

**St. John the Baptist Parish - Finance Council
Meeting Minutes from September 21, 2015**

- I. CALL TO ORDER:** Committee Chair, John Style called the meeting to order at 6:32 p.m. John offered an opening prayer.

Members present: Bob Buss, Craig Gezella, Eric Guzowski, John Hanley, Gary Lewins, John Style, Deacon Manny Torres, Dave Withee

Members not present but excused: Tony Piontek (Parish Council liaison)

- II. MINUTES:** John Hanley made a motion to approve the August 17, 2015 minutes as submitted. Bob Buss seconded the motion. All approved.

III. REPORTS

- A. Year End Financial Review:** Deacon Manny Torres reviewed 2014-15 year end financials, noting the accuracy of the new software is very good.
- a. Explained Balance Sheet accounts and their interaction.
 - b. Noted year end bottom line is positive and better than budgeted.
 - c. Offered to provide a list of deferred revenue accounts, all of which are small in size.
 - d. Approval of year-end financials will be made at the Corporation Annual Meeting.
- B. Bank Reconciliation:** Craig Gezella reported bank statements through July are all reconciled. [August statement has not yet been received.]
- C. Stewardship Committee:** Bob Buss reported:
- a. The committee is preparing for the October Living Your Strength program.
 - b. Preparing their Sharing Campaign for November.
- D. Site Advisory Committee:** Eric Guzowski reported:
- a. Reviewed the activity of the last SAC meeting. [See accompanying agenda.]
 - b. Noted a pilot project for the 6th grade in digital art.
 - c. Noted GRACE will implement a system-wide apparel code for 2016-7 school year.
 - d. GRACE is working to improve the marketing message of “Why GRACE?”
 - e. Explained GRACE is developing technology for record-keeping of hours of volunteers in particular. Deacon Manny shared the existing school software already has this technology and new technology should not be required.
 - f. SAC is having difficulty finding the needed three co-chairs for the annual action [their number one fund raiser]. They are also attempting to lessen the quantity of fund raisers, while improving their quality. Part of this is to stay within the

guidelines of WI Raffle regulations [through the GRACE license, not the Parish license].

- g. Asked how SAC building improvement/change requests are to be handled. Deacon Manny explained that since the contractual relationship is between GRACE [lessee] and the Parish [Lessor], all such requests must be submitted through GRACE. [Although some smaller items are handled more informally and quickly.]
- E. Buildings & Grounds:** Gary Lewins reported:
- a. The committee is preparing for the annual fall cleanup.
 - b. The bells have been removed for future installation in a planned bell tower.
- F. GRACE:** John Hanley reported:
- a. Overall, system enrollment is flat, but is lower here at SJBH. Holy Family and Notre Dame are both up.
 - b. Development of the new Classical style school is continuing satisfactorily.
- G. Pastoral Council:** No report due to absence of Tony Piontek.

IV. BUSINESS MANAGER'S REPORT

- A. Storm Damage:** The recent storm blew out the transformer, but it was replaced quickly, before school began that day.
- B. Basement:** Sealing is being done in the basement art room as a result of recent water appearance.
- C. Playground:** Railroad ties were removed due to complaints of splinters.
- D. School roof:** Reviewing options for repairing the roof from normal wear/tear.
- E. Tunnel:** Plans are underway to fill in the tunnel.
- F. Annual Meeting:** Scheduled for October 10 after 4:30 Mass.

V. OLD BUSINESS

- A. Line of Credit:** Deacon Manny reported excellent contributions toward retiring the line of credit. Plan to Burn the Mortgage, likely related to Annual Meeting.
- B. Ministry Center:** Deacon Manny reviewed plans to update the Center. Engineering studies are underway. Likely to include upstairs partitioning to create rooms and additional heating/cooling for the lower level. This is the next Capital Project.

VI. NEW BUSINESS – there was no new business.

VII. CALENDAR:

October 10, Saturday	Annual Meeting, after 4:30 Mass
October 15, Thursday	Living Your Strength, 6:30, Narthex
October 19, Monday	Finance Council
May 15, Sunday	Coffee & Rolls [with Pastoral Council]

VIII. ADJOURNMENT: Craig Gezella made the motion to adjourn the meeting, seconded by Gary Lewins. The motion carried unanimously. The meeting was adjourned at the respectable time of 7:40 p.m.

These Meeting Minutes are respectfully submitted by Dave Withee.