



The Catholic Community of  
St. Francis of Assisi

## Finance Council Minutes

Date: 8/11/25

Time: 7:00 p.m.

Attendance:

Members	Present	Members	Present	Members	Present	Members	Present
Steve Vebber	X	Sarah Hoffman	X	Esperanza Neri	X	Fr. Chris Koehn	X
		Reji John	X	Luke O'Rourke		Fr. James Singarayar	
Sean Bragg	X	Steve Joseph	X	Clare Pope	X	Fr. Joseph Ita-Sam	
Lachlan Cox	X	Arvie Lacson		Peter Russo	X	Mae Villanueva	X
Graham Dixon	X	Nancy Martinez	X	Dawn Smith	X		
Paul Fedorkowicz	X	Mike Misko		Aaron Stutzman	X		
Heidi Hobler	X	Rob Neppel	X	Bob Weisenberger	X		

### AGENDA:

**Opening Prayer**  
**Welcome & Re-Introduction of New Members (Council Picture)**  
**Chair Announcements**  
**Accept Minutes of 6/2/25**  
**Review Team Schedule**  
**School Updates – TFS & Pre-School**  
**Summary of 2024-25 Year End Closings**  
**Maintenance Project Update**  
**Approval Vote of Two Purchases**  
**Q&A**  
**Meeting Schedule for 2025-2026 Fiscal Year**  
**Closing Prayer**

### ANNOUNCEMENTS:

- Steve Vebber made the following announcements:
- Both Sean Bragg and Aaron Stutzman were reintroduced to the Council for their first official meeting.
- The Ministry Fair is scheduled for the weekend August 23-24, 2025. We are looking for a couple of members to help with the count team table and also represent the Finance Council. Although there are no current openings on the Council, we are trying to see if there is any interest in future openings.
- The parish survey is completed. Mae Villanueva noted that over the next 1-2 months they will start to share the results with the Council, staff and Parish.
- The Pastoral Council has recommended adding a \$50 tap to the existing Kiosk for giving while removing the \$5 tap as well adding a \$20 tip/tap to the collection basket alongside the \$10 tip/tap. The Finance Council agreed to implement these changes.

**OLD BUSINESS:**

- Steve Vebber requested feedback on the Finance Council Meeting Minutes of 6/2/25 (updated 7/10/25).
- No changes were requested.
- **Vote Taken** – A motion to approve the Finance Council Meeting Minutes of 6/2/25 (updated 7/10/25), was made and approved.

**NEW BUSINESS:**

**Finance Council Proposed Member Rotation**

- Rob Neppel showed the following chart on Finance Council Members service term expiring.

06/29	06/26	06/27	06/28	Ex Officio
Aaron Stutzman	<b>Steven Joseph</b>	Steve Vebber	Nancy Martinez	Director of Finance/Plan
Sean Bragg	Graham Dixon	Sarah Hoffman	Michael Misko	TFS Principal
Lachlan Cox	<b>Paul Fedorkowicz</b>	Luke O'Rourke	Bob Weisenberger	Director of Pre-School
Arvie Lacson	Clare Pope	Pete Russo		Parochial Vicar
				Pastoral Council Chair

- Both Steven Joseph and Paul Fedorkowicz are eligible to retire now but have agreed to extend their terms for another year.

**School Updates:**

**TFS Update:**

- Dawn Smith noted that we have started the new 25/26 school year with 697 students. The budget assumed an enrollment of 682 students.
- Our current 8<sup>th</sup> grade class has 89 students.
- She shared the following chart showing enrollment over the last 15 years:

