

The Community of the Blessed Sacrament Finance Council Gathering – April 9, 2008 Minutes

1.	<p>Finance Council serves as advisors to the Pastor to assist him in the financial operation of the Parish.</p>
2.	<p>Members: Fr. Patrick Robinson (Pastor), Lyle Scritsmier, David Mairanne Canning (Parish Finance Schumacher, Nate Johnson, Kathryn Marchwick Staff: Mairanne Canning (Parish Finance Manager) & Honora Norton (Parish Manager) Absent/Excused: Frank Dolasinski, Ken Jacuzzi, David Paddison, Joe McInerney, Dan Mahoney (Pastoral Council Liaison)</p>
3.	<p>Minutes from January 2008 meeting were accepted and approved. Minutes from the joint February 2008 Pastoral Council & Finance Council meetings were reviewed.</p>
4.	<ul style="list-style-type: none"> • 64th Street Foreclosure House: The home was recently set for auction at \$1.3M – no bidders. There is a new agent and the parish has submitted a \$610,000 bid. The agent stated there is another bid. The Bid Committee (Barry Wilson, Renee Gero, Lyle Scritsmier, David Paddison, Joe McInerney and Fr. Pat) agreed \$610,000 would be limit of bid. Now on hold awaiting feedback from agent. A donor will assist with purchase with a lease repayment process. The house needs work as the renter have damaged molding, walls, removed appliances, etc. As well as, landscaping, privacy wall, shower installation and ensuite upgrade needed. Either way Fr. Pat is ok if foreclosure house is not purchased. • Parish/School Restructure: Orcutt Winslow, architect, has been assisting with the incorporation paperwork. The Phoenix Fire Department still has not sent any documentation since its fire audit. Original “ready for occupancy” paperwork for school has been found. • Adult Day Care Center: <ul style="list-style-type: none"> • At the March 2008 Caring Place Advisory Board meeting, the FSL representatives stated that if the partnering parishes wanted an Adult Day Care Center, then the parishes would need to raise the \$2M to build it; as well as, raise the funds to maintain it. The FSL reps at this meeting presented a chart depicting what FSL thought was the Caring Place Vision. FSL implied that the Caring Place Advisory Board was not on target not aligned with the goals FSL believed were set. The chart did not at all reflect the vision path that The Caring Place Board is going. It reflected Catholic Services model used in Sun City, where there are 100 transportation volunteers (caring place does this through ViCAP referrals), as well as social workers, counselors, etc on staff. The Caring Place Advisory Board then agreed unanimously to continue its educational and referral programs and not to work towards the Sun City Catholic Services model. The Caring Place Board will review its mission and programs at its May 23, 2008 retreat. • Fr. Pat and Honora met with the FSL representatives on April 11. At the 4/2 Pastoral Council meeting and the meeting with Fr. Pat, FSL stated it is FSL’s responsibility to raise the funds (through grants, gifts and tax credits) to build an adult day care center on CBS property. • General Facility Plan: The “school will be built here” sign will remain on the empty lot. Depending on actions of FSL, site of the school maybe reconsidered. If monies are raised – consideration of prefab school buildings should be made.

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5.	<p>Capital Campaign</p> <ul style="list-style-type: none"> 5 vendors have been interviewed on 2/23/08 between 9AM – 5:30PM - RSI Catholic Services Group from Dallas, TX; Steier Group from Omaha, NE; Paul Strawhecker, Inc from Omaha, NE; Guidance in Giving, Inc; from San Diego, CA; and Cosgriff Company, from Omaha, NE (which was selected). Interview Committee Members: Barry Wilson, David Schumacher, Honora Norton, Fr. Pat, Nick Petra, Rich Pawelko, Mike Fries and Katie McLaughlin (Diocesan Stewardship Director). The Feasibility Study Contract with Cosgriff Company. Omaha, NE has been signed. Robb Spence, consultant will begin on the study sometime late June/early July after he completes a project with another parish. Copy of contract was attached to this meetings agenda. The Feasibility study should ask questions about support of building a new school (\$1.4M for 60 students/15 new students and 40 parish families), versus upgrades and/or just remodeling/upgrading the parish school. 						
6.	<p>Financial Reports:</p> <ul style="list-style-type: none"> There is a net \$724 variance (including Easter) of plate income versus budget plan. There have been several weeks with significant negative variances (as high as -\$4,662 and \$4,294) between actual plate income and budget plan. Financial Reporting: Reports through March 2008 were discussed and approved. Topics discussed during this review included: fundraiser income/expense reporting spans several months; staff illness impacted expenses; organization income impacts on income statement; negative variance in school tuition income due to late payments; request for quarterly reporting of actual students versus budget plan; reporting separately cash versus restricted funds; parish continues to designate 3% of plate to outreach donations – Ministry of Social Action was put in place to make recommendations beyond those designated by Diocese. Bank Account Reconciliation: Monthly reconciliation needs to be addressed soon to ensure current with Diocesan guidelines. 						
7.	<p>2008-09 Budget Planning</p> <ul style="list-style-type: none"> Parish staff has begun 2008-09 budget planning process – first step – calendaring was reviewed. Staff has set 5/2/08 as target date to complete 1st draft 2008-09 budget plans. By early/mid-June Finance Council review budget plan: assigned individual members review budget plans with staff directors – Peggy (CM), Honora (Administration), Robyn (Youth Ministry). Schedule Finance Council late June to approve 2008-09 budget plan. 						
8.	<p>Other:</p> <ul style="list-style-type: none"> Liturgy & Music Director: An interview team is in place for L&M candidate interviews and auditions. Jaime Gonzalez has chosen not to renew his annual contract after 06/30. Pope JOHN XXIII School: Lyle no longer able to serve as liaison with the school board. CDA: Parish at 101% of its goal! Less donors gave more \$ each. Scrip: Attendees asked for promotion of automated-online methods of purchasing scrip and/or e-scrip usage. Stewardship: Attendees suggested after 2008-09 budget plans are completed, in September, need to go pulpit at weekend Masses to discuss parish needs. Attendees that a future Finance Council meeting be dedicated towards defining methods/ways to promote stewardship – the 4-pillars in relationship to giving of time, talent and resources. Ideas shared: entrepreneurial ways to increase income (EFT giving, scrip, online shopping...); pulpit state of the parish finance report; creative articles in bulletin & Courtyard newsletter; development of video and/or PowerPoint and/or witnessing at the pulpit; obtain speakers/program regarding personal finance management 						
9.	<p>Next Actions:</p> <table border="1"> <thead> <tr> <th data-bbox="1432 144 1453 378">Action Items</th> <th data-bbox="1432 378 1453 577">Owner</th> <th data-bbox="1432 577 1453 682">Target</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action Items	Owner	Target			
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	Review bank statement reconciliation	David Paddison	Monthly
	Report actual numbers of students versus budget plan – report this information quarterly.	Marianne/Heather	Quarterly
	2008-09 Budget Planning	Staff/Finance Council	
	Follow-up on Stewardship Promotion Ideas	Finance Council	On-going
10.	Date: March 12, 2008 5:30PM, Agenda TBD		