it is more meaningful to us, certain lines can be deceiving when revenue is deposited, and expenses are incurred at specific times of the year. It can make it appear as if we are doing better or worse than we are.

-Sherry would write a narrative on a quarterly basis on the lines that stood out to her. This decreased the number of questions we had for her.

-Jessica asked if there was a threshold amount; suggested \$2,000, would be very time consuming to do every line for less than this.

-FC members would like an explanation on expenses incurred that had \$0 budgeted for it.

-A list of questions could be generated before the meeting and shared with Jessica. Tom C., Larry and Roberta usually have questions.

4. **Jean Johnson estate:** No update provided.

5. **Revenue Enhancement**

-**School Tuition/Enrollment:** L. Kassuba

-**Grant Writing:** S. Smith

-**Raise Right:** R. Peacock: Program changes went into effect on July 1, 2023; no more buying gift cards through the school or church offices. See July 25, 2023, meeting minutes for more details. **R. Peacock will contact Krysta Russel regarding communicating with parishioners.**

-**Matching Funds:** T. Cripps:

-**Offertory/Donations:** Tom R. and Roberta will put a bulletin article together with data received from Tessa and Karin.

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

G. Human Resources (Fr. Wyse)

-Dan is doing very well.

H. Building and Grounds Committee

-Steeple repair update: See Old Business

I. Father's Comments

J. Council Member Comments

-Stewardship Committee Report (Roberta): Stewardship of Treasure is focus for October, November, and December.

-School Board Update (Larry) See **St. Charles School upper lot entrance project** under New Business above.

-Charter language regarding conducting business in person, on-line, phone, email (Roberta)
Members approved the following revised language for Section 1A. Electronic Meeting Attendance
“The FC may conduct its meetings in whole or in part, by teleconference, videoconference or other electronic means provided reasonable measures are taken to permit all members not physically present to hear and see the proceedings concurrently.

Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting held. Actions taken at virtual meetings shall be documented at the first regular meeting held after the virtual meetings. Determination to hold a given meeting as virtual is by the Pastor or Chair.”

K. Parishioner Comment

-Present: Tessa Hoffman (Staff), Miranda Kloostra, Roger Blackburn, Andrew Havens, David Clay, Marilyn Rewa, Karin Darvill (Staff)

-David Clay: Shared how important a K-12 Catholic education is to his family. His eight children currently go to St. Patrick's in Portland; they have the closest high school to his home. He is working with Father and the Diocese on gathering information regarding parishioner interest in opening a high school on our St. Joseph campus in the vacant school building. A survey will be available on-line soon. It will be shared with neighboring communities.

L. Next Meeting: Next meeting: January 24, 2024, at 6:30pm, Conference Room 2. (Was rescheduled for February 28, 2024, same time, and place, on January 19, 2024.)

Closing Prayer and Adjournment

Closing prayer: Father Wyse

Adjournment: Motion to adjourn at 8:36pm by R. Peacock, 2nd T. Cripps, approved.

Respectfully submitted on February 14, 2024

Roberta Peacock, St. Charles Finance Council, Secretary