



Finance Council Minutes

Date: 10/6/25

Time: 7:00 p.m.

Attendance:

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

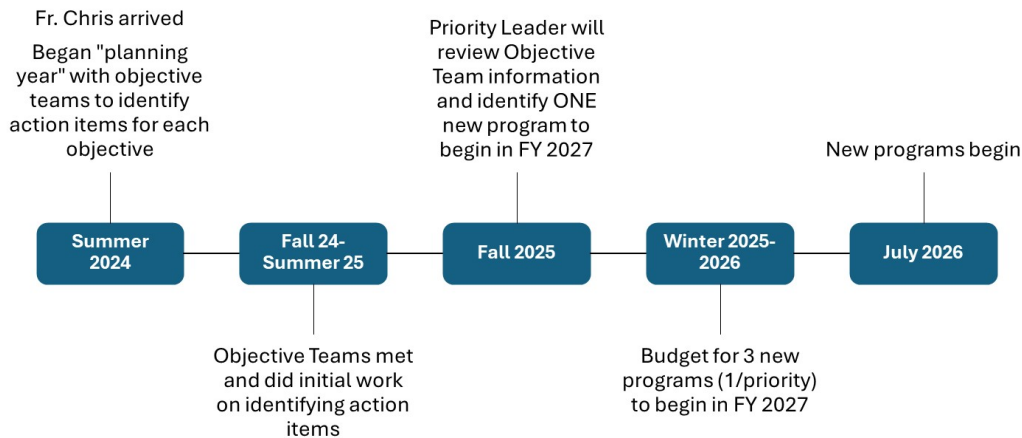
AGENDA:

- Opening Prayer
- Chair Announcements
- Accept Minutes of 8/11/25
- School Updates – TFS & Pre-School
- Offertory Updates
- Maintenance Project Update (vote)
- Phase III of upgrading Campus Signage (vote)
- Q&A
- Meeting Schedule for 2025-2026 Fiscal Year
- Closing Prayer

ANNOUNCEMENTS:

- Peter Russo covered for Steve Vebber.
- Rob Neppel reminded the members that the Council exists to assist the Pastor in the administration of the goods of the Parish. The Council is advisory only and is accountable to assist the Pastor and to propose practical and well thought out recommendations to him regarding the development and management of the Parish's financial and material resources so that the Parish may effectively pursue and grow its mission of spreading Christ's Gospel and love (By-Laws Article 1 .2 &.3). Members are expected to attend all scheduled meetings, but it's understood that there may be times that may not be possible (just make sure you notify the Chairperson in advance in those instances).
- We do have an obligation to balance transparency and confidentiality. We should observe strict confidentiality concerning all matters discussed at the meetings provided to them in confidence.
- Upcoming Event (Save the Date):

- 2025 Franciscan Spirit and Life Convocation: Saturday, October 18, 2025, from 8:30am to 1:45pm and will conclude with lunch (for registered participants only). The theme is “Journey Toward the Heart of God: A Franciscan Vision for Today.” Keynote Speaker: Fr. Kenneth Paulli, OFM. Registration can be done on Realm. There are volunteer opportunities available. Contact Stacey Shine or Shannon Hoffman.
- Mae Villanueva provided an update on Parish Strategic Plan Timeline. She showed the following:



- Priority leaders will be parishioners and not staff.
- Parish Survey Results: The plan is to send out an Executive Summary to the community later this week. We will then plan on holding sessions with the Parishioners on October 19th. and another meeting with the date to be determined (second one will be done virtually).
- Faith Direct and TipTap giving video production update: Luke O’Rourke and Arvie Lacson have completed the first video which will be released this week. The plan is to have another one produced with Clare Pope in the very near future.
- Rob also noted that Faith Direct was bought by Parish Soft. People’s profiles should not change, and they can still sign in with their same credentials. One of the benefits is that it offers more options on timing of giving.

OLD BUSINESS:

- Peter Russo requested feedback on the Finance Council Meeting Minutes of 8/11/25.
- No changes were requested.
- **Vote Taken** – A motion to approve the Finance Council Meeting Minutes of 8/11/25, was made and approved.

NEW BUSINESS:

School Updates:

TFS Update:

- Dawn Smith noted that the current enrolment is at 696. The budget assumed enrolment of 682 students.
- Applications for the school year 2026/27 opened on October 1. There is a lot of interest, primarily for kindergarten.

- Pictures of the courtyard were shared. Also shared was the San Damiano Cross which has been completed and is in the process of being shipped.
- The following chart shows current enrollment for this school year by grade level:

Total Enrolled	
K	75
1	69
2	78
3	76
4	75
5	70
6	81
7	83
8	89
Total	696

- The Home School Association’s Franciscan Experience fundraising event is taking place now. The money will be used to replace the picnic tables outside Jacoba, provide a sports field water station and provide teacher grants and professional development for the staff.
- We should have architectural drawings for the building to replace the modular classrooms soon. We are still in the investigation stage and require no votes currently.

Pre-School Update:

- Heidi Hobler noted we have an enrollment of 169. The budget was built, assuming 166.
- Harvest Moon preparations are underway while the goals for the funds raised are being considered.
- Last month we had 5 baptisms of current preschool students. There are 2 more upcoming. Also, there are 5 preschool parents that are in OCIA.

Offertory Update:

- Through week 13, Offertory was \$981,334. This is \$2,344 lower (0.2% decrease) compared to last year (Collections are down by \$25,742 while Faith Direct is up \$23,398).
- Faith Direct currently has 1,672 recurring donors and represents 58.1% (YTD \$570,155) of Offertory collection this fiscal year. For the Calendar year Faith Direct is \$1,869,258.
- TipTap – Through September

Weekend Taps:	2,889 = \$33,620	(3/25/25 – 9/28/25)
Overall Taps:	3,234 = \$38,354	(9/1/24 – 9/28/25)
September total:	\$7,290	

Maintenance Project Update:

- The Maintenance Committee had their meeting on October 25th and the results are being shared here.

