

Finance Council Meeting July 10, 2018

Attendees: Fr. Tetzl, Carol, Pat, Jonathan, Kathy, Teresa

Previous Action Items

- Action: Teresa will provide auction report via email to the council before next month's meeting.
 - **Done**
- Action: Fr. Basil to work with office manager to get this correct in future months.
 - **Done**
- Action: Teresa will check to see where the money that made up 4250 for May came from, and if some or all of it should have been in 4291 for Steubenville.
 - **Done. Teresa changed the categorization of some of the Steubenville donations and now knows to check this type of donation in the future.**
- Action: Pat will contact Fr. Tetzl June 13th to communicate our tentative plan and discuss options.
 - **Done.**
- Action: Kathy will contact Phil to set up a time when he can come.
 - **Done. However, Phil was unexpectedly unable to come tonight. See below for more information.**
- Action: Pat will set up a meeting to meet with the maintenance committee and discuss issues such as the parking lot and other high priority maintenance items.
 - **Not yet completed. First major project will be the fence at the house.**

Garden Overhaul and Gate Work

- Jim Little presented a request to work on the garden area and to install an access gate by the front door to the Parish Office. He is eager to work on this and was asking the council for approval to proceed.
- Some of this work is being done already and doesn't require the gate. The broad consensus is that this is not an urgent issue at this time and that we should revisit it at a later date. General clean-up of the garden area is appreciated, however.

Security Updates / Safety Grant

- We have until October 31, 2018 to complete any work on security cameras and still qualify for the safety grant from the archdiocese.
- We plan to get two bids fully vetted by the August 14th meeting. One is from Security Monster, the other from Wilsonville Lock and Security.
- **Action: Pat will contact Security Monster for a bid.**

- **Action: Pat and/or Jonathan will contact Wilsonville Lock and Security to get clarity on their bid and whether or not they will guarantee zero impact to our ability to stream or perform other high-bandwidth activities once the building to building wireless connection is established.**

Financials

- **Action: Teresa - Monies for the narthex will be transferred from the general account in short order. New pastor created some delay in this action, but we will get it taken care of soon.**
- Payroll is skewed because of staff change-over and several hand-written checks. Jonathan has some questions about why we cannot back-date transactions.
 - **Action: Jonathan and Teresa will follow-up on this conversation to help Jonathan understand**
- **Action: Teresa to provide final year-end reports at the August 14th meeting.**
- Note that our year-end projections are very positive, benefitting from a larger than budgeted income coupled with a smaller than budgeted staff cost. Note that our staffing costs will rise in the next fiscal year now that we are fully staffed.
- Fr. Tetzl will need to get his paperwork taken care of to ensure his salary is taken care of. There is some uncertainty as to which forms still need to be filled out.
 - **Action: Teresa will work with Fr. Tetzl to ensure this is fully taken care of. They will work with the Archdiocese as necessary.**
- Fr. Tetzl asked about the \$3900.00 quarterly rent payment to the St. Paul Trust, and whether we should pay it?
 - Council agrees that we should just stop payments as the trust will be dissolved.
 - **Action: Pat will contact Rock to see if they can agree on this at the trust and get back to us.**
- Some discussion about when to make the Narthex payment.
 - **Action: Kathy will look into what makes the most sense regarding interest (received and spent)**
- Jonathan asked Teresa to look into the P&L statement to see if we can get all the columns together, or at least the Month, YTD Actual, YTD Budget in that order.
 - **Action: Teresa to see if she can get the reports updated to meet Jonathan's desired format. Will work with Jonathan if unable to see if he has any ideas.**

Fr. Tetzl Update

- Fr. Tetzl is very happy with the staff and hopes to continue the good stewardship that has been taking place of late.

Narthex Update

- Pat reminds the council about the \$34K 'loan' to our self. This must be re-paid with Narthex pledge money once we have paid off the loan.

- Fr. Tetzl will begin giving us a monthly update starting in August when he has had an opportunity to better understand and update the spreadsheet Fr. Basil had begun tracking.
 - **Action: Fr. Tetzl will spend the time necessary to understand and update the Narthex financial documents and present to the Finance Council at the August Meeting.**

Technology Spend (Paddle Raiser)

- ~12K is available to spend from last year's paddle raiser. This was agreed to be spent on technology, which is a broad category. Some of the ideas are as follows:
 - Desire to put copier in school building
 - Desire to ensure we have accurate and simple Wi-Fi everywhere.
 - Hope for speakers for the basement
 - **Action: Pat to talk with Don about speakers for the basement.**
- Note that the security system work overlaps this since it also requires technology infrastructure upgrades. Could be that we could cut out some of the cameras for the security system and we could perhaps save some \$\$
 - **Action: Fr. Tetzl to see if we are on a contract for the copier in the office and/or if we can easily extend the contract to include a new device to put into the school building. This device must be wirelessly accessible and thus this may depend on our fixing the Wi-Fi and router in the school building.**

Maintenance Issues

- The Phone system needs to be updated with new staff. Nobody can find the manuals.
 - **Action: Pat will provide Jonathan the information on the phone system. Jonathan will see if he can figure out how to update the system so we can save some \$\$.**
- Pat would like to examine our sprinkler settings. We are watering a high amount and need to reduce the amounts.
 - **Action: Fr. Tetzl has asked Pat to speak with Edsel to reduce the water amounts.**
- Pat would like to see us change the utilities categories from "Heat" to "Gas" and from "Lights and Power" to "Electric."
 - **Action: Kathy to talk with Teresa about updates.**
- Pat brings up the idea that we should properly cool the choir loft. All agree it is a priority. Ductless cooling is the way to go.
 - **Action: Pat will talk with Milton's and see about getting it done.**