

**Agenda, Minutes & Action Items**

Date:	01/16/20
Time:	7pm-9:30pm
Location:	Chiara Rm (New School)

**St Monica Finance Council Meeting**

**Finance Council Purpose:**

- To provide good stewardship of the parish finances to allow the church to complete its mission of 'Encountering Christ – Through Scripture, Through Liturgy, & Through Serving Others'

**Finance Council Key Deliverables:**

- To assess the status of the parish finances
- Provide advice to Fr Zlock and parish leadership on good financial practices
- To complete actions that will improve and enhance parish finances enabling continued pursuit of the parish mission.

**Attendees**

Name	Present	Name	Present	Name	Present
Fr Charles Zlock	X	Mike Vadner (Chair)	X	Tom McGurk (LC)	X
Jack Martin	X	Alex Weaver		Kolbe Wolfe	
Lewis Miller	X	Rob Carden	X	M Kicak	X

**16-Jan Meeting Objective**

- Discuss current topics and changes since the last meeting as it pertains to parish finances.
- Provide advice and guidance to Fr Zlock on financial decisions facing the parish.
- Align on actions to be completed between now and the next finance council meeting.

**Agenda**

#		Item	Owner
1	Prayer	Opening prayer - Lectio Gospel JN 1:29 – 34	Fr Zlock
2	Std Monthly Topics	Review of last month's minutes	All
3		Facilities update - Top 3-5 projects completed last month planned & unplanned (budget status) - Top 3-5 projects planned for coming months (budget status)	All
4		Review of last month's and YTD balance sheet	All
5		Review status of last month's action items	All
6		As Applicable Topics	RLA Status
7	Parish personnel update		Fr Zlock
8	Old School Status		Tom
11	Executive committee		All
12	Prayer	Closing prayer	Fr Zlock

**Performance Metrics – Timeframe**

Metric	Last Month (Dec)	YTD	Next Month (Jan) Budget
Total Revenue	Not available	Not available	Not available
Total Expenses	Not available	Not available	Not available
Operating Income	Not available	Not available	Not available
Parish Net Income	Not available	Not available	Not available

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**Meeting Minutes**

#	Summary
1	Nov minutes approved
2	Facilities Update: <ul style="list-style-type: none"> <li>- Quiet at the moment</li> <li>- Top 3-5 projects completed:               <ol style="list-style-type: none"> <li>a. New roof for rental property complete.</li> <li>b. Snow removal is manageable</li> </ol> </li> <li>- Top 3-5 projects for next month:               <ol style="list-style-type: none"> <li>a. Secure quotes from structural engineers for projects</li> <li>b. Tree removal, vendor selected (McNulty &amp; Co) just need to schedule date</li> <li>c. Phase 2 concrete silicon to fill gaps</li> <li>d. Rectory renovation, ON HOLD</li> </ol> </li> </ul>
3	Review of balance sheets <ul style="list-style-type: none"> <li>- Hold on all renovations</li> <li>- What to do with the cafeteria? <b>Agenda item for Feb FCM</b></li> <li>- Finances               <ol style="list-style-type: none"> <li>a. Error of \$300</li> <li>b. Budget being finalized and under review. We had a discussion on budget but Father just printed it for the meeting and didn't have time to review.</li> <li>c. Question – any glaring issues?                   <ol style="list-style-type: none"> <li>1. Ans. Get it into report form for meeting/take home to review</li> </ol> </li> <li>d. Question – any announcement for naming office mgr.?                   <ol style="list-style-type: none"> <li>1. Ans. No at the moment; still working on description. Office mgr. role is still being described. Recommend we start looking for candidates and not wait until all details are determined. Mike suggested we need a problem solver. There was a thought of reviewing St. Norbert's candidates.</li> </ol> </li> <li>e. Fr. showed a scorecard on various church functions. There was discussion on a better filing system and what headings to consider for the filing cabinet drawers.</li> </ol> </li> </ul>
3	RLA: <ul style="list-style-type: none"> <li>- Counter proposal delivered today; no chance to review. Discussion will come later. Also review what structural needs will cost.</li> </ul>
4	Parish Personnel Update <ul style="list-style-type: none"> <li>- Little discussion.</li> </ul>
5	Old School Status: <ul style="list-style-type: none"> <li>- Nothing new but we need to move on it</li> <li>- Before we sign any agreement, St. Monica will require an official signed, sealed, verified report by a structural engineer.               <ol style="list-style-type: none"> <li>a. <i>FC recommended asking Vince Gutierrez to begin looking for 3 bids for a structural engineering study. (see action below)</i></li> <li>b. Cost of the assessment would be put into next year's budget.</li> </ol> </li> </ul>
6	Executive committee <ul style="list-style-type: none"> <li>- No update</li> </ul>

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**Action Log**

Description	Owner	Due Date	Status
Copy for Fish Fry leadership members ad (Need 3 to 5 ppl)	Alex	12/5/19	Closed
Craft questions for unexplained \$10k "tax" payment	Tom & Mike	12/5/19	Open
Thank you, gift, for Kathleen Kehoe	Fr Zlock	12/15/19	Open
Quote for an assessment of the old school	Vince & Fr Zlock	1/16/20	Open
Identify 2 more members (Needs: Diversity that promotes free flow of ideas)	All	1/16/20	Open
Bring 1-2 ways to increase revenue & 1-2 ways to reduce costs	All	01/16/20	Open
Explore market value of rental property	Fr Zlock	2/20/20	Open
Kathy, Tom, & Mike work on description of office mgr. Fr. Needs help in writing description	Mike	2/20/20	Open