

St. Charles Boromeo Finance Committee Meeting  
February 21, 2008

The meeting began with The Lord's Prayer.

Present: Fr. Hunke, Mike Meyer, Mike Matukewicz, Marcia Fried, Kyle Salem, Jason Kidd, Tom Pleiss, Dave Mohr, Bill Walters and Dave Volkman

Others: Jim McCune and Jerry King President of the Pastoral Council.

Absent: Frank Ashmore, Kate Thompson, Lat Munson, and Kacey Lempka.

Minutes of the previous meeting were read and approved.

The Financial statements for January and the current cash position were presented by Jim McCune. Jim McCune reported there was a billing for a topographical study of the church site. The amount was \$4,000.00 and would be paid out of the general fund.

It was reported that Bellbrook Clubhouse was reserved for the Vacation Bible School.

There was a discussion of the different financial scenarios and cash flow projections for our building program. Mike Meyer is to draft a letter from the finance committee to the pastor and building and pastoral committees of our estimate of the parish's financial capabilities.

Attached is a copy of the letter which was emailed to the committee for their approval.

Submitted

William J Walters

**St. Charles Borromeo Finance Committee  
Meeting Minutes – April 17, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Chairman Mike Meyer at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Mike Matukewicz, Kyle Salem, Tom Pleiss, Dave Mohr, Bill Walters, Lat Munson and Frank Ashmore.

The following Committee Members were not present:

Kate Thompson, Kacey Lempka, Jason Kidd and Dave Volkman.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Fr. Hunke opened the meeting with a prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the February 21, 2008 meeting with one correction. The minutes were corrected to reflect that Dave Volkman was in attendance. The motion was seconded and approved.

**III. ELECTION RESULTS**

Mike Meyer reported the Finance Committee election results. Dave Mohr and Dave Volkman were re-elected for 3 year terms. Tom Pleiss was also elected to a 3-year term. Fr. Hunke stated that he intends to appoint an additional member prior to the next meeting.

**IV. ELECTION OF OFFICERS**

- A. Chairperson. Motions were made and seconded nominating Mike Meyer and Dave Mohr for Chairperson. A motion was made and seconded to conclude nominations. A vote was taken and Mike Meyer was elected Chairman by a 5-3 vote.
- B. Vice Chair. Motions were made and seconded nominating Dave Mohr and Kyle Salem for Vice Chair. A motion was made and seconded to conclude nominations. A vote was taken and Kyle Salem was elected Vice Chair by a 5-3 vote.
- C. Secretary. Nominations were opened for the office of Secretary. After a few moments of uncomfortable silence, Mike Matukewicz volunteered to serve as Secretary. The

Committee unanimously seized upon the opportunity, closed further nominations and Mike Matukewicz was as elected Secretary by an 8-0 vote.

Following elections, Fr. Hunke spoke of the need to have regular monthly meetings, with an Agenda and recoded meeting minutes.

The Committee discussed the need clarify the terms of the Finance Committee Members. Jim McCune and Mike Matukewicz agreed to work together and to present a written record of the Members and their respective terms at the next meeting.

## **V. PARISH WEBSITE**

The Committee discussed concerns regarding oversight of the Parish website, including a website budget and content approval process. Russ Wall is the website designer. The Committee agreed to request a proposed annual website budget from Russ Wall for the Committee's consideration. Dave Mohr agreed to work with Diane Boni develop a website posting approval process and to develop a proposed website budget.

## **VI. FINANCIALS**

Jim McCune reported that the Parish will likely meet its stretch financial goals for the fiscal year. Collections are averaging in excess of \$5,000.00 per week. Jim reported that construction bills are beginning to come in. Building site work has begun, initially with a survey. BCDM has continued its design work. Capital Campaign statements are being mailed monthly. Jim reported that he is working on a proposed Parish Budget to present at the May meeting.

The Committee discussed the importance of detailed tracking of all design and construction related expenses.

## **VII. BUILDING PLAN**

Fr. Hunke reported that BCDM has revised the Phase I plans based upon recommendations made by the Archdiocesan Building and Finance Committee. The estimated revised costs for Phase I is \$5.4m. The Parish Center will have a 600 person capacity.

