

MINUTES

Meeting Chair:	John P. Hanley
Date/Time:	February 20th, 2017, 6:30 p.m. call to order
Location(s):	SJB Conference Room

Invitees:	Present	Invitees (cont'd):	Present	Invitees (cont'd):	Present
Deacon Manny Torres	√	John P. Hanley	√	Bob Buss	√
John Style	√	Dave Withee	√	Eric Guzowski	√
Mike Ruby	√	Kelly Williams	√	Gary Lewins	X
Tony Piontek	X				

To Be a Visible Sign of the Risen Jesus!

Owner	Topic—including purpose and related links	Minutes/Notes – key decisions, points, messages
John Hanley	Opening Prayer	
John Hanley	Approve January joint meeting Minutes <ul style="list-style-type: none"> • Motion – Gary Lewins • Approve – Eric Guzowski 	
Reports		
John Style	Bank Reconciliation	1 – December and January okay
Bob Buss	Stewardship	1 – Book sale is ongoing 2 - ~400 Stewardship forms so far, expect to reach typical 500 returned
Eric Guzowski	Site Advisory Council	1 – All grades but first have tablets 2 – Auction off site; registration #'s up, raffle #'s down [no car this year] 3 – Much appreciation voiced for fixed roof. 4 – GRACE enrollment +15%, SJBH +50 students vs this time last year. 5 – Many new marketing ideas being used.
Gary Lewins	Buildings and Grounds	1 – Extensive exterior grounds work underway. 2 – 5-year building plan in draft form and out to committee for review and listing top 10 critical items. 3 – School building is the big challenge.
Tony Piontek	Pastoral Council	No report
John Hanley	GRACE	No report
Deacon Manny	Business Manager Update	1 – Ministry Center bathrooms, State re-inspected; okay, minor issues 2 – Multi-purpose rooms complete

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		<p>3 – Electrical upgrade likely in summer</p> <p>4 – School dishwasher funded by both SJBH and GRACE. Electrical upgrade needed. Buying water softener so it will last longer.</p> <p>5 – East end roof completed, West end now in process</p> <p>6 – Plan to re-flash gym wall</p> <p>7 – New Coordinator of Youth Evangelization will become full time.</p> <p>8 – Sr. Kathy is retiring and will be replaced.</p> <p>9 – Personnel responsibilities will be restructured.</p>
Deacon Manny	Financial Review	<p>1 – Next budget: Health insurance will go up 3%; reviewed other key budget items</p> <p>2 – Maintenance fund is rapidly being depleted.</p> <p>3 – School will be complete soon.</p> <p>4 – SCRIP sales down 10%, notably by school families; only ~60 of 185 families use it.</p> <p>5 – Overall expenditures are okay.</p> <p>6 – Christmas giving [on a Sunday] down 15%</p> <p>7 – Trustee Bob Buss noted with good cash flow some debt had been paid.</p>
All	Old Business Update	<p>1 – Dave Withee reviewed details of Personal Finance Seminar program with Diocese personnel.</p> <p>2 – John Hanley reviewed new web site; won't go live until reviewed with staff</p>
All	New Business Update	<p>1 – Dave Withee volunteered to be Vice Chair for the Finance Council, and Chair for 2017-18. Additional member positions discussed</p>
John Hanley	Closing Prayer	
John Hanley	Adjournment – 7:40 p.m.	<p>Move – Bob Buss</p> <p>Second – Mike Ruby</p> <p>Approved</p>

Tips: Purpose uses words like - Decide/Approve, Discuss/Debate, Brainstorm, Solve problem, Plan, Share information/Update. Clear, concise minutes/notes are preferable to voluminous records.

Next Steps

Action Item	Responsible	Due Date