

St. Charles Borromeo Parish
Finance Council Meeting Minutes
February 26, 2025, at 6:30pm – Conference Room 2

A. Call to order, roll call, opening prayer (6:30)

- Meeting called to order at 6:31pm by T. Cripps
- Present: Fr. Wyse, K Darvill, T. Cripps, R. Peacock, L Kassuba, S. Stewart, J. Hoffman
- Absent: J. Bertone
- Opening prayer by Fr. Wyse

B. Approval of meeting agenda (6:35): Motion by J. Hoffman, second by S. Smith, approved.

C. Approval November 20, 2024, meeting minutes (6:37): Motion by L. Kassuba with revisions: Add E-2 in front of FY2025/26 budget, add E-3 in front of Quarterly Review subcommittee. Second by J. Hoffman, approved.

- Revisions made on February 27, 2025, and sent to Council members via email on same day.

D. Old Business (6:40)

1. Ongoing bulletin revenue stream topics:

- Karin** heard back from two parishes regarding software; one uses software from the company that produces Parish Soft which is the diocesan mandated software to use for accounting. The other uses different software. Neither were helpful regarding reports that are available nor how they use them.
- Diocese tracks CSA in different software that is not available to us.
- PDS, our tracking system, is what we use to print end-of-year contribution reports for individual households that requested it. R. Peacock shared that hers has never been accurate.
- We are looking for number of households registered, number of registered households that give financially and the amount they give. J. Hoffman asked if a report can be run from January 1 through January 31 and be spit out into an Excel spreadsheet or CSV. K. Darvill: Yes, it can be in a CSV. **J. Hoffman offered to help Karin with this project.**

2. Finance Council Member Terms:

- Roberta** provided an updated list of FC member terms, distributed it, and asked for corrections. **Will provide corrected list to members via email.**

3. Monthly budget reports: Karin was not able to send out monthly reports to Jeff, Larry, and Roberta. She will begin to do so starting with January 2025.

- The Xcel spreadsheet did not work for us.
- Would a shared google.doc work best if we are only making notes asking questions regarding budget line items? We would not be able to change anything in the budget. K. Darvill thought it would be okay.
- J. Hoffman volunteered to help on google.doc** and be on the Quarterly Review Subcommittee.

4. School Board financial reports: L. Kassuba shared that the School Board wants to review the Statement of Activities for the school monthly. K. Darvill will send the report to the Board president who will then send it to the full Board.

5. Charitable giving: T. Cripps reached out to Brett/Hungerford for information that will be suitable for sharing as talking points with parishioners on an individual basis or in the bulletin, has not heard back. He will reach out again.

- The group agreed that we do not want to steer parishioners to the Diocesan Foundation. We should encourage using the envelope that is sent out monthly in the mail. That way the entire donation can be used.

6. Steeple repair and brick wall/bell tower: T. Cripps reached out to Dan Evans, Chair of the Building and Grounds Committee; did not hear back. Terry Russell is working on the bell tower.

E. Financial Update - Karin Darvill (6:50)

1. FY2024/25 2nd quarter summary

-The summary was received one week before the meeting. This did not allow enough time for the quarterly review subcommittee to review it, submit questions/comments to Karin, and send the summary to the full FC Council ahead of this meeting.

-L. Kassuba submitted a list of questions/comments to Karin earlier in the week.

-R. Peacock reviewed the summary and brought up the following budget lines. She will send Karin a more detailed list via email.

- Church, Faith Formation and School are all behind in revenue.
- The Church is overbudget in expenses, this is atypical.
- Church salaries are overbudget by 11%.
- Good Samaritan expenses are keeping in line with revenue. Nice to see it being used as it comes in.
- General Supplies overall are over budget, perhaps due to front loading.
- RE fundraising is at 00.00; did they receive any #GivingTuesday donations? Yes, but was not posted by December 31. Karin shared that at the end of December it would have been \$1291.
- Question regarding no carryover for YM3 fundraising. This used to be carried over. If it is not carried over, where does it go? J. Hoffman shared that T. Hoffman knows. **R. Peacock will contact her.**
- When people donate to fundraisers that are for specific activities/purchases, the money needs to go there. It should not be used for something else.

-L. Kassuba: School Serve-A-Thon donations need to go to what parishioners were told it would be used for. It should be treated like restricted funds because lists have been shared with donors via the bulletin and online. It should not be changed to use for operations.

- #GivingTuesday has never brought 25K in, the most was about 12K.

-K. Darvill shared I do not think we need fundraising at all, but I do think we need a way to generate income to pay the bills.

- The 25K needs to come from somewhere to balance the budget. If we can get parishioners excited about a project that is necessary, they can get excited about taking ownership of their own church, feeling like they are a part of it, feeling like they are supporting a worthwhile community.
- R. Peacock: I too wish we did not have to fundraise. How are we going to get there?

-L. Kassuba: Problems are we have near half the number of registered families and parents do not send their children to this school. Need to start thinking outside the box? How do we get these parishioners back? Why did we lose them in the first place?

- Some left for St. Pat's and St. Mary's. It is not because they are against a Catholic education.