Jim McCune reported that he and Fr. Hunke are working with several banks, including Omaha State Bank, Union Bank and Trust, US Bank and Mutual of Omaha Bank. Jim reported that he is seeking a construction loan with a guaranteed lock on the interest rate for permanent financing.

Fr. Hunke reported that he, Jim McCune and Joe Lempka met with a small group from the Archdiocesan Finance Committee to discuss the October letter provided to the Parish in February. The Committee appreciated that the Parish is working to address issues raised in that letter. Fr. Hunke reported that the next meeting with the Archdiocesan Building and Finance Committee will be to review the schematic design prepared by BCDM.

Fr. Hunke reported that Parish has signed a contract with BCDM. The schematic design phase is estimated to cost \$75,000.00.

Fr. Hunke suggested a town hall meeting to update Parishioners on the design/construction developments, perhaps with a 15 minute meeting following each Mass.

The Committee reviewed the revisions to the proposed Master Plan.

### **VIII. ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:10 p.m.

**St. Charles Borromeo Finance Committee  
Meeting Minutes – May 15, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Chairman Mike Meyer at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Kacey Lempka, Kyle Salem, Tom Pleiss, Dave Mohr, Bill Walters, Lat Munson, Frank Ashmore, Jason Kidd and Dave Volkman.

The following Committee Members were not present:

Kate Thompson, and Mike Matukewicz.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Fr. Hunke opened the meeting with a prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the April 15th, 2008 meeting. The motion was seconded and approved.

**III. BORROMEIO BUCKS**

Tom reported on the status of the Borromeo Bucks program. Currently the program is maintaining \$4,000.00 of inventory. The majority of the purchases are for two vendors – Wal-Mart and Hy-Vee. A discussion about how to attract more customers and possibly tracking the purchases by family followed.

**IV. FINANCIALS**

The April financial statements were presented by Jim. One issued was discussed regarding the money currently being maintained in CDs. The new interest rate for CDs that will be renewing in the near future is around 2.5% and the Archdiocesan Fund is offering 4.5%. As these CDs mature some of the funds will be moved to the Archdiocesan Fund.

**V. MONEY COUNTERS**

Jim wanted to thank the money counters for their excellent work each week (The Ashmore's and The Engel's) and also Diane. Their hard work and attention to detail is very much appreciated.

**VI. BUDGET**

Jim McCune reviewed the 2008-09 budget. The committee discussed what estimate should be used for the weekly revenue (Sunday envelope and Cash & Coin). The consensus was to submit the budget with a weekly estimate of \$6,750.00 per week. Other items discussed were the addition of a part-time pastoral minister, the addition of the AAF tax, and the building rent for Gretchen Reader.

A motion was made to approve the budget. The motion was seconded and approved.

## **VII. BUILDING PLAN**

Fr. Hunke reported that BCDM is working on the new drawings for Phase I of the building plan and possibly will have the new drawings available by the June meeting.

## **VIII. CAPITAL CAMPAIGN**

Lat reviewed the capital campaign collection progress. He presented handouts that showed each type of donation (monthly, quarterly, semi-annual, and annual) and the percentage that were current and those that were not current. A committee will review the data and compile a new letter to be sent to the individuals who have not made a payment in the last 12 months.

## **IX. ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:10 p.m.

**St. Charles Borromeo Finance Committee  
Meeting Minutes – June 19, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Vice Chair, Kyle Salem, at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Kyle Salem, Mike Matukewicz, Kacey Lempka, Tom Pleiss, Bill Walters, Lat Munson and Frank Ashmore.

The following Committee Members were not present:

Jason Kidd, Dave Mohr, Esther Sindelar and Dave Volkman.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Fr. Hunke opened the meeting with a prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the May 15, 2008 meeting. The motion was seconded and approved.

**III. BORROMEIO BUCKS REPORT**

Tom Pleiss reported that May sales of Borromeo Bucks were approximately \$15,000.00, resulting in net proceeds to the Parish in the amount of \$608. June sales were down to date.

