

Saint Benedict Parish

Finance Council Agenda

Friday, May 17th, 2019 starting at 10:00 A.M. in the Rectory Dining Room

Council Attendants : Danczyk, Cox, Czaja, Dougherty, O' Conner, Kenny & Tuma

Invited Guests : Brusa & Tontis

1. Opening Prayer

2. Minutes from April 2nd, 2019 Meeting

3. Reports :

Pastoral : Father Mark Danczyk

Financials : 2019 – 2020 Fiscal Year Proposed Budget

(Open Meeting to immediately

Discuss / Adjust / Approve as appropriate)

and

2018 – 2019 Year-To-Date thru April 2019

4. Old Business :

Follow-Up to February 5th, 2019 decision to have Saint Francis de Sales' and Saint Benedict' Finance Council Chairs and Trustees meet to begin discussions regarding Annual Employee Reviews as well as an Administrative Services / Building and Grounds individual as well as April 17th, 2019 Meeting to move forward with Action Points as proposed by all Finance Council Chairs and Trustees and as approved by Father Mark Danczyk

5. New Business :

Already implemented above immediately during time of presentation of 2019 – 2020 Fiscal Year Proposed Budget for Discussion / Adjustments / Approval as appropriate.

Update regarding planned Saint Benedict Feast Day Outdoor Mass and Celebration, Proposed by Father Mark Danczyk to occur on Sunday, July 14th, 2019.

Suggest Tuesday, June 11th, 2019 Finance Council Meeting at 6:00 P.M., only if and as necessary, to finalize the 2019 – 2020 Budget.

Suggest not meeting during July 2019 or August 2019.

6. Next Meeting Date : Potentially Tuesday, June 11th, 2019 at 6:30 P.M.

and / or Tuesday , September 3rd, 2019 @ 6:30 P.M.

7. Closing Prayer

8. Adjourn

Present : Father Mark Danczyk, Czaja, Dougherty, Kenny, O' Conner, Radgowski & Tuma

Invited Guests : Tontis

Meeting started a little after 6:30 P.M.

Father Mark opened the Meeting with a Prayer.

Father Mark welcomed our newest Member, Chuck Radgowski, to the Finance Council. Chuck then spent a few moments introducing himself to all members of our Finance Council.

Tuma motioned to approve the Finance Council Minutes from May 17th, 2019 ;

Motion seconded by Kenny ; Minutes approved by all via Voice Vote ; Minutes approved

Old Business :

1) Brief Comments and Review of Success of Saint Benedict Outdoor Mass and Bash held on July 14th, 2019 commemorating the Feast of our Parish's Patron Saint, Saint Benedict.

2) Annual Employee Reviews : Father Mark stated that he has conducted, to-date, all but two of the Annual Employee Reviews.

3) Follow-Up to April 17th, 2019 Meeting of Trustees and Finance Council Chairs of both Saint Benedict Parish and Saint Francis de Sales Parish with Father Mark Danczyk to act upon proposed Action Points to move forward. Discussion of Implementation of Time-Clocks was discussed. As discussed by Father Mark, timing of Implementation, to coordinate with Saint Francis de Sales Parish, will occur in approximately three (3) months (approximately November 1st, 2019). Patrick Kenny will be communicating this Implementation to our Saint Benedict Employees approximately one month before (approximately October 1st, 2019) Implementation of beginning to use Time Clocks is to occur.

It was noted that implementing all of the Action Points as agreed to on April 17th, 2019 was the joint recommendation of the Trustees and Finance Council Chairs in recognizing that the Financial Resources of both Parishes could not, at this moment in time, take on the added expense of hiring and paying for an Administrative Services / Building and Grounds individual.

Reports :

1) Pastoral Report : Father Mark requested Finance Council Approval to rent the Rectory to a new Maintenance Staff Employee (and possibly his wife) of Saint Francis de Sales Parish for a period of a minimum of one month and possibly until January 1st, 2020. Finance Council discussion included approval of doing so pending determining a Monthly Rental Amount to be charged. Kris Tontis to inform both of our Trustees, Patrick Kenny and Richard Tuma, of the Monthly Rent that Father Dominic paid in the past. Our Trustees will communicate / coordinate the Monthly Rental Amount and timing with Martha Cucco, Trustee, of Saint Francis de Sales Parish as well as with all Members of our Finance Council.