- The Committee Members are:
Steve Vebber (FC Chair), Steve Dilger (Parishioner, retired builder), Shane McGroarty (Parishioner, commercial property manager), Mike Misko (Parishioner, FC Member), Marc Kielty (Director of Operations & Facilities), Joe Leone (Facilities Manager) and Rob Neppel (Director of Finance & Planning).

- A status of our Projects was provided:

- Approved Fall/Winter Projects:

Replace Chiller Units	Completed
Replace Surrounding Walls with Louvers	Completed

- Approved Spring /Summer Projects:

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	Not Started
Refinish Pews	Not Started

- The Parish Maintenance Reserve Balance was shown:

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

Resulting 2025-2026 Planning Balance **\$1,776,806.90**

(this does not include Maintenance Sunday donations)

- Future Project Candidates for this Fall / Winter considered by the Committee are:

Refinish the Church Pews	Kenna -possibility
Replace Anthony Hall & Gathering Space Carpet	\$74K Support
Upgrade Security Systems (Video & Door Locking)	\$97K Support
Paint Church Interior	Kenna possibility
Renovate 3rd Rectory Bathroom	\$34.9K Support
Replace Ballfield Backstop	\$13.2K Support
Campus wide Tree Maintenance	\$18.5K Support
Renovation of San Damiano House	\$287.7K **
Renovate TFS Bathrooms	(Summer Candidate)

- The supported projects in the table totaled \$237.6K. Also, the Committee requested that additional security enhancements be considered to take full advantage of the upgraded systems (\$97K shown above). Joe, Marc, Jeff Wacenske and the security company representative walked the campus and identified additional cameras and door locks that should be added to the campus. This was an additional \$91.4K. Total for the Security enhancements is \$188.4K (which is the 97K + 91.4K). With this additional \$91.4K, the total supported projects equals \$329K.
- The Maintenance Committee felt the renovation of the San Damiano House needed to be discussed with the Finance Council because of the high renovation costs and to also have the conversation on the strategic future of the house. This house needs an upgraded bathroom; however, contractors are not willing to commit to a lower number because of the age of the house. They are concerned that the bathroom renovation will open a can of worms of structural problems. Father Chris felt the current use of the house is consistent with our mission, which is to come to the need of the less fortunate. The house and the surrounding land needs requires further studies. This is tabled for now, and we will come back to this discussion in about 2 months.
- The overall assessment by the Maintenance Committee was that the campus looks attractive and is well maintained. We are keeping up the major projects identified by the Giles Flythe study. We have healthy reserves; however, we need to keep monitoring our aging HVAC pump systems, water heaters, appliances, boiler/chiller system, and stay focused on security improvements.
- **Vote Taken** – A motion to approve \$329K funds for the fall/winter projects supported by Maintenance Committee, was made and approved. This includes the following: Replace Anthony Hall & Gathering Space Carpet (\$74K), Upgrade Security Systems- video & door locking (\$188.4K), Renovate 3rd Rectory Bathroom (\$34.9K), Replace Ballfield Backstop (\$13.2K), Campus wide Tree Maintenance (\$18.5K).

Campus Signage – Phase 3:

- Rob Neppel noted that in:
 - March 2016 – we started an effort to plan for more intuitive directional signs for the campus, using a methodology called Wayfinding.
 - April 2017 – Phase 1 was the installation of the two main entrance signs, which required approval from the City of Raleigh.
 - April 2019 – Phase 2 was the installation of the major traffic flow signage within the campus.
- We are now looking at completing Phase 3, which would be interior campus signs focused on helping people get from their cars to their destinations. These signs (35) would address questions such as:
 - “Where is the entrance to the Church?”
 - “How do I get to the Pre-School?”
 - “How do I get to the Chapel?”
 - “Where is Founder’s Room?”
 - “Where is the TFS office?”
 - “Where is the Church office?”
- The cost of the Phase 3 project is quoted as \$134,119
- **Vote Taken** – A motion to approve \$134.1K funds for Phase 3 of the Campus Signage program, was made and approved.

VOTES TAKEN:

- A motion to approve the Finance Council Meeting Minutes of 8/11/25, was made and approved.
- A motion to approve \$329K funds for the fall/winter projects supported by Maintenance Committee, was made and approved. This includes the following: Replace Anthony Hall & Gathering Space Carpet (\$74K), Upgrade Security Systems- video & door locking (\$188.4K), Renovate 3rd Rectory Bathroom (\$34.9K), Replace Ballfield Backstop (\$13.2K), Campus wide Tree Maintenance (\$18.5K).
- A motion to approve \$134.1K funds for Phase 3 of the Campus Signage program, was made and approved.

OTHER:

- Father Chris provided his approval and acceptance of all recommendations and votes taken during this meeting.
- He thanked the Council for their support and recommendations. He feels it is very important to live out the mission of Jesus every day.
- The Signs he feels is a way of telling people that we welcome you to the campus and we are thankful you are here. It is way to show our hospitality. He feels there should be a “welcome” sign when people come on the campus and a “thank you” sign when they are leaving the campus.
- He also wants us to think about the San Damiano House, to keep in mind what our mission is and how we can live out that mission through our support of those in need

FUTURE MEETINGS:

- Schedule for Fiscal Year 2025-26 Finance Council Meetings – All meetings start at 7:00 p.m. on Mondays.
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