**IV. FINANCIALS**

Jim McCune reported that Parish expenses to date were on budget. The Parish has experienced an increase in weekly giving. Weekly collections are averaging approximately \$6,580 per week. The Archdiocesan tax will be due soon. Jim reported that the Parish Vacation Bible School will begin next week, which will result in a small profit. Jim also discussed transferring BCDM's expenses from the income statement to date to the balance sheet classified as "construction in progress."

**V. BUDGET**

The Committee discussed issues arising from preparation of the Parish Budget. Jerry King, President of the Parish Council, expressed concern that the Parish Council did not have adequate time to review the 2008-2009 fiscal year budget. A discussion ensued regarding the following topics:

- a. Does the Finance Committee need to change its meeting date?
- b. When should it start the budget?
- c. What role should the Finance Committee play in preparing the budget?

Jim McCune reported that the Archdiocese provides each parish with some financial information essential to the Parish budgetary process. This past year, the Parish did not receive that information from the Archdiocese until early May. The Committee discussed the following:

- starting the budget earlier, in February;
- forming sub-committees to work on sections of the budget; and,
- approving a tentative budget in April (subject to change based upon information provided by the Archdiocese).

Fr. Hunke spoke to the Finance Committee regarding its role in the Parish. He presented a handout to the Committee. The handout was from an Archdiocesan publication and sets forth an overview of the composition and role of finance committees within parishes. The Committee discussed its role at St. Charles Borromeo Parish. The Committee agreed to review and present how this Finance Committee intends carry out the “recommended activities” set forth in the Archdiocesan publication. The Committee members agreed to be prepared to discuss topics from the “recommended activities” as follows:

- |    |   |                          |
|----|---|--------------------------|
| #1 | - | Kyle Salem               |
| #2 | - | Tom Pleiss               |
| #3 | - | Kacey Lempka             |
| #4 | - | Lat Munson               |
| #5 | - | Frank Ashmore            |
| #6 | - | Bill Walters             |
| #7 | - | Jason Kidd and Dave Mohr |
| #8 | - | Mike Matukewicz          |

## **VI. NEW BUSINESS**

The Committee discussed a possible committee retreat and agreed to discuss possible dates and agenda items at the next monthly meeting in July.

## **VII. ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:30 p.m.

**St. Charles Borromeo Finance Committee  
Meeting Minutes – July 17, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Chair, Mike Meyer, at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Mike Matukewicz, Kacey Lempka, Tom Pleiss, Bill Walters, Lat Munson and Frank Ashmore, Jason Kidd and Dave Volkman.

The following Committee Members were not present:

Tom Pleiss, Kyle Salem, Dave Mohr and Lat Munson.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Fr. Hunke opened the meeting with a prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

The Committee requested one correction to the Minutes. Section IV Financials contained an error regarding the average weekly corrections. The Minutes were corrected to reflect the following: Weekly collections are averaging approximately \$6,580 per week. A motion was made to approve the Minutes of the May 19, 2008 meeting as corrected. The motion was seconded and approved.

**III. BORROMEIO BUCKS REPORT**

The Committee discussed the need to separate the financial and promotional functions relating to Borromeo Bucks. The Finance Committee should continue to monitor the financial aspects of the program, while the Parish Council should be responsible to oversee and promote the program.

**IV. FINANCIALS**

Jim McCune presented the Parish financial report. The Parish recently received a bill from architects, BCDM, in the amount of approximately \$33,000.00. The Parish can anticipate additional expenses for site soils testing in the amount of approximately \$5,400.00. The Parish currently has approximately \$234,000.00 on deposit with the Archdiocese. Jim reported that the Parish's current financial condition was stable.

Jim also presented a proposed Financial Report intended for distribution to the Parish in the weekly bulletin. The Committee discussed suggestions for the report.

Jim reported that a meeting is scheduled with the Archdiocesan Building and Planning Committee on July 31. The purpose of the meeting is to request approval of the current plans for Phase I of the Parish's construction plans. Phase I includes the Parish Center and gymnasium shell. Father Hunke, Jim McCune, Mike Meyer, Mike Matukewicz, Joe Lempka, Jerry King and representatives from BCDM will attend the meeting.

