

# MINUTES OF ST. BARBARA FINANCE COUNCIL MEETING

MONDAY, MAY 16, 2011, CLW, 7:00-8:50 p.m.

Finance Council Members in Attendance:

Maria Neal	Kathy Green	Roy Draper
Rheba Salac	Don Homerding	Patty Zeik
Bill Neral	Joe Dolney	

Absent: Sharlene Coma, Marlene White, Dave Hauck and Sally Caric

Observer: Patty Morocco

Priests present: Father Ken, Father Jimmy

Staff Present: Jan Shepherd, Dawn Borger, Mary Ellen Stilwell, Bob Vareha, Ken Meyer

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Fr. Jaime opened with the prayer and welcome.

Don opened the meeting in discussing the rules of the order for submitting agenda items and the intent of the meeting minutes, which is to recap key recommendations, motions passed, proposals presented, documents presented and documents signed.

A recap of the joint Pastoral/Finance Councils meeting was discussed.

The next anticipated Co-meeting will be held in November, 2011.

Team Recap Presentations were made by:

Budget Team – Bill Neral- Budget reviewed, staff in agreement with proposals

Compliance Team-Joe Dolney—Oversight procedures are being developed

Facilities Team- Rheba Salac—Need to convene Queen of Angels Finance Council; budget awareness for the five parishes' letter discussed; record depository process discussed

Program Team-Roy Draper—Children's Envelopes, EFT, DLA, Endowment meeting, monthly bulletin notice, pulpit discussion, and registration assistance

Business Manager-Jan Shepherd--Staff responsibilities write-ups to be completed in the next week.

New Business Roundtable-Don Homerding--Rear asphalt driveway expenditure is not subject to Council approval. Our role is to ensure fiduciary procedures are in place and being complied with. Discussed how to ensure the parish is aware of "dire" financial situation in a comprehensive manner.

Documents Presented (documents are incorporated into these minutes):

- May 16 Agenda, pre-read
- Signatures of Behalf of the Finance Council (Procedure A5-1), pre-read
- Handouts For Finance Council Meetings Document (Procedure FC-1), pre-read
- DLA bulletin updated from the Finance Council, pre-read
- May 23, 2011 draft Agenda, pre-read
- Status of Actions Report, pre-read
- Summary of Forecast Changes, presented
- Recommendations from Facilities Team, presented
- Amortization Schedule (BBC Loan), presented
- Promissory Note (BBC Loan), presented
- Mortgage Repayment Schedule, presented

Approved Decisions, Recommendations, Motions, Signatures:

- Semi-annual joint council meetings required by diocesan NORMS will be held March or April (hosted by Pastoral Council) and November (hosted by Finance Council). They will include: full Finance Council, full Pastoral Council, priests and parish staff.
- Monthly (third Monday) meeting will include: leads, officers, priests, and invitees.

Agenda will cover overview of Action Status Report, discussion of items at risk or requiring assistance, budget vs. actual status, and new business. This group will have a special first meeting May 23.

- Procedures A5-1 and FC-1, which proscribe advance submittal of documents to be discussed or signed, were approved.
- The Status of Actions Report will be updated, distributed in advance, and presented by leads at each meeting.
- DLA announcement from Homerding approved to be published in 5/21-22 bulletin

New actions for Actions Status Report:

- Jan requested response by June 3 to invitation to June 16 Catholic Foundation meeting re endowment funds...Program Team
- Father Ken proposed a letter be prepared from both Finance Council and Pastoral Council re Queen of Angels financial commitment ...Leadership Team
- Roy requested that Knights of Columbus be recruited for participation in Electronic Funds Transfer for Sunday offertories...Program Team/Don Homerding
- Father Ken supported Bob Vareha's suggestion that Finance Council speak at Masses to promote increased revenue...Program Team

Next meeting: leads, officers, priests 5/23, CLW, 7:00

The meeting concluded at 8:50 p.m.