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2024-25	Average
K	67	60	69	62	62	43	64	60	60	55	57	75	72	69	75	63
1st	64	77	71	69	63	57	47	62	63	69	65	63	74	72	69	66
2nd	70	63	78	77	71	66	57	51	67	67	74	71	71	77	78	69
3rd	82	69	64	82	77	70	65	62	55	66	73	75	65	74	76	70
4th	72	90	67	67	84	77	76	63	63	57	78	79	81	65	75	73
5th	82	76	89	71	71	87	76	80	79	69	59	79	78	79	70	76
6th	84	76	81	100	88	76	102	75	85	92	70	67	90	82	82	83
7th	84	84	72	86	104	91	77	102	79	81	97	75	65	92	83	85
8th	83	82	80	75	86	101	83	75	100	80	83	92	72	67	89	83
Total	688	677	671	689	706	668	647	630	651	636	656	676	668	677	697	669

- No new positions were added for this year. We hired 2 new ITA's and 3 teachers to replace staff who have left. She noted that since 2022 we have added a Safety & Security Director, a Middle School Counselor, and a part time reading interventionist. We no longer have part time music and art teacher.
- She shared the focus areas for this school year:
  - Incorporating Amplify CKLA in grades K-5 CKLA stands for Core Knowledge Language Arts
  - Continued teaching of math standards using Envision program in grades K through Math I which aims to develop mathematical thinking and problem-solving skills through a combination of visual and problem-based learning.
  - Learning more about appropriate incorporation of AI for teachers and students
  - Technology/Media Integration to include 3D printers, research, Project Based Learning (PBL) and STREAM
  - Incorporating Prayer in all classes.
- A question was asked on cell phones in classes. Dawn noted that students are not allowed to carry phones with them and need to keep them in their lockers.
- Grades K-5 have 3 classes each. Grade 6-8 have 4 classes each.
- It was noted that we will not turn any child away from attending our schools because of finances.

**Pre-School Update:**

- Heidi Hobler noted we have an enrollment of 170 for the new school year. The budget was built, assuming 166.
- We are using the Arlene Straight Endowment to support 4 families this year. This is the first year we are allowed to distribute funds from that endowment.
- We are maintaining the same number of staff positions. We had to replace 3 teacher assistants that have moved on.

**Fiscal Year 2024-2025 Year End Summary:**

- Rob Neppel noted that we finished the year strong. He shared the following summary chart:

### Parish 2024-2025 Financial Report

Revenue / Expense	Church	The Franciscan School	Pre-School	Columbarium	Parish Total
<b>Total Operating Income</b>	\$5,513,516	\$7,791,208	\$1,244,121	\$236,962	\$14,785,808
<b>Total Operating Expense</b>	\$5,049,748	\$7,624,164	\$1,129,064	\$231,184	\$14,034,160
<b>Net Totals</b>	\$463,768	\$167,044	\$115,057	\$5,778	\$751,647

**Balance Sheet Notes:** The Church made a balance sheet transfer of \$425,000 to the Maintenance Reserve

- He showed the following summary of our cash, savings, endowments and internal loan balances:

	Church	TFS	Pre-School	Columbarium	Total
<b>Checking</b>					
Beginning Balance	\$218,396	\$463,955	\$79,176	\$141	\$761,668
Ending Balance	\$219,207	\$633,113	\$59,089	\$5,850	\$917,258
<b>Savings</b>					
Beginning Balance	\$1,750,101	\$981,159	\$589,734	\$12,915	\$3,333,909
Ending Balance	\$2,440,127	\$1,059,793	\$725,056	\$13,308	\$4,238,284
<b>Endowments</b>					
Beginning Balance	\$1,750,530	\$3,030,286	\$268,274	\$523,248	\$5,572,338
Ending Balance	\$1,899,502	\$3,521,995	\$338,377	\$731,416	\$6,491,290
<b>Debt - Internal Loans</b>					
Beginning Balance		\$367,164			\$367,164
Ending Balance		\$233,792			\$233,792

- There was a lot of movement of our year end surpluses. He showed the following chart of transfers for each of the entities in June:

**Church**

General Savings	June	\$0.00	
Maintenance Reserve	June	\$72,411.00	Transfer to Maintenance Reserve Savings
Cub Scouts	June	\$3,499.00	Deposit to Savings Account
Boy Scouts	June	\$13,023.00	Deposit to Savings Account
LMEEF	June	\$33,783.00	Withdrawal from Endowment to cover 2024 Education Grants