## **V. NEW BUSINESS**

Mike Matukewicz reported that an ad hoc committee including Kyle Salem, Mike Matukewicz, Lat Munson, Tom Pleiss and Phyllis Brunken met during July to discuss monitoring capital campaign contributions and delinquency issues. Jim McCune reported that the Parish recently received a large contribution, significantly reducing delinquent payments.

Kacey Lempka gave a stellar presentation to the Committee regarding the Finance Committee's role in communicating financial information to the Parish Pastoral Council and the Parish community. Kacey's proposals are attached to these meeting minutes.

## **VI. ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:30 p.m.

**St. Charles Borromeo Finance Committee  
Meeting Minutes – August 21, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Chair, Mike Meyer, at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Mike Matukewicz, Kacey Lempka, Bill Walters, Frank Ashmore, Tom Pleiss, Kyle Salem, Dave Volkman, Esther Sindelar and Lat Munson.

The following Committee Members were not present:

Dave Mohr and Jason Kidd.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Mike Meyer opened the meeting with a prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

Two corrections were proposed for the Minutes from the July meeting. Tom Pleiss and Lat Munson were listed as being present at the meeting although they were not. A motion was made to approve the Minutes of the July meeting, as corrected. The motion was seconded and unanimously approved.

**III. BORROMEIO BUCKS REPORT**

Tom Pleiss reported that the program needs more buyers. Summer sales were primarily for Hy-Vee and Walmart. Those two participating companies accounted for 95% of Summer sales. Tom reported that he, along with others, are working on ideas to increase sales. The Committee discussed promotions used by other Parishes, including St. Wenceslaus, who shares proceeds with plan participants who designate where proceeds are applied. Tom reported that he is committed to purchasing new software to assist with accounting for Borromeo Bucks. The cost of the software is \$350. Tom reminded the Committee that the Parish needs an organization within the Parish to take control of the Borromeo Bucks program.

**IV. FINANCIALS**

Jim McCune presented several handouts and reported that the Parish's cash position remains positive. Jim reported that the Parish recently paid \$61,000. to BCDM. Jim noted that July was

not a big income month. Many Parishes have lower collections during the Summer months. Through last Sunday, (7 weeks into the fiscal year) the Parish has a \$2,674. deficit.

Jim stated that Fr. Hunke is considering adding a third Mass on Sundays. This would add \$230. per Sunday for additional rent and guest Priest compensation.

Jim reported that the Parish has 367 families right now. Growth is somewhat stagnant.

Tom Pleiss suggested that Jim include information regarding the number of Parish families to the financial information provided at monthly meetings. Kacey Lempka made an excellent suggestion. She requested that the financial information include the number of Parish families for the past and present months.

## V. NEW BUSINESS

**A. Building Issues.** Jim McCune reported that the Parish will be featured in the Omaha World-Herald and The Catholic Voice for the upcoming ground-breaking ceremony on October 4.

Mike Meyer reported that he, along with Fr. Hunke, Jim McCune, Joe Lempka, Jerry King and Mike Matukewicz, attended the Diocesan Building Committee Meeting on July 28.

The Committee granted approval for the Parish to move forward with its building plans. They did, however, make the following suggestions:

1. Expand storage within the Parish Center.
2. Prepare a transition plan addressing how the building areas will be used as we transition to a Church.
3. Consider placing gathering area in different place.

Jim McCune added that the Parish has received Archbishop Curtiss' consent to proceed with our building plans. Omaha State Bank is drafting loan documents. Attorney Pat Flood will review the documents.

Jim McCune reported that the City of Gretna is requiring a water main on 192<sup>nd</sup> Street. The estimated cost is in excess of \$235,000. The Archdiocese is examining its obligations under its purchase agreement for the property. Jim reported that a meeting is scheduled for August 22 with Synergy (the Developer) and John Fullenkamp (the SID) to discuss the water main issue.

Jim also reported that the Parish recently learned that it may have to remove approximately 100,000 cu. yards of dirt. The original plans suggested that we would give the dirt to Bellbrook. In light of economic circumstances and its impact on development, Bellbrook does not need the dirt right now. Jim reported that if we are required to haul the dirt off-site, our estimated costs could double, from \$200,000. to \$400,000.

