

St. Charles Borromeo Parish
Finance Council Meeting Minutes
May 22, 2024, at 6:30pm – Conference Room 2

A. Call to order, roll call, opening prayer

1. Meeting called to order at 6:34pm
2. Present: Fr. Wyse, Karin Darvill, T. Cripps, L. Kassuba, J. Latva, R. Peacock, S. Smith, T. Russell
Absent: J. Hoffman
3. Opening Prayer: Fr. Wyse

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

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

D. Old Business

1. **FC Strategic Plan: R. Peacock COMPLETED.** Jennifer has flash drive.
2. **Ongoing bulletin revenue stream topics: R. Peacock** provided a handout, Contributing Families and Non-Contributing Families Report Summary (Attachment 1) using data received from Karin Darvill.
Discussion:
 - Total Membership has gone up while total contributors have gone down
 - Average contribution of those giving has gone up.
 - What is the definition of an active member?
 - Perhaps it should be households that give any amount for the year.
 - Concern was expressed that that would exclude households that don't give treasure but give of their time and talent.
 - Who gives the loose money in the basket? Could be registered households that wouldn't be counted as active and/or visitors.
 - **R. Peacock and T. Cripps will work on.**
3. **Raise Right: R. Peacock COMPLETED.** Contacted Krysta Russel; the individual account proceeds from Raise Right gift card purchases can only go toward St. Charles School tuition.
 - Should this be removed from Revenue Stream Enhancement since tuition is counted as revenue and proceeds from Raise Right reduces tuition cost for families that use it.
 - It is more like a scholarship that reduces the total amount of tuition a family pays; much like Sponsor-A-Student scholarships.
 - -L. Kassuba: It should be tracked as an income source and then when the tuition calculation is done, the Raise Right total amount would be subtracted off from total tuition and shown as a separate account line. Perhaps the school principal or business manager tracks it.
 - Raise Right will be removed from School Revenue Enhancement on the agenda.
4. **Job descriptions for paid staff positions: T. Cripps**-It is important to know who is doing what and what you are paying for, where somebody's responsibility drops off compared to someone else's.
Discussion:
 - This is helpful when someone resigns, is on vacation or goes on leave.
 - Can be used when work is subcontracted out.
 - Who would write these? Could task each paid employee with documenting what their daily, weekly, monthly, quarterly etc. tasks are, have someone summarize it, review it and ask does this fit with what they were hired to do?
 - Use information to decide what their primary and secondary roles are.
 - Really falls under Human Resources.
 - K. Darvill: Received information on array of medical benefit offerings, T. Cripps suggested she contact the diocese to see if anyone would come in and give a presentation on the

different options before the open enrollment period so the staff can make an informed decision. He offered to help Karin with this.

5. **Jean Johnson Estate:**

The sale of the real estate is being managed by the diocese. The sale price minus costs is what will be put into the St. Charles Education Foundation account that is held with the Catholic Foundation of West Michigan.

The proceeds from the sale of personal items were gifted directly to the parish.

Discussion:

- The school will receive 4% of the three-year rolling average on the real estate proceeds designated to the Foundation. **Will we receive anything this year?**

E. Financial Update (Karin Darvill)

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

-It was 7:48pm at this point in the meeting

-The group decided that **L. Kassuba and S. Stewart would provide K. Darvill** with a list of comments on the 3rd quarter summary and meet with her if necessary.

2. **NFG letter and invoice payment:**

K. Darvill:

-Sent letter to NFG indicating concerns regarding previous invoices received from them and shared what we would pay.

-Waited for a few weeks, didn't hear back and sent a check for the total amount that was shared **in the letter. They did cash the check. Has not heard anything**

3. **FY2024/25 budget update**

-Working on school budget now.

-Asked for input regarding Sunday Collection revenue line.

Discussion:

-Utilities are going up 6-10%, medical benefits will increase 7-10%.

-Should give some type of raise to employees, might need to be minimal this year.

-Do our best to keep expenses in line

-Parishioners need to be made aware of the increases we are facing; **use the bulletin or have an after-Mass presentation** to give them the facts regarding percentage increases in expense lines.

-Perhaps approach the Board of the Catholic Foundation of West Michigan to ask for an increase in what is disbursed from our Foundations. Can a case be made that these are exceptionally trying times? What if several Pastors with schools struggling approached the Board. A case could be made that the parish foundations are making so much more than 4% on the balances. We are not asking for an increase to fund frivolous things; we are asking to increase school staff salaries. **Father will contact Mike Lown, CFO**, regarding CFWM St. Charles Education Fund disbursements.

-How do we feel about increasing the Sunday Collection revenue line? It will need to be increased to balance the budget.

F. New Business

1. Review of Finance Council member's terms

-T. Russell is in 4th term

-J. Latva is in 3rd term

-R. Peacock is at end of 2nd term

2. Recommendations for new Finance Council members

-Terry Russell, Michele Krick, Andrea Krause, Lauren Norton.

G. School Revenue Enhancement

1. **Tuition/Enrollment:** L. Kassuba

2. **Grant Writing:** S. Smith:

3. **Raise Right:** R. Peacock:

4. **Matching Funds:** T. Cripps:

5. **Offertory/Donations:**

6. Fundraising/Development:

G. Human Resources (Fr. Wyse)

-Two candidates for school principal, interviews Friday.

H. Building and Grounds Committee (S. Smith)

-Steeple repair update: NIHM out of Grand Haven will look at eventually, are busy.

I. Father's Comments

-Update on St. Joseph building use for trade high school: Lead person has stepped down.

J. Council Member Comments - None

-L. Kassuba:

-S. Smith:

-J. Latva:

-T. Russell:

-T. Cripps:

-R. Peacock:

K. Parishioner Comment - None

L. Next Meeting: August 28, 2024, at 6:30pm, Conference Room 2.

Closing Prayer and Adjournment

-Closing prayer by Fr. Wyse

-Meeting adjourned at 8:31pm

Respectfully submitted on August 14, 2024

Roberta Peacock, St. Charles Finance Council – Secretary

Attachment 1: May 22, 2024, St. Charles Finance Council Meeting
St. Charles Borromeo Parish
Contributing Families and Non-Contributing Families Report Summary

2021

- Total Membership 329
 - Contributors 287
 - Non-Contributors 42

- Average contribution of those giving \$1,532.38

- Total amount given \$439,793.48

2022

- Total Membership 351
 - Contributors 284
 - Non-Contributors 67

- Average contribution of those giving \$1,466.00

- Total amount given \$416,343.01

2023

- Total Membership 364
 - Contributors 274
 - Non-Contributors 90

- Average contribution of those giving \$1,659.37

- Total amount given \$454,667.85