**TFS**

General Savings	June	\$0.00	
Maintenance Reserve	June	\$200,000.00	Transfer to Maintenance Reserve Savings
Parish Capital Reserve	June	\$300,000.00	Transfer to Capital Reserve Savings
Timberwolf Fund	June	\$13,041.00	Deposit to Savings Account
Home & School Savings	June	\$19,119.00	Deposit to Savings Account
Student Assistance End	June	\$100,000.00	Pre-Paid internal loan payments (@ 3 yrs)

**Pre-School**

General Savings	June	\$100,000.00	Deposit to Savings Account
Maintenance Reserve	June	\$125,000.00	Transfer to Maintenance Reserve Savings
Designated Savings	June	\$21,258.00	Deposit to Savings Account
Bourke Endowment	June	\$25,000.00	Deposit to Endowment Account

**Columbarium**

Endowment	June	\$15,000.00	Required Deposit for Perpetual Care
Endowment	June	\$85,000.00	Additional Deposit for Future Expansion

- At the end of the fiscal year our entities had the following in savings account balances:
 

Church	\$2,440,127	(9 accounts)
TFS	\$1,059,793	(6 accounts)
Pre-School	\$725,055	(3 accounts)
Columbarium	\$13,308	(1 account)
- Detail of each of our savings account balances by entity can be found in the Finance Council Meeting package sent out to the members by Rob Neppel on 8/7/25.
- In July we made the following withdrawals:
 

Church - Maintenance Reserve for July projects	\$500,000
TFS – Registration	\$322,846
Pre-School Registration	\$115,229
- It was noted that for registration, we only withdrew in July what families have actually pre-paid for the new school year. Any interest earned from putting those dollars into those savings accounts is retained in the accounts to keep them open.

**Endowment Status - Quarter Ending 6/30/25:**

- Rob Neppel showed a detailed chart of performance for the quarter ending 6/30/25 for all of our endowments. In total, the return for the quarter was +7%. The total value of all our endowments is \$6,491,590.
- This detailed chart can be found in the meeting package sent out to the member by Rob Neppel on 8/7/25.

**Maintenance Update:**

- Rob provided a status of our Spring/Summer Projects in which funding was already approved:
 

• Repair Lantern leaks in the Church (Windows)	Complete
• Replace Sound Baffles in the Church & Gathering Space	Complete
• Renovate the TFS Courtyard	Complete
• Replace 7 Heat Pump Systems	Complete
• Install Gutters (Thea, Laverna, Columbarium)	Complete
• Paint the Interior of Thea Hall	Complete
• Bollard Installation (Pre-School Playground)	Complete
• Bonaventure LED Lighting Retro-Fit	Complete
• Replace Dugout Fencing	Complete
• Replace Modular Classroom Roofs	Complete
• Laverna Maintenance (Carpet, Garage Door, Exterior Treatment)	Complete
• Clare Hall Security Enhancements	Approved/Not Scheduled
• Refinish Pews	Approved/Not Scheduled

- He showed this chart on the Maintenance Reserve Balance:

June 30, 2025 Closing Balance		\$1,301,806.90
July Withdrawal (Summer Projects)		- \$500,000.00
2025-2026 Planned Additions		
Church	(Qtrly installments)	\$425,000.00
TFS	(August)	\$400,000.00
Pre-School	(August)	\$100,000.00
Columbarium	(August)	\$50,000.00
<b>Resulting 2025-2026 Planning Balance</b>		<b>\$1,776,806.90</b>
(does not include Maintenance Sunday Donations)		

- Here is a list of Potential Projects:
  - Replace Anthony Hall & Gathering Space Carpet
  - Renovate TFS Bathrooms
  - Renovate remaining Rectory Bathroom
  - Replace Phase V & Siena Building Roofs
  - Paint Church Interior
  - Ongoing Security Enhancement
  - Ongoing Heat Pump Replacements (we have 89 units on the campus)
- The Maintenance Reserve Committee will be meeting on August 25 to identify what our focus items will be for Fall/Winter.