The Committee discussed its concerns regarding increased costs. Tom Pleiss suggested that dirt is a commodity. The Parish should be able to sell it.

Jim reported that the soils testing has been completed. There are some possible concerns with the results, which may add to costs.

Jim reported that BCDM has recommended that the Parish obtain bids from sound system installation companies. Thus far, the Parish has received a bid for \$18,000.00 for the sound system at the Parish Center.

Jim reported that BCDM also suggested that the Parish retain the services of a kitchen consultant. The estimated cost is \$9,800.

The Committee discussed its concerns regarding BCDM's recommendations and the resulting increased costs. The Committee discussed that the Parish and BCDM must identify and understand BCDM's responsibilities to the Parish under the existing contract.

Tom Pleiss suggested that expenditures in addition to those funds already approved must be approved by Finance Committee.

Jim McCune stated that BCDM is working with \$6m budget

The recommendation of the Finance Committee is that all future contracts referring or relating to Parish building plans prompting costs in addition to what has already been approved must be presented to the Finance Committee for approval before signing.

**B. Capital Campaign Report.** Kyle Salem reported that the Sub-Committee, including Kyle Salem, Lat Munson, Tom Pleiss, Mike Matukewicz and Phyllis Brunken, met and discussed the following:

1. What is the Finance Committee's role in future capital campaigns?
2. What information is necessary to effectively administer future campaigns?
3. What should the Parish acquire for future campaigns; e.g., software, hardware, etc.?
4. What could be done differently to improve capital campaigns in the future?

The Sub-Committee concluded that the Finance Committee's role is to shepherd and monitor future capital campaigns. The Finance Committee should not be responsible for meeting with parishioners or soliciting contributions. Parishioners must take an active role. The Sub-Committee also discussed the possibility of hiring an internal campaign manager vs. hiring an outside manager. Father Hunke added that The Stier Group has someone they recommend for campaign management.

The Sub-Committee discussed the appropriate handling of delinquencies. The first step is to define when a parishioner is delinquent. The Sub-Committee recommended that the list of delinquent parishioners should be provided to the Pastor, who would recommend appropriate

action. The Sub-Committee discussed the advantages and disadvantages of form vs. customized letter to delinquent parishioners.

The Sub-Committee concluded that collections are not the appropriate role for the Finance Committee. Collection efforts should not include punitive action/threats. The goal should be information gathering; i.e., does the Parishioner intend to contribute.

The Sub-Committee recommended making automated payment options readily available.

**C. Miscellaneous.** Father Hunke discussed promotional efforts for the October 4 groundbreaking. Connie Wishard is heading a committee for this purpose. The Parish will be featured in the Omaha World-Herald and The Catholic Voice.

Frank Ashmore raised issue of insurability of our accounts. Jim McCune agreed to investigate the issue.

Frank also reported that went to a ground breaking in Sioux Falls SD. This new Parish built a church that held 1200. They built it for \$6,000,000.

## **VI. ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:30 p.m.

**St. Charles Borromeo Finance Committee  
Meeting Minutes – September 18, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Chair, Mike Meyer, at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Mike Matukewicz, Esther Sindelar, Kacey Lempka, Bill Walters, Frank Ashmore, Jason Kidd, Dave Volkman, Lat Munson, Dave Mohr and Tom Pleiss (via conference call).

The following Committee Member was not present:

Kyle Salem.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Fr. Hunke opened the meeting with a prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the August 21, 2008 meeting as corrected. The motion was seconded and approved.

**III. FINANCIALS**

Jim McCune presented the monthly financial documents. He reported that the Parish has not achieved its \$7,000.00 per week collections goal in any of the past 11 weeks. Jim reported that this was not a surprise, as collections are generally lower during the summer months. Jim reported that the Parish has adequate cash on hand to meet its expenses. Jim reported that he is still investigating on what to do about deposit insurance for Parish funds. All of the loan proposals require such funds to be on deposit with the lending institution. He is confident that a solution can be found satisfactory to all parties.

