

St. Edward Finance Council Meeting Minutes

April 27, 2022

Attending: Father Walter, Terry Woelfel, Nicole Pietsch, Liz Harp, Tim Westphal, Tom Pethan, Mark Hofacker, Doug Hawley

Opening Prayer

Technology Update from David Eversen

1. Church Entrance Key Fob update: Dave is reviewing options for key fobs for parish door. Currently, Dave is the only person who manages door access. With his plan to shift to a Ubiquity brand door fob kit, multiple people can have admin access to set fob cards, access door logs, and manage door schedules. Software updates are free, no there are no monthly fees, and this kit would add to our current Ubiquity security system of cameras and access points. It offers greater flexibility to allow others to remotely manage door access. One kit costs \$500 and includes a door controller, camera, and key cards. David will still need to purchase an electronic lock which will range from \$250-\$300. The overall project cost will fall within the approved spend amount.
2. Request to buy 10 tablets for St. Edward Parish: For various annual parish fundraising events (Harvest Moon Festival, Tractor Pull, Golf Outing, Fish Fry, School, NE), buying ten tablets would aid in digital tasks such as selling raffle tickets, checking in/out at Harvest Moon, credit card payments and e-receipts for fish fries and tractor pulls, etc. Education pricing is \$300/unit plus \$16/case plus \$17/unit for license. Per Dave, a 10-pack of iPads will cost \$2,940. He would ideally like to have cellular capabilities on three of the ten iPads. Cellular tablets cost \$429/unit plus \$14-25 for one month of data. The tablets will be available for school and NE to use between parish events. Tablets will stay in the parish office to be checked out as needed. Since lead time is 6-7 weeks out, the plan is to borrow tablets from St. Nicholas for the 2022 golf outing and tractor pull. Finance council is in favor of this purchase and agrees not to split the expense across the various event committees. Doug Hawley motioned purchase a 10-pack of Wi-Fi tablets to be used for various parish fundraising events, and evaluate the need for cellular-enabled tablets beyond that. Tim Westphal seconded. Motion carried.

Motion to approve March 31, 2022 meeting minutes: Tom Pethan motioned to approve. Nicole Pietsch seconded. Motion carried to approve the March 31, 2022 minutes.

Finances

Reviewed March financial reports. Tim Westphal motioned to approve March 2022 financial reports. Tom Pethan seconded. Motion carried.

Old Business

1. Update on roof insurance claim- Tim: The Insurance claim is moving forward, and we have reviewed various quotes and selected a contractor. Masonry repairs will move forward. Bill Willmer is managing the project. About 80% of the cost will be covered by insurance. Skylights and roofs on all buildings will be replaced.
2. Updated lighting in the Narthex and St Nicholas room: Terry received a quote from Titan LED, and a quote from Lighting by Design is in progress. Tim will look into lighting work on the roof, crucifix, and

bell tower. The plan is to align the timing of outdoor light install and roof replacement while a crane is here.

New Business

1. Reviewed Proposed School Budget:
 - a. New this year is an allocation of the priest's, bookkeeper's, and deacon's salaries to the school at the following split:
 - i. Priest: 85 parish/10 school/5 NE
 - ii. Deacon: 70 parish/20 school/10 NE
 - iii. Bookkeeper: 50 parish/50 school
 - b. This year has 4 fewer School Choice students, which is an unfavorable \$34K impact.
 - c. The 4K program is now rolled into tuition as we move away from the Hortonville public school 4K program.
 - d. Payroll reflects a 4% (\$18K) raise for staff due to inflation.
 - e. Tuition rates increased and enrollment is down from last school year.

Nicole Pietsch motioned to approve the 2022-2023 school year. Tim Westphal seconded. Motion carried.

2. Review Proposed Parish Budget: Erin adjusted the parish expected dividends and contribution numbers in order close the projected budget deficit which was caused by increased expenses and decreased parish support since last year. Nicole Pietsch motioned to approve the balanced 2022-2023 Parish budget. Doug Hawley seconded. Motioned carried.

Finance Council Liaison assignments- Update to the Finance Council Team

- a. School- Liz/Nicole: Averaging 8-10 students per grade enrolled for next year.
- b. Home and School—Liz/Nicole:
 - a. New playground equipment was picked up on 4/1 and is being stored at JMW at no cost until it's ready to install.
 - b. \$32,397.73 current restricted funds for the playground raised through Festival cards, Kwik Trip car wash cards, and grants/donations.
 - c. \$70,000 estimate needed to fully install and finish Phase 2. Travis is reviewing 3-4 quotes for playground grass/rubber playground tile/sub base and installation costs.
 - d. \$9,858 is the current golf outing revenue. Event is May 21.
 - e. \$27,744.27 Needed to complete the playground this summer.
 - f. Next steps: Fund raising efforts include promoting the golf outing, and seeking volunteers and silent auction baskets for the golf outing.
- c. Fish Fry- Terry: Great Year; raised \$33,755.27 and served 3,729 meals!
- d. Liaison for cash and equity holdings, investments, Liability/ property insurance: Erin talked to American National Bank and found out that every individual EIN number is FDIC-insured up to \$250K. Our church has one EIN number, which means that \$250K is FDIC-insured out of more than \$790K in the bank. The council suggested contributing some of the additional funds into St. Francis Xavier funds.
- e. Pastoral Council—Terry- Expansion discussions/path moving forward.

Pastor's Report

1. In April, the election committee is preparing for the trustee election. Doug Hawley will re-run, and another candidate is discerning running for election. Nominations will be announced this Sunday, May 1, and the election will be held May 28-29.
2. Father is accepting nominations for three Pastoral Council positions.
3. Father attended a diocese meeting about vocation to the priesthood with 12 seminary and pre-seminary men. A family has offered to pay all tuition costs for all seminarians for five years, or about \$1 million/year.
4. Father Robert came for a visit on 4/27. He is a Mission of Faith from India. He most recently served in Peshtigo for two years and previously served in Oakland, CA for 8-10 years running their parish and K-8 school.
5. First Communion is this weekend, April 30-May 1.
6. Parish will be purchasing special event insurance this year with event liability coverage for tractor pull events in mind.

Next Finance Council meeting: Thursday, May 26, 2022 at 5:15

Closing prayer

Meeting adjourned: Tim Westphal motioned to adjourn. Nicole Pietsch seconded. Motion carried.

Respectfully submitted by Liz Harp