2) Financials : Reviewed Approved and Submitted to Archdiocese of Milwaukee 2019 – 2020 Fiscal Year Budget. Discussion ensued and agreement was reached to publish not only the Approved 2019 – 2020 Fiscal Year Budget but also the most currently Approved Finance Council Minutes immediately via our Saint Benedict Parish Website, our T.V.s in the Narthex and in the Educational Wing Entrance and on the Bulletin Boards in the Narthex and on the Wall next to the Family Room next to the Educational Wing Entrance. Agreement was also reached to ensure that Copies of the Approved 2019 – 2020 Fiscal Year Budget, Approved Finance Council Minutes and Approved Pastoral Council Minutes be placed in the Parish Office to be made available to any Parishioner upon Request.

3) Kris Tontis reviewed our 2018 – 2019 (7/1/2018 thru 6/30/2019) Financials with all present. Kris opened the floor to questions after her review. Questions were answered and discussion ensued as reflected under New Business.

4) Buildings and Grounds : Months ago, as a part of our Building and Grounds needs, discussions were entered into for the need to repair / service a leak in our Parish's Backup Generator's Radiator. Becki Brusa and others sought out Bids / Quotes for doing so and the approximate amount received from those providing Bids / Quotes was approximately \$ 1,000.00 A Member of our Finance Council reached out to one of our Parishioners, Russ Ceschi, whose business, Power Tech, has the ability and expertise to address the aforementioned issue. Russ Ceschi then repaired / serviced the Backup Generator for free. Our Parish saved approximately \$ 1,000 by reaching out, and, as Father Mark has stated many times before, taking advantage of the freely-given time, talents and treasures of our Parishioners.

New Business :

- 1) Louise Czaja was nominated by Richard Tuma to become the Finance Council Chairperson for the 2019 – 2020 Fiscal Year. Motion seconded by John O' Conner. All Finance Council Members voted in the affirmative. Louise Czaja accepted.
- 2) This week's Bulletin (August 4th, 2019) indicated that from 7/1/19 thru 7/28/19, our Collection Report recorded a continually increasing Shortfall (Deficit) of - \$ 7,134.42 (- 14.17 %) from our hopeful projected Collections Report Budget of \$ 50,322.00 thru 7/28/19. Discussions ensued utilizing additional Financial Information provided by Kris Tontis comparing July Collections from three prior years to assist in understanding the extent of our Parish's diminished Collections and their effect on current Operations and the long-term future financial stability of the Parish as we move forward during the 2019 – 2020 Fiscal Year. We, the Finance Council, will continue to monitor our Collections Report, week-to-week to-date, to ensure our Fiscal vigilance concerning our Parish's Financial Position.

Discussions were entered into to attempt to raise monies, going forward, to potentially fund a Youth Minister position, as requested during the Budget process but not funded in the Approved Budget due to financial constraints, for our Faith Formation Ministry. All Members of the Finance Council provided input. Molly Smith, our Director of Religious Education, participated in the discussion via a phone call and her participating via Speaker Phone. Father Mark suggested and the Finance Council agreed that the potential position be delayed from an actual start date until January 1st, 2020 to give appropriate time not only for raising additional monies (in addition to / outside the already Approved Budget) thru potentially increased Tuitions, Fundraisers (suggested by Chuck and then others), etc. but also to have the time to professionally, when appropriate, seek and hire an individual to fill this position for an as yet to be determined amount ([? \$\$\$?] funded thru means as detailed earlier in this paragraph) for a time frame as yet to be determined (? Months , Weeks ?) for an as yet to be determined number of hours per week. Discussions can / will continue between / with all involved during the days and weeks ahead prior to the Finance Council's next Meeting.

Chuck mentioned that during his participation in Faith Formation Sundays during the past year he became aware of an interest in adding a Spanish Mass for the Hispanic Community. This possibility was discussed by Father Mark and others.

Discussions were entered into concerning the diminished Approved Budget with regards to Liturgy & Music. It was noted that Account 00-3950 Restricted Music Fund has a Current Balance of \$ 2,997.50 that, it should be communicated, Liturgy & Music can use to assist in addressing their Music concerns for the current 2019 – 2020 Fiscal Year as well as going forward until these monies are depleted. In addition, it was noted that during discussions over the past year that Account 00-3952 Restricted Xmas / Easter Flowers has a Current Balance of \$ 2,628.01 that, it should be communicated, Liturgy & Music can use to assist in addressing their Liturgy concerns regarding Christmas Greenery, etc. for the current 2019 – 2020 Fiscal Year as well as going forward until these monies are depleted. Again, Chuck, our Finance Council's newest Member, mentioned, as with Faith Formation, the opportunity for Liturgy & Music to become creative in utilizing Fundraisers they can organize and run to address their current Fiscal Year Budget in a proactive manner.

- 3) Next Meeting Date : Wednesday, October 9th, 2019 starting at 6:30 P.M. in the Rectory Dining Room

Closing Prayer offered by Father Mark

Adjourn