

St. Edward Finance Council Meeting Minutes

January 25, 2024

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

Opening Prayer

Lectio Divina

Meeting Minutes

1. October meeting minutes were approved via email 11/10/23.

Finances

1. October 2023 financial reports were approved via email 12/20/23.
2. November financial and investments reports were approved via email on 1/2/24.
3. Reviewed December financial and investments reports. Tim Westphal motioned to approve December 2023 financial and investment reports. Terry Woelfel seconded. Motion carried.

Old Business

1. Outside Learning Center (OLC) updates (planning/building)- Terry: We have obtained technical drawings from Lowney's Landscaping. Two other vendors were requested to provide a bid with like materials for comparison with the initial vendor. Tim Westphal will review the drawings with his technical eye. No vendor is favored at this point. The other two vendors (Outdoor Living & Vande Hey) have until February 2 to present their bids. Terry asked Lowney's for a Gantt chart to show timelines to completion, which they agreed to complete if they are selected.
2. Bill Willmer's position- Tom:
 - a. Erin has posted an ad on Facebook, the bulletin, St. Nick's, and the Freedom Pursuit. No one has shown interest yet. The next step is to remove the pay rate from the ad and post it on Indeed.
3. Music ministry needs/position- Tom/Terry:
 - a. We are actively advertising the role without a pay rate listed. The position will be part-time. This need is common across the whole diocese. Another local Priest is interviewing a candidate for his parish's part-time music ministry leader role. The priest will find out if the candidate would be interested in working full-time by supporting both that priest's parish and St. Edward. We will interview before determining a salary. Once we find someone to interview, Father Robert will ask the Colloms to sit in on the interview. This position is posted on Indeed. Erin will update the posting to reflect part-time **or** full-time in order to broaden the net by sharing one FT employee with St. Nick's, who is also looking to fill this role.

New Business

1. Financing breakdown of One by One funds- Tom: Pastoral council has the ability to draw funds for outreach if needed. Not all funds are allocated for the OLC. Tom will send this messaging to Pat and Tim as leaders of Pastoral Council.

2. Rental property rent increases- Tom: Current rent is \$1,400 for Mackville Rd (East rental) and \$1,430 for Highway 47 (West rental). Terry motioned to raise rent as of April 1, 2024 for the property on Hwy 47 from \$1,430 to \$1,460, and on Mackville Road as of June 1, 2024 from \$1,400 to \$1,430. Pat Coonen seconded. Motion carried.
3. Staff raises for FY24-25- Nicole: Last year staff received a 5% raise. The long-term goal is to pay our staff 80% of public school teacher wages. Currently we are closer to 60%. In 2021 teachers received raises ranging from 2-11% in efforts to begin closing the gap. Employee Retention credit funds are available to bolster staff pay, among other purposes. Nicole motioned the following. Mark Hofacker seconded. Motion carried:
 - b. All staff (School, Parish, and NE) to receive 5% base pay raises plus for School staff, Renee will award \$10,000 at her discretion to divide up for raises above the standard 5% base increase.
 - c. School to use \$10,000 of its Employee Retention Credit allocation as bonuses for Renee to divide up as she sees fit. Renee can decide timing for teacher bonuses.
4. Development of worship budget with Collom departure- Tom: Pat Coonen will help with developing a worship budget.
5. Gift tracking- Tom: Erin has organized notes from the prior secretary which track gifts. A couple large gifts to Restricted Parish funds from years ago show no details of what the intention is for. If relevant parties can be contacted, we will reach out to obtain clarifying information. If not, at the next joint council meeting in November or before, we will discuss and decide how to use the funds.
6. Parish directory updates- Tom:
 - a. No cost to have the photographer come in to take pictures
 - b. Families who get pictures taken can have the option to purchase their pictures, in those packages includes a directory
 - c. We get 25% over the number of directories sold (if parishioners purchase 100, the parish will get 25, etc.)
 - d. It sounds like the 175th committee is going to discuss purchasing some extras directories we can have on hand to hand out for new members, etc.
 - e. Dates have been picked for the picture times, information will be going out to the parishioners via email/bulletin/Facebook, etc. for sign up.

Finance Council Liaison assignments updates to the Finance Council Team

- a. School- Liz/Nicole:
 - a. Renee is working on the budget, but on hold until staff raises are finalized.
 - b. Tuition will be raised to \$2,700 this school year.
 - c. Renee will finalize teacher bonuses once she knows how much money is available to work with. Nicole will let her know the amounts for raises and bonuses.
- b. Home and School- Liz/Nicole: They just ordered new curtains for the school stage, put money into a bussing account for field trips, and are getting quotes to add nest swings to the playground, hopefully this summer. Fundraiser schedule:
 - a. January: Culver's initiative brought in \$3,760
 - b. Mid-February: Uncle Mike's Kringle sale
 - c. April: Kwik Trip carwash cards
 - d. May: Golf outing
- c. Buildings and Grounds- Tim/Mark:
 - a. Church:
 - i. Recently they approved a few small spend projects under \$1,200.

- ii. Furnace upgrade will wait until late-summer
- b. School:
 - i. Potential kitchen hood vent repair: \$4,800 estimated cost
 - ii. Getting a quote from Ed Turek for a complete bathroom remodel
- d. Fish Fry- Terry: The team is well-prepared and will hold costs steady over last year. We have received a large butter donation from Old World Creamery and a grant from Kwik Trip.
- e. Cash- Tom: A CD of \$160K will mature in April. We will review options in March.
- f. NE- Tom: Just had Confirmation and First Reconciliation in January. Purchased 10 bibles from proceeds from a recent pancake breakfast. Sacrament textbooks featuring LEGO characters were able to be purchased with funds from Harvest Moon.
- g. Worship- Pat:
 - a. Statues are now in the nave of the church.
 - b. The artifact cabinets just need lighting finished. The first display includes artifacts of the Eucharist. Erin will assess the donations and determine the bottom-line costs- likely none.
 - c. Candlemas- Friday, February 2 people are encouraged to bring candles to be blessed at Mass for their homes.
 - d. St. Blaise blessing of throats will be Feb. 3-4.
 - e. Ash Wednesday is Feb 14. Masses will be 8:15am and 6:30pm.
 - f. Mass Media is now hard wired to the school cafeteria so that funeral luncheon volunteers will be able to participate & know when people are coming over.
- h. Pastoral Council- Terry: Terry talked to Pat and Pastoral Council will look at the two remaining Parish Mission Planning goals to review bonuses. They will eventually bring proposed Marketing expenditures to Finance Council to review.

Closing prayer

Meeting adjourned

Approval Summary from 1/25/2024 Meeting

1. Approved minutes from 10/26/23 Finance Council meeting via email.
2. Approved November 2023 financial reports.
3. Approved December 2023 financial reports.
4. Approved to raise rent as of April 1, 2024 for the property on Hwy 47 from \$1,430 to \$1,460, and on Mackville Road from \$1,400 to \$1,430.
5. Approved staff (School, Parish, and NE) 5% base pay raises plus for School staff, Renee will award \$10,000 at her discretion to divide up for raises above the standard 5% base increase.
6. Approval for school to use \$10,000 of their Employee Retention Credit allocation as bonuses for Renee to divide up as she sees fit.

Respectfully submitted by Liz Harp