Jim presented and discussed the three loan proposals for the Parish construction loan. Omaha State Bank, Mutual of Omaha Bank and US Bank submitted proposals. The Committee discussed the three bids. The Omaha State Bank proposal included a 4% interest floor and 5% interest ceiling. Jim explained that the proposed loan documents must be reviewed and approved by the Archdiocese's attorney, Pat Flood. A motion was made to forward with the Omaha State Bank proposal by submitting it to the Archdiocese for review and approval. The Motion was seconded and unanimously approved.

Jim reported that the Archdiocese is working on the water main issue. MUD may require the Archdiocese to install a water main on 192<sup>nd</sup> Street. The estimated cost is \$235,000.00. This

cost may be shared by a new developer who is working on a development South of Sugar Creek, east of 192<sup>nd</sup> Street.

Jim reported that the Architect will solicit bids for construction of Phase I in early November.

Bill Walters and Frank Ashmore presented their homework assignments regarding fundraising and stewardship. Copies of materials provided are attached.

#### **IV. ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:30 p.m.

**St. Charles Borromeo Finance Committee  
Meeting Minutes – October 30, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Chair, Mike Meyer, at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Mike Matukewicz, Kacey Lempka, Bill Walters, Frank Ashmore, Jason Kidd, Dave Mohr and Tom Pleiss.

The following Committee Members were not present:

Esther Sindelar, Dave Volkman and Lat Munson.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Fr. Hunke opened the meeting with the St. Charles Borromeo Parish Prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the September, 2008 meeting as corrected. The motion was seconded and approved.

**III. NEW BUSINESS**

Mike Meyer reported that he received an e-mail from Jerry King, who invited the Finance Committee to join the Parish Council at a fellowship retreat. The proposed dates are February 7 or February 21, 2009. Stan Isham will be the facilitator. The agenda is to prepare a Parish vision statement. The Committee discussed the proposed dates and agreed to e-mail Mike Matukewicz with their preferred date.

**IV. FINANCIALS**

Jim McCune presented financial statements to the Committee and reported that the Parish's financial position is positive.

Jim informed the Committee that Omaha State Bank is working to obtain insurance for Parish deposits in excess of \$250,000.00. There will be a nominal charge for the insurance. The Committee discussed and agreed that the nominal charge was acceptable.

Jim reported that to date, the Parish has not met budgeted income, but the Parish has been able to fully pay all of its expenses. Income is approximately \$7,000.00 over the same time last year.

Tom Pleiss asked about religious formation costs. Jim reported that teacher salaries are not included in the religious formation budget.

Fr. Hunke reported that at a recent Priest Council Meeting, Archbishop Curtis inquired about the status of collections within the Diocese. Some parish priests reported reduced monthly collections.

Fr. Hunke was uplifted by the status of the Feed My Sheep Campaign. Our Parish goal for contributions increased over last year. The goal is based on the past 3 years' collections.

Jim McCune reported that BCDM will be opening our building project for a Parish Center for bids very soon.

## **V. CAPITAL CAMPAIGN**

Kyle Salem reported on the status of the Capital Campaign. The total amount pledged to date is \$1,050,000.00. We have collected 69% of that amount. Pledges not timely paid to date are \$51,200.00.

The Committee discussed the status of receipts from employers who match employee contributions. Most of those amounts have been collected.

Kyle reported that Phyllis Brunken presented some questions regarding the campaign. Based upon those questions, the Committee discussed the following:

In our future campaign, payments will begin January 1, 2010. We will work on pledges during the 6 months prior to January 1, 2010. (Between July and January).

For those who join our Parish now, should we send letters for a virtual campaign? Currently, all new parishioners get a pledge card. Should we personally approach all new Parishioners? Of 109 approached in virtual campaign, only 20% have pledged.

What should we do with the 53% who have paid in full or overpaid? A motion was made to send a thank you letter to each family that has paid its pledge in full or overpaid. The motion was seconded and unanimously approved.

Kacey Lempka suggested that we send statement to all families that pay their pledges annually.

The Committee also agreed that it will begin work in March 2009 to define the Finance Committee's role in the next Campaign.

The Committee also discussed sending statements to Parishioners on a quarterly basis setting forth payments made. The Committee agreed that this would not be labor intensive, but it would be very expensive. Jim McCune agreed to inquire of other business managers at his next monthly meeting.

