

Finance Council Meeting Minutes

September 19, 2017

In attendance: Fr. Joe, Dan Kiedinger, Michael Corr, Dale Pertzborn, Parker Moore, Jenny Leum. Julie Moore, bookkeeper, also present.

- I. **Opening prayer**, 6:15 PM.
- II. **Unfinished business** - We need to set up schedule for reviewing checking account. Approved previous minutes with changes: Genoa will receive school stipend and we will not publish salaries on website.
- III. **Secretary/Bookkeeper position.**
 - a. Discussed benefits, full-time at 32 hours per week, vacation (1 week every 6 months). [REDACTED] Julie indicated the diocese communicated it's up to each parish how much they pay for a percent for health insurance benefit. One week of the 2-week vacation is mandatory per diocesan policy. Will offer retirement plan after 6 months employment, after a year the parish is obligated to pay a percentage.
 - b. Position to be published in bulletin here as well as surrounding parishes.
 - c. Kris and Julie found a very nice job description from another parish. Will modify to fit our parish.
 - d. Hiring committee consists of various members from Parish and Finance Councils.
- IV. **Custodial position**
 - a. Kristin done. Refused fingerprinting requirement. Keys returned.
 - b. Ken – ask for temp cleaning [REDACTED] said he's very busy, trying to fit us in schedule.
 - c. Jenny will call Karen Gerke and [REDACTED] to temp clean; ask if she's interested in the part-time position.
- V. **End of Year Financial Report**
 - a. Julie will ask Monsignor Scheckel what we should put into it.
 - b. Discussed which items to include in report. Balance of all accounts or more limited? Julie will put something together.
- VI. **Lock Update**
 - a. Locks are on.
 - b. Ben waiting for final list of who gets code. We reviewed and approved the list of people assigned specific codes. The list of people with their respective codes will be placed in the parish safe. Codes will be removed and changed as needed. Ben does not know the actual codes of other people on this list. One code is specifically for emergency use, for example, in case a major utility issue arises in off hours and repair/service people need to access the buildings.
 - c. Doors going into church – take out tumbler and just use screwdriver?

- d. Religious Ed door needs security plate.
- e. Religious Ed office, need to keep that key as it can't be duplicated.

VII. Sacristy issues

- a. Painting. All Buildings and Grounds members will do this together.
- b. Michael will bring new sink.
- c. Michael also to stop into Buzzy's to ask about sofa.

VIII. Other

- a. New roof needed within a year.
- b. Transferred money from checking to savings. To withdraw again from savings, email a request a week ahead of when needed and a check should be ready (diocese distributes funds every Wednesday)
- c. Cry room. Remove pews. Add new library-type table and chairs. New carpet. Remove bookcase partition. New blinds, curtains. Make into a 12' X 20' room for small group sessions. Still able to be used as cry room. Discussion about the importance of having kneelers available to celebrate Mass. Will ask for donations from parishioners.

IX. Next Meeting October 26th, 6 PM.

X. Closing prayer. Meeting adjourned 7:30 PM.