-R. Peacock: I agree with you, Larry, but a different committee or perhaps Pastoral Council should take this up.

- The 25K for #GivingTuesday and the 25K for Serve-A-Thon was never discussed with the Finance Council. I have a good deal of history over the last 7 years with raising money for school and church in the various roles/positions I have held.
- We received this budget 36 hours before it needed to go down to the diocese. I was not given a chance to help solve problems.
- I wrote on our Serve-A-Thon check donation that it was to be used specifically for non-operating expenses.

2. FY2025/26 budget update

-K. Darvill: Preliminary budgets are ready for certain sections of the budget. T. Saladin has several things to get to me.

-T. Cripps: Can we have something by the end of March? K. Darvill said it should be pretty solid by then and that she will send it out to the subcommittee.

3. Quarterly Review Subcommittee (Jeff, Larry, and Roberta)

-J. Hoffman volunteered to be on this committee.

-The subcommittee needs the quarterly report three weeks before the quarterly meeting to have enough time to review it, share comments and questions with each other and Karin, and for Karin to respond back.

-The subcommittee will send summarized review information to the rest of the Council before the next quarterly meeting.

F. New Business (7:10)

1. Finance Council Charter revision - T. Cripps

-R. Peacock provided copies of the Charter to each member.

-T. Cripps would like to hold on revising for now.

2. Review and handout of Council member binder – R. Peacock

-Handouts provided: binder list, member list, Charter.

-Members would like a calendar. **R. Peacock will create one and share electronically.**

-Group prefers to receive documents via email.

-No hard copies of agendas and minutes are needed at meetings.

-Physical binder is not needed.

-J. Hoffman recommended an electronic binder be created and shared online in Google, members agree. **R. Peacock will investigate.**

G. Revenue Enhancement (7:15)

1. Tuition/Enrollment: L. Kassuba shared that T. Saladin would like to keep tuition rates the same for 2025-2026.

-The group asked Larry if he would speak with her about increasing tuition to help offset increased wages for the three day care and preschool staff discussed under Human Resources.

-K. Darvill offered to get a figure for L. Kassuba to share with T. Saladin.

2. Grant Writing: S. Smith shared that a grant proposal for fencing along the playground and upper parking lot with a sliding gate across the driveway has been submitted the Greenville Area Foundation by Deb Wagner.

3. Matching Funds: No report.

4. Offertory/Donations: No report.

5. Fundraising/Development: No report.

H. Human Resources - Fr. Wyse (7:20)

-Fr. Wyse: Staff is staying the same for now.

-K. Darvill: New labor laws have gone into effect: increasing minimum wage and providing sick time for all staff. This will increase wages by approximately \$1,000 over the next six months for three staff working in childcare and preschool. Currently six positions are paid at three different levels; T. Saladin would like to keep it that way which will increase salaries more.

I. Building and Grounds Committee – T. Cripps (7:25)

1. Steeple Repair: S. Smith shared that the windows at the base of the steeple were caulked and no longer leak. Presently leaking occurs only when we experience a northeast storm. Two quotes have been received to fix the steeple leaks; are in the 30K range.

-T. Cripps asked R. Peacock to reach out to Building and Grounds and ask for the quotes to be shared with the Council. **She will contact D. Evans, Chair of the committee.**

-Money for this project could come from Building Fund, Main and/or Operations asset lines.

2. Brick Wall and Bell Tower: R. Peacock reported that T. Russell is heading this project up. The storage shed, dumpster enclosure and bushes along the south side of the brick wall have been removed.

-The money for this project comes from the Renew-Rejoice-Restore Campaign.

3. School and church janitorial services: T. Cripps shared that the classroom floors in the school have been dirty and teachers have been cleaning them. He asked who manages the cleaning employee. K. Darvill shared that D. Evans does and that he is aware of the problem. **Karin has a list that she will be sharing with him.**

4. R. Peacock is on this committee. T. Cripps asked if she would report out at FC quarterly meetings and ask the B & G Committee for a 5-year facility and grounds capital expenditure plan.

J. Father's Comments (7:30)

- I do not know if any of our parishioners are going to school in Lowell. I know who is going to St. Pat's in Parnell, there have been conversation about why, it is not something we can control.
- We have been trying to put together a meeting with some home school families to discuss what it will take to get them to want to come to our school.
- IM3 Kids Meals is going strong at St. Joseph. They serve kids in food insecure situations in Ionia and Montcalm counties.
- T. Saladin has ideas to expand the young children's program. She is highly expert.

K. Council Member Comments (7:35)

- R. Peacock: The budget reports and meeting minutes are not up to date on the website; **will email J. Hudson and K. Darvill with what needs to be added.**
- Is CSA revenue over the pledged amount coming in. K. Darvill: It is dribbling in; received \$200.

L. Parishioner Comments (7:50)

- None

M. Next Meeting: May 14, 2025, at 6:30pm, Conference Room 2.

N. Closing Prayer and Adjournment (7:58)

- Closing prayer by Fr. Wyse
- Adjournment at 8:35pm

Respectfully submitted by Roberta Peacock, STC Finance Council Secretary, on February 28, 2025.