#### **Expense Approval Requests:**

- **Approval Request 1:** TFS – Mosaic of the San Damiano Cross
  - This will be added to side of the Jacoba Hall in support of their morning prayer.
  - Gregory Cave has provided a quote for a 6’ x 8’ mosaic cross using his artisans in Italy.
  - This is same group that produced the mosaic of St. Clare in the Franciscan Garden. Funding would come from TFS general savings.
  - The cost estimate is \$54,750. There will be additional funds required for shipping and handling. Also, a possible tariff on this has to be considered. In total, the estimate is \$70K with everything added.
  - There was much discussion on the cost of this and also whether we could use other vendors.
  - It was noted that we have familiarity with this vendor and the quality of their work. In addition, although the cost is high, we expect this to last for decades.
  - For comparison purposes, the actual San Damian Cross that is carried/used for our weekly masses, is over \$10K. This is going to be much bigger, and it will be a mosaic.
  - **Vote Taken** – A motion to approve funds not to exceed \$70K for a 6 foot x 8 foot San Damian mosaic cross for TFS, was made and approved. The votes were 9 in favor, 4 abstentions and 0 against.
- **Approval Request 2:** Used Pickup Truck for Maintenance team
  - Today the Maintenance team uses their own cars to transport materials purchased from stores to support their work on campus.
  - The cost of a used pickup would be about \$20K. A generous donor has pledged \$5K and the remaining funds would be taken from the Capital Reserve Account.
  - **Vote Taken** – A motion to approve funds not to exceed \$20K for a used pickup truck for the Maintenance team, was made and approved.

### **VOTES TAKEN:**

- A motion to approve the Finance Council Meeting Minutes of 6/2/25 (updated 7/10/25), was made and approved.
- A motion to approve funds not to exceed \$70K for a 6 foot x 8 foot San Damian mosaic cross for TFS, was made and approved.
- A motion to approve funds not to exceed \$20K for a used pickup truck for the Maintenance team, was made and approved.

### **OTHER:**

- Father Chris provided his approval and acceptance of all recommendations and votes taken during this meeting.
- He requested volunteers from the Finance Council to assist in making a video which will be shown before/after masses to discuss using Faith Direct, which is the bread and butter of supporting the parish. In addition, he would like them to discuss using Tip/Tap. He wants to make it known that we are trying to make things easier for all, with electronic giving and credit cards.
- He noted that based on the survey we have approximately 3960 registered families.
- He discussed Father Jim. He will no longer be the Diocese Liturgy Director, a position he has held for the last 8 years. When the Franciscans left St. Francis, he continued to reside here at Rectory while doing his job at the Diocese. He also would help us with masses when needed. This was a decision made by the Diocese and we were not involved. He is having discussion with his Franciscan order on what his next assignment will be. He will be missed by all of us. Once the decision is made on his next assignment, we will be able to make celebration plans to thank him.
- He also said he appreciates all the work done by all the associates here and requested we also express our appreciation to Father James, Father Joseph and seminarian Jason. He said they are all from different orders, and he wants us to be aware of and sensitive to this, and most of all appreciate what they are doing for us to support the Franciscan traditions.

### **FUTURE MEETINGS:**

- Schedule for Fiscal Year 2025-26 Finance Council Meetings – All meetings start at 7:00 p.m. on Mondays.  
October 6, 2025 - Fall / Winter Maintenance Projects  
November 17, 2025 - Approve School Tuition Rates  
January 12, 2026 - Mid-Year Checkpoint  
March 9, 2026 - Spring / Summer Maintenance Projects  
April 27, 2026 - Approve School Budgets  
June 1, 2026 - Approve Church & Columbarium Budgets