

St. Edward Finance Council Meeting Minutes

March 21, 2024

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

Lectio Divina

Meeting Minutes

1. January 25, 2024 meeting minutes were approved via email 2/12/24.

Finances

1. January 2024 financial reports were approved via email 2/29/24.
2. Reviewed February financial and investments reports. Nicole Pietsch motioned to approve February 2024 financial and investment reports. Terry Woelfel seconded. Motion carried.

Old Business

1. Outside Learning Center (OLC) updates (planning/building)- Father Robert: After much discussion, we have selected Lowney's as our vendor and plan to sign the contract quickly. The plan is to begin this spring and to have the OLC completed before the new school year starts in Fall 2024. Lowney's has been supportive of our parish fundraisers and we have a strong relationship with them. Father Robert will work with the Diocese to get a proxy.
2. Bill Willmer's position- Tom: This position has been filled by David Holly, who started this past Monday. Bill will officially be done working at the end of April, but offered to help with large initiatives in the future.
3. Music ministry position- Tom/Terry: This position is not yet filled. There were three interviews which were not good fits. The Indeed listing is still posted. Terry suggested re-posting the listing on Indeed.

New Business

1. Review proposed 24-25 school budget- Nicole/Liz:
 - a. Renee added the 5% base pay increases, but not the \$10K to divide above the 5% base pay increases.
 - b. Teacher contracts are due in mid-April.
 - c. School Choice is increasing slightly, as well as more new students next year who are enrolled in School Choice.
 - d. 3K is almost full, and if the waitlist gets to 20, they will try to offer a second class of 3K.
 - e. Renee will need 1 PT teacher, 1 FT teacher, potentially 1 aid and 1 aftercare teacher.
 - i. Nicole will confirm whether the budget reflects fully staffed/new positions.
 - ii. Nicole will ask Erin to add actuals for the current school year as well as enrollment numbers.
2. Review proposed 24-25 NE budget- Tom:
 - a. 2024 Harvest Moon reflects a large increase in expected funds raised. The Harvest Moon will be held at St. Nicholas for the first time.

- b. Enrollment is expected to be down due in part to a large 11th grade class this year and a small incoming 1st grade class.
 - c. There will be 7 Confirmation students next year.
 - d. Nobody from St. Edward 5th grade class is coming in to NE for 6th grade.
3. Discuss allocation of ~\$160k from CD maturing Apr 19: Tom:
- a. School Cash Flow: There are School checking and savings account funds available, but they need to be reviewed and split in a way to have funds flowing both in and out instead of just out. Tom and Mark will meet with Erin to resolve. Once they come up with a plan, they will keep the group informed of movements of funds.

Finance Council Liaison assignments updates to the Finance Council Team

- a. Home and School- Liz/Nicole:
 - a. They are adding 2 swings, a balance board, and toys where you hop from one to the next.
 - b. May Golf outing is coming along. Sign up opens next week.
 - c. Final fundraiser of the year is Kwik Trip car wash cards.
- b. Buildings and Grounds- Tim/Mark:
 - a. School: Kitchen hood vent does not require repair.
 - b. Furnace and AC repair is on hold for now.
 - c. Bill will get quotes to replace 3 of the 9 furnaces per year until all 9 are replaced.
 - d. School bathroom remodel got preliminary numbers. A full remodel (boys and girls) will cost around \$120K including asbestos removal (if required) from Turek's. This would likely be a 2025 project. They may seek additional quotes for comparison.
 - e. 5 rooms and 1 office need recarpeting, which will require asbestos removal for an estimated cost of \$45K total. Potential to recarpet a few rooms at a time. This project may occur this summer.
 - f. Addressing hard water: Water must be tested by the DNR. It may require a new water conditioning system. Deacon Jeff will have an update at the April B&G meeting.
- c. Fish Fry- Terry: Last Lenten fish fry is this Friday. Numbers are looking good compared to last year and things are running smoothly.
- d. Tractor Pull: Mark- Met this week. Total cost from Badger State increased \$4K from last year. They plan to move one class from Thursday night to Saturday. Food & beverage costs will be determined in April. Keeping admission at \$20 plus a full-weekend pass option.
- e. Worship- Pat: Music Ministry is top of mind, but we are in a good position.
 - a. 19 extraordinary ministers of Holy Communion have gone to Diocese-led training. There will be more training offered for new extraordinary ministers of Holy Communion.
 - b. Holy week is this week and we are looking for people to have their feet washed, and people to present the Holy oils on Holy Thursday.
 - c. A young mother is joining our Church who will be confirmed at the Easter Vigil.
 - d. First Communion and May crowning will be the weekend of May 4-5.
 - e. This Wednesday lighting will be installed in artifact cabinet.

Closing prayer

Meeting adjourned

Approval Summary from 3/21/2024 Meeting

1. Approved minutes from 1/25/24 Finance Council meeting via email.
2. Approved January 2024 financial reports via email.

3. Approved February 2024 financial reports.

Respectfully submitted by Liz Harp