

St. Edward Finance Council Meeting Minutes

August 25, 2022

Attending: Father Robert, Terry Woelfel, Liz Harp, Tim Westphal, Tom Pethan, Mark Hofacker, Erin Ebben, Pat Coonen

Opening Prayer

Introductions to Fr. Robert for all Finance council members

Vote on council Chair, Co-chair, and Secretary roles for new fiscal year. Mark motioned for Tom Pethan to be the back-up Co-chair. Pat seconded. Motion carried. Terry will continue as Chair. Liz will continue as Secretary.

Motion to approve May 26, 2022 meeting minutes: On 6/28/22 via email, Tom Pethan motioned to approve. Terry Woelfel seconded. Motion carried to approve the May 26, 2022 minutes.

Finances

Reviewed May financial reports. Discussed whether the recent parishioner's large donation should remain in a restricted endowment fund, with the thought that the funds were intended by the donor for the use of the parish. Erin will find out what the purpose of the endowment is. Tim Westphal motioned to approve May financial reports. Tom Pethan seconded. Motion carried to approve May financials. Reviewed June financial reports. Pat Coonen motioned to approve the June 2022 financials. Tim Westphal seconded. Motion passed. Reviewed July financial reports. Erin will update the St. Francis portion of the contribution distribution before next month. Mark Hofacker motioned to approve the July 2022 financials. Tim Westphal seconded. Motion passed.

Note: We agreed that for off-months when Finance council does not meet, we will still review and approve the financial statements for that month via email.

Old Business

1. Secured one part-time janitor, Seth Dupre, who reports to Bill. He replied to our ad in The Compass. For now, we're not looking to fill another janitor position.
2. Update on roof replacement and timing: School and garage roof replacements are complete. The church roof is scheduled for November due to a struggle finding the correct shingle, which Bill is working on with Security Luebke Roofing. Sky Lights have come in and are ready to install when the church roof gets replaced. The rental property roof will be completed before the church roof. The first 3 roof AC units will be replaced before the roof gets replaced because AC replacement must occur in warmer weather. Boucher's will conduct a review and provide a quote for replacing furnace units when they are onsite for AC work. East rental property still had minor basement flooding. B&G wants to replace gutters, gutter toppers, and downspouts on the East rental property. Mark Hofacker motioned to replace gutters, downspouts, and gutter toppers on East rental property for \$4,910. Pat Coonen seconded. Motion carried.
3. Update on LED Lighting project—Timing of School and Church: School LED lighting is complete. September is planned timing for the church lighting install.

4. Update on timing of pew frontals installation from DeWitt: Pat Coonen followed up with Dennis from Dewitt Church Goods on 8/26/22: Half has already been paid, \$8,239.50. The pews are promised to be in by Christmas. They are shooting for a November installation.
5. Baptismal font- Replace or refresh- Pat Coonen: Font hasn't been operational in over two years. It was constructed with Corion pieces at the base of the basin, which have separated. Options are open. We could build new or renovate this one. Pat is investigating options and ideas from other parishes. Terry will reach out to Dan to gauge interest in looking at the current font, which he constructed.

New Business

1. Treasure Trustee Elections—Welcome Pat Coonen!
2. Treasure Trustee report- Pat Coonen:
 - a. 175th celebration of St. Edward Parish will be in 2024. Bishop Ricken is scheduled to celebrate mass on Oct 13, 2024 for the St. Edward Feast Day. Planning is ongoing.
 - b. A parish donor is looking for ideas for an update or refresh of the memorial gift wall in the gathering area. Pat brought up the idea of glass shelves to display our old artifacts like the tabernacle, chalice, etc. Next step is to pass this topic to the Pastoral council/Parish Mission Planning team for their approval. Pat is looking into pricing and visual design plans.

Finance Council Liaison assignments- Update to the Finance Council Team

- a. School- Liz:
 - a. New school year starts today, 8/25/22
 - b. 60 students are enrolled; 10 of those are enrolled in School Choice
 - c. Renee would like to purchase a new dishwasher for the kitchen
 - i. Commercial dishwasher costs \$3,600 from Lowe's.
 - ii. Renee indicated funds could come out of hot lunch budget, which has over \$15K. Approved.
 - d. Renee had a walk-through with the Outagamie Sheriff on safety issues. Their recommendations included:
 - i. The bottom front door should be locked at all times, which would require an electrical box to talk to people and let them into the stairway.
 - ii. We need window coverings on all classroom doors, which is very inexpensive, and a hook and wire inside each classroom door for extra security.
 - iii. Either get bulletproof film on the outside doors, or frosted film on the windows at the top of the stairs by the office. Renee is looking into options and costs.
- b. Home and School- Liz: Playground is now open. H&S held a special ribbon-cutting ceremony.
- c. Buildings and Grounds- Tim Westphal: Masonry and repair work on the cupola and roof are complete. New swings for the new playground will arrive mid-October. Installation may have to wait due to fall protection installation requiring warmer weather. A new tire swing is out of scope at this time. Tile and grout cleaning in the church are complete as well as carpet cleaning. There's a need to replace the electrical panel in the school kitchen due to high demand during fish fry season. That is on our radar to complete as soon as the new school year is finished. Flooding in the sacristy will be taken care of. B&G would like to buy all new lightweight tables, which would cost about \$2,000 for 20 tables. Tim Westphal motioned to approve spending \$2,500 for 20 new tables for the school basement. Tom Pethan seconded. Motion carried.
- d. Cemetery- Tom: Two open issues have been resolved.

- e. Harvest Moon- Liz/Nicole: Early planning is in the works.
- f. Liaison for cash and equity holdings, investments, Liability/property insurance- Tom: Suggested potentially putting funds into I-bonds which earn considerably more interest, but are limited to \$10,000 per year.
- g. NE and worship –Tom: Mid-September will be the kick-off meeting.

ONE by ONE Campaign—Discussed initial distribution percentages of the \$167,000 funds if the goal is reached. Campaign goal is \$334,000 over 5 years, with a 50/50 split between Parish and the Diocese. Our goal is to assign a target amount that we would apply to each of the 3 following areas:

1. Community Learning Center in the former playground area: \$100,000/60% of target
2. Music and Choral Fund: \$20,000/12% of target
3. Mission Outreach Fund: \$47,000/28% of target

Next Meeting is October 27, 2022 at 5:15PM

Closing prayer

Meeting adjourned

Respectfully submitted by Liz Harp

Approval Summary from 8/25/2022 Meeting

- Approved May, June, and July 2022 financial statements.
- Approved Buildings & Grounds replacement of gutters, downspouts, and gutter toppers on East rental property for \$4,910.
- Approved School purchasing a new commercial dishwasher costing \$3,600 for the school cafeteria using funds from Hot Lunch account.
- Approved Buildings & Grounds spending \$2,500 for 20 new lightweight tables for the school basement.