## **VI. OTHER BUSINESS**

Mike Matukewicz provided a brief, but very informative presentation regarding the Finance Committee's role in Seeking External Counsel When Needed. A summary of his presentation is attached.

Dave Mohr provided a great presentation on Stewardship.

The keys to effective and successful stewardship are communication, including providing good records to Parishioners and inviting participation.

## **VII. ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:05 p.m.

**St. Charles Borromeo Finance Committee**

**Meeting Minutes – November 21, 2008**

**I. CALL TO ORDER**

The monthly meeting of the Finance Committee was called to order by Chair, Mike Meyer, at 7:00 p.m. at the Parish Offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee Members were present:

Mike Meyer, Kyle Salem, Mike Matukewicz, Kacey Lempka, Bill Walters, Frank Ashmore, Lat Munson and Tom Pleiss.

The following Committee Members were not present:

Dave Volkman, Jason Kidd, Dave Mohr and Esther Sindelar.

Also present were Fr. Norman Hunke and Business Manager, Jim McCune.

Father Hunke opened the meeting with a prayer.

**II. APPROVAL OF MINUTES OF LAST MEETING**

A Motion was made to approve the Minutes of the October 30, 2008 meeting. The Motion was seconded and unanimously approved.

**III. FINANCIALS**

Jim McCune reported that the Parish cash position continues to look good. Recently, \$5,000.00 was transferred from checking to a higher interest-bearing account.

BCDM was paid to date recently.

The Parish has a surplus of approximately \$16,000.00 for the fiscal year.

Jim reported that weekly tithing was slightly under the budgeted stretch goal. Collections are slowing down throughout the Diocese. Father Hunke recently asked for a comparison of weekly giving last year vs. this year for the first four months. Last year, weekly tithing for the first four months was \$90,000.00, compared to this year's total of \$109,000.00. Currently, we have 391 families in our Parish.

Jim reported that he recently polled three other parishes regarding how frequently they report financial and budget information. He found no real consensus as to frequency.

Jim reviewed the monthly financial reports with the Committee. Mike Meyer asked Jim whether Millard Schools billed the Parish for rent for November. Jim reported that they did not timely bill for July; however, Millard Public Schools rent payments are now current.

#### **IV. OLD BUSINESS**

A. **Leadership Retreat**. Mike Meyer reported that the leadership retreat with the Parish Council is February 7, 2009.

B. **New Parishioner Contributions**. The Committee next revisited the issue of how to address new Parishioners that join our Parish before the next capital campaign. The Committee agreed to add a letter to the Parish welcome package requesting donations to the building fund until the next capital campaign. Kyle Salem and Phyllis Brunken will prepare the letter. Mike Meyer will contact Jennifer Novacek to address how to get the letter into the welcome packet.

C. **Miscellaneous**. The Committee decided that it will notify the Parish Council that it is not realistic to provide the Budget to the Council for its March meeting. A more realistic goal is for their May meeting.

Jim will prepare a letter to all expense generating budget centers requesting their budgets by February 1.

The Committee discussed and decided that a Preliminary Budget will be presented at the March meeting. The Final Budget will be approved at the April meeting.

With respect to our building project, Jim McCune reported that no one has provided information as to when we will begin incurring building expenses. The Parish will select a contractor in January. Jim will then be able to get more solid numbers from the contractor, including timing of draws and payments.

Tom Pleiss gave a presentation regarding Parish Budgeting. Budgeting should be a compilation of the Pastor, Business Manager and all of the Committees. Everyone's input is necessary. Tom recommended that the Finance Committee form a sub-committee to assist the Business Manager to prepare the budget. The sub-committee should include 3 members, one from each term class of members. The sub-committee should begin work in December and turn in a tentative budget at the January or February meeting. Jim McCune recommended that the Finance Committee present the Budget to the Parish Council at or before its May meeting.

The Committee agreed that the Chair will appoint the Sub-Committee and discussed having elections and terms coinciding with the Parish fiscal year. Bill Walters, Mike Meyer and Tom Pleiss volunteered to serve on the budget sub-committee.

Kyle Salem provided a presentation regarding ensuring that parish business practices are efficient, economical, legal and ethical. Kyle suggested preