

St. Edward Finance Council Meeting Minutes

May 23, 2024

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

Lectio Divina

Meeting Minutes

1. April 24, 2024 meeting minutes were approved via email 5/14/24.

Finances

1. Reviewed April 2024 financial and investments reports. Tim Westphal motioned to approve April 2024 financial and investment reports. Nicole Pietsch seconded. Motion carried.

Old Business

1. Outdoor Learning Center (OLC) updates (planning/building)- Pat/Tim: Lowney's has begun by digging out the old gravel, but weather recently has been wet and rainy. Work is on hold until school lets out at the end of next week (May 31).
2. Music ministry position- Tom: Still looking and advertising to fill this role.

New Business

1. Reviewed proposed 24-25 NE budget- Tom:
 - a. How do we track success throughout the year? For this coming year, we should encourage documenting attendance at NE events/brainstorm other ways to assess offerings (testimonials, etc.)
 - i. Father suggested shifting the joint council meeting from November to the start of the new fiscal year in order to discuss the above and to set priorities across all church functions/activities.
 - b. Pat Coonen motioned to approve 24-25 NE budget. Tim Westphal seconded. Motion carried.
2. Reviewed proposed 24-25 School budget- Tom:
 - a. Some of the disconnect on account numbers was improved, and revamping accounts will be a project for the next budget year. Liz and Nicole will start from scratch with Renee on account numbers and descriptions. Tom built a tuition calculator tool based on several variable inputs that Renee filled out to get more accurate projections. Current process is a bit 'piecemeal'. School payroll proposed and actuals show a disconnect, but we'll work with Renee and Erin to resolve the disconnect before the next budget cycle.
 - b. Mark Hofacker motioned to approve 24-25 School budget. Tim Westphal seconded. Motion carried.
3. Review proposed 24-25 Parish budget- Tom:
 - a. Marketing role: Expected to be a short-term role starting this fall or winter. We would like Pastoral Council to set measurable goals and expectations for the position. A school parent is willing to help fill the Marketing role. The proposed wage does not include

actual Marketing expenses. We discussed a 6-month contract to see how it goes and, and then possibly extend.

- b. Buildings and Grounds budget: Tim- For the last couple years we had Covid and PPP funds built into our Parish income. Going forward we may take endowment funds to cover larger maintenance projects.
- c. Wishlist for 24-25 B&G projects: Furnace replacement, concrete dumpster pad, lawn mower replacement, partial school office carpet replacement/asbestos removal.
- d. Furnace replacement: Tim Westphal motioned to approve the expenditure of \$40,000 of endowment funds for furnace replacements in 24-25. Nicole Pietsch seconded. Motion carried.
- e. School carpet replacement: Pat Coonen motioned to approve \$25,000 for school carpet replacement. Nicole Pietsch seconded. Motion carried.
- f. New lawn mower: Tim Westphal motioned to approve the expenditure of up to \$4,000 for a new lawn mower using funds from the Cemetery checking account. Mark Hofacker seconded. Motion carried.
- g. Concrete dumpster pad: Tim Westphal motioned to approve expenditure of up to \$5,000 for a concrete dumpster pad. Mark Hofacker seconded. Motion carried.
- h. Nicole Pietsch motioned to approve 24-25 Parish budget under the condition that the above items (sans lawn mower – immediate expense – not in 24-25 budget) are added to Buildings and Grounds expense of the Parish budget. Tim Westphal seconded. Motion carried.

Finance Council Liaison assignments updates to the Finance Council Team

- a. Home and School- Liz / Nicole:
 - a. The golf outing went well we don't have final numbers but it looks to be around \$20,000.
 - b. The Kwik Trip carwash sales sold over 100 cards and people are still turning in the sheets.
 - c. We are planning on adding the nest swings and stepping stones next summer.
- b. Building & Grounds- Tim and Mark:
 - a. There is potential that the summer janitor position will only require part-time over the summer vs. full-time hours.
 - b. School kitchen remodel may be an item addressed the future.
 - c. Playground sealer: The 4-year warranty is only solvent if the playground surface is resealed every two years for \$23K.
 - d. This fall, Cathy will get a group together to create an annual budget/plan for B&G projects.
 - e. The 5th grade class gift is a shade tree to be planted inside the fence near the playground.
- c. Tractor Pull- Mark: The team wants more lighting in the parking lot. Rodger is looking into price estimates. Cost is TBD as some may be donated. We will wait to see the cost (if any), and address it then.

Closing prayer

Meeting adjourned

Approval Summary from 5/23/2024 Meeting

1. Approved minutes from 4/24/24 Finance Council meeting via email.
1. Approved April 2024 financial reports.
2. Approved taking the full 2024 endowment distribution of \$173,857.83 via email on 5/15/24.

3. Approved 24-25 NE budget.
4. Approved 24-25 School budget.
5. Approved 24-25 Parish budget under the condition that the below items are added to Buildings and Grounds expense of the Parish budget.
 - a. Furnace replacement: Approved the expenditure of \$40,000 of endowment funds for furnace replacements in 24-25.
 - b. School carpet replacement: Approved expenditure of \$25,000 for school carpet replacement.
 - c. Concrete dumpster pad: Approved expenditure of up to \$5,000 for a concrete dumpster pad.
6. Approved the expenditure of up to \$4,000 for a new lawn mower using funds from the Cemetery checking account.

Respectfully submitted by Liz Harp