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The Catholic Community of

St. Francis of Assisi

**Finance Council Minutes**

**Date:** **10/3/23**  **Time:** **7:00 p.m.**

Attendance:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Members** | **Present** | **Members** | **Present** | **Members** | **Present** | **Members** | **Present** |
| Steve Vebber | X | Reji John | X | Peter Russo |  | Msgr. Michael Clay | X |
|  |  | Steve Joseph | X | Kathy Sales |  | Fr. James Singarayar | X |
| Delynn Alexander | X | Bill Laxton | X | Dawn Smith | X |  |  |
| Julio de la Rosa |  | Tom Mense | X |  |  | Chris Damico |  |
| Paul Fedorkowicz | X | Rob Neppel | X |  |  | Mae Villanueva |  |
| Heidi Hobler | X | Esperanza Neri | X |  |  |  |  |
| Sarah Hoffman |  | David Nerz |  |  |  |  |  |

**AGENDA:**

**Opening Prayer**

**Accept Minutes of 8/22/23)**

**School Updates – TFS & Pre-School**

**Offertory Update**

**Maintenance Project Update**

**Updated Finance Council Charter/By-Laws**

**Q&A**

**Meeting Schedule for 2023-24 Fiscal Year**

**Closing Prayer**

**OLD BUSINESS:**

* + Steve Vebber requested feedback on the Finance Council Meeting Minutes of 8/22/23.
  + There were no changes requested.
  + **Vote Taken** – A motion to approve the Finance Council Meeting Minutes from 8/22/23 was made and approved.

**NEW BUSINESS:**

**School Updates:**

**TFS Update:**

* + Dawn Smith noted that as of the meeting, TFS has 666 students enrolled and there are 3 potential students in the pipeline. Our budget assumes 660 students for this school year.
  + We re-enrolled 96% of the returning students for this new school year,
  + We currently have a TFS staff of 78 including Bridges staff.
  + Dawn reviewed the focus areas for the school year. She also noted the State assumes an increase of 7% over 2 years for teacher salaries.
  + She clarified that to be eligible for an opportunity scholarship, a student must be enrolled in the public school system for at least one year. If that rule changes, and there is a possibility it could, then it would open the door for so many of our families.
  + We opened registration for next school year and 44 students have already enrolled, of which 39 are kindergarteners. A question was asked as to what could be driving this, and Dawn feels it is because of positive word of mouth from existing TFS families.

**Pre-School Update:**

* + Heidi Hobler noted that the Pre-School currently has 159 students. The budget assumes 160 students. We have capacity for 174.
  + Openings are primarily in the 4- and 5-year-old classes.
  + We are working to have an increased social media presence with the new Community Outreach Coordinator and the updated website.
  + She said she supports Dawn with hiring for a Safety Director position and noted most of the tuition assistance money from the parish tithe has been used.

**Offertory Update:**

* + Rob Neppel noted that this year’s Offertory Appeal has been completed,
  + Through week 13, Offertory is up about $30K higher than last year (5% increase). Of this increase, $4K is coming from Faith Direct and $26K through the weekly collections.
  + Faith Direct currently has 1645 recurring donors which represents about 60% of Offertory donations.

**Maintenance Update:**

* + Rob Neppel provided the results of the Maintenance Oversight Committee meeting of September 6, 2023. The Committee has 6 members and includes Rob, Steve Vebber, Steve Dilger, Shane McGroarty, Mark Kielty, and Joe Leone.
  + They use the Giles Flythe Capital Asset and Reserve Study as a reference point, in addition to the St. Francis Maintenance Tracking spreadsheet,
  + He provided an update on the Summer Projects for which funds have already been approved.

Fill Cracks, Seal, & Strip Church Parking Lot Complete

Security Enhancements On-Going

Golf Cart Replacement Complete

Chapel Carpet Complete

Founders Room AV Upgrades Complete

Parlor Renovation Hold

Server UPS Upgrades Underway (as part of IT recovery, might require generators)

Modular Unit on Field includes Complete

Siding, ramps, skirting

Modular HVAC Replacement Complete

Fr. Jim’s Bathroom Renovation Complete

Summer Project Status (Continued):

* + Repaving & Stripe TFS Parking Lot Complete
  + TFS Bell/Communications System (Replace/Upgrade) Underway
  + Paint Siena Offices Underway
  + Clare Hall Carpet Pending (approved $30K, need $40K more)
  + Fellowship Hall Carpet Pending
  + Jacoba AV Upgrades Complete
  + Modular Classrooms Ramps Complete
  + Replace Siena Hallway Lights Complete
  + Replace TFS Courtyard gutters Complete
  + Juniper Painting (inside) Complete
  + Adding Roof over Thea Entry Complete
  + Elizabeth Reception Area Paint Complete
  + Elizabeth Interior Paint Complete

**Parish Maintenance Reserve Balance:**

* + June 30, 2023, Closing Balance $1,140,637

July Withdrawal for Summer Projects -($500,000)

Subtotal Remaining $640,637

2023-24 Planned Additions:

Church  (Quarterly) $425,000

TFS  (August) 200,000

Pre-School  (August) 50,000

Columbarium (August) 15,000

**Resulting 2023-24 Planning Balance** **$1,330,636**

**Overall Assessment:**

* + This was a busy summer, and we accomplished a lot in the short time frame.
  + We have healthy reserves to address current and future maintenance needs for this fiscal year.
  + The overall campus looks attractive and well maintained. We have received ongoing comments regarding this.
  + We are keeping up with major projects called out by Giles Flythe Study. There are other things that we have taken into consideration and do not feel are necessary at this time, for example Giles report called for replacement of Harty Plank boards, which is not required currently.

**Ongoing Attention Focus Items (as needed):**

* + There are significant projects which require our continued focus. We will have to prioritize these if the need arises. This includes keeping our attention on the aging HVAC heat pumps and water heaters, appliance replacements, Clare Hall carpet upgrade and upgrades to our IT infrastructure (recently we had to spend money for mold remediation and dehumidification of Siena wiring closet discovered during the IT recovery this summer).

**Proposed 2023-24 Fall/Winter Project Funding Request – (vote to take place):**

* + Security Enhancements $25,000
  + Clare Hall Carpet $40,000 additional ($30K approved in Feb 2023)
  + Sanctuary Sound System Upgrade $200,000 (poor quality of 11–12-year-old system)
  + Sanctuary Video System & Screens $126,000 (other parishes in Diocese have done)
  + Paint the Exterior of the Church $44,000 (not done since 1996)
  + Insulate Rectory Attic $9,000
  + Renovate Rectory ½ Bathroom $15,000
  + Garage Siding $23,000
  + Re-Seal Playground Rubber Surface $20,000 (Pre-School)

**Total**  **$532,000 (including prior approved $30K)**

**If the Above is Approved the Parish Maintenance Reserve Balance Projection:**

* + Resulting 2023-24 Planning Balance $1,330,636

Proposed Fall/Winter Projects (above) -($532,000)

Summer Project Carry-Over -($141,000)

Unallocated Reserve Funding (end of Fiscal Yr.) $657,636

2024-25 Planned Additions:

Church  (Quarterly) $425,000

TFS  (August) 200,000

Pre-School  (August) 50,000

Columbarium (August) 15,000

**Funding for 2024 Spring/Summer Planning** **$1,347,636**

**Potential 2024 Spring/Summer Projects include – (not requesting funding currently):**

* + Boiler/Chiller cooling tower replacement (will be major could be in range of $300K to $500K)
  + Sanctuary: Pews, Paint, Sound Baffles
  + TFS Courtyard (next summer)
  + TFS Bathroom Renovations
  + Window Replacements
  + Ballfield drainage issues and renovations
  + Renovation of Ballfield Access Steps and Ramps
  + Phone System Upgrade/Replacement (Lease ended, we own, no support)

**Request for Funding Approval for 2023-24 Fall-Winter Maintenance Projects:**

* + **Vote Taken** – A motion to approve the funding request for the proposed 2023-24 Fall/Winter Maintenance Projects, as listed, for $532,000, was made and approved.

**Updated Finance Council Charter / By-Laws Discussion:**

* + Msgr. Clay requested feedback on his draft of the updated FC Charter / By-Laws which were sent out in Rob Neppel’s note of 9/29 as part of the meeting documents to the Council.
  + This document has been around for a while, but never focused on or discussed. Last updated in 2018, the document provides guidelines on the name and purpose of the Finance Council, structure, membership and officers, voting, meetings, duties/responsibilities, communication, and rules governing confidentiality.
  + Our current Council consists of 10 voting members, but this has been high as 16 at one time,
  + Discussion took place on the term of the members. The document states members serve for a three-year term. This would be staggered to ensure continuity. Generally, and when practical, no member should serve more than two consecutive three-year terms without a one-year break. It was requested that consideration be given to changing that to a 4-year term.
  + In addition, it was requested that consideration be given to having members who can be an advocate for things that are important for our Parish identity, I.e., Peace and Justice, our Schools, tithing.
  + Also, discussion took place to have one meeting annually open to the Parishioners. It was recommended to change this to conducting a town hall style meeting,
  + Other sections of the document were also discussed.
  + Msgr. Clay said he we will take into consideration all of what was discussed and then will send out another draft of the document, for our review and vote at the next Finance Council Meeting,

**VOTES TAKEN:**

* + A motion to approve the Finance Council Meeting Minutes from 8/22/23, was made and approved.
  + A motion to approve the funding request for the proposed 2023-24 Fall/Winter Maintenance Projects, as listed, for $532,000 was made and approved.

**OTHER:**

* + It should be noted that Msgr. Clay did provide a note on 10/4/23 in which he approved the recommendations and votes taken during this meeting.

**FUTURE MEETINGS:**

* + Schedule for 2022-23 Finance Council Meetings – All meetings start at 7:00 p.m. on Tuesdays.

November 28, 2023 – Approval of School Tuition Rates for 2024-25

January 9, 2024

March 12, 2024

April 30, 2024 – Approval of School Budgets for 2024-25

May 28, 2024 – Approval of Church & Columbarium Budgets for 2024-25