

Finance Council Meeting Minutes

10-26-17

In Attendance: Fr. Joe, Dan Kiedinger, Michael Corr, Tanner Kabat, Jenny Leum. Also present was Fran Campbell for part of the meeting pertaining to parish office issues the finance council needed to address. Absent: Parker Moore, Dale Pertzborn.

- I. Meeting started 6:10 PM. Opening prayer.**
- II. Reconciliation of checking accounts**
 - a. Fran brought checkbook ledgers and statements for the accounts of Stipends, Community Dinner, Front Door Ministry, and Choir.
 - b. Tanner and Jenny reconciled these at the end of the meeting.
 - c. PCCW still has not produced their checkbook and statement, the diocese has indicated the finance council should reconcile these, PCCW should not do this on their own for their protection. Fran will mention this to Joyce again. Finance council will reconcile the checking accounts on the third Thursday of every month.
- III. Printer and Copier**
 - a. Discussion on the current lease of black and white copier in the parish office via TriState.
 - b. Renegotiate for a less expensive copier.
 - c. Do we need all the functionality the current printer provides? Stapling, folding, handling larger 11x17 paper. Do we need color?
 - d. Decided to ask Chet Melcher from Proline Printing if he would approach TriState and see what they could do for us. Since Proline is helping the parish develop a new template for the bulletin, to be printed at Proline, we will wait to switch to a new copier until this is ready to happen. Jenny will talk to Chet.
- IV. Secretary Holiday**
 - a. Discussion of paid holidays.
 - b. Thanksgiving, Christmas, New Years, Memorial Day, Labor Day, 4th of July. 6 paid holidays. If they fall on a weekend, the Friday before or Monday after will be the paid holiday.
- V. Locks**
 - a. Combinations will be changed soon.
 - b. Need to add Quilters group and Circle chairs. Dan will give envelope with agreements to be signed to Joyce so she can find these ladies and have them sign.

- c. Plan to give fair warning to all groups and code holders that the locks will be re-keyed on a certain date and their keys will no longer work. Finance council has not set that date yet.

VI. Church roof

- a. Fran has received request from Certainteed about shingles, asking for more information. Joe Keenan said he already sent it. They said they did not get a shingle sample. They also need a close-up photo. Fran called Certainteed and asked them to call her back, she has still not heard from them.
- b. The roof does need to be replaced but that is a year away.

VII. History of Diocese of La Crosse book

- a. Amy from Coon Valley parish called about this.
- b. Still have not received it.
- c. Three billings: 1/3 at delivery, 1/3 at 2 months, final third at 4 months.

VIII. Annual Appeal

- a. Should announce at Mass every week the current amount received.
- b. Where is thermometer poster? Fran will look for this. We want to display this in the atrium.

IX. Library cry room

- a. Charlotte Getter and Cathy Lund are the individuals spearheading this. Have lots of questions.
- b. Parker Moore, representing Buildings and Grounds, should ask Dan K. to forward an email Dan received about the cry room questions and needs.
- c. Finance Council would like to have Charlotte and Cathy talk to Parker and find some other parish members to help with this and keep it moving forward. \$2000 is the budget.

X. Sofa. Paula at Buzzy's Furniture will repair the fabric.

XI. Custodial and maintenance, cleaning

- a. Ben has been doing maintenance and repair for the parish and never asked for a raise. We discussed, are giving him a raise so his pay scale is closer to other parish employees, moving from \$10/hr to \$13/hr.
- b. Michael mentioned he gives his employees an annual 3% cost of living pay raise.
- c. Cathie Barton is the new hire for cleaning. She cleans every Wednesday morning.

XII. Gift to Julie for extra service without pay for her excellent bookkeeping. Gift certificate for \$100 from Driftless Café. Michael will get this.

XIII. Audit Results. Reviewed. Minor corrections noted, recommendations have been followed. Everything looks very good.

XIV. Council term limits.

- a. Since Parish council has term limits of 2 years for a maximum of 6 total, Finance council discussed doing the same.
- b. None of the 6 Finance council members are elected, all are appointed.
- c. We decided on 2-year terms, also to maximum of 6. The current terms are as follows:
 - i. Term 1 (newest) Tanner, Parker, Jenny
 - ii. Term 2 (already served 2 years, currently on year 3) Michael and Dan
 - iii. Term 3 Dale, he has been here the longest. Dan K. will let Dale know about this.

XV. Next Meeting December 21, 2017, 6 PM. Since we have no November meeting, Michael will reconcile checks in the office on November 16th.

XVI. Closing prayer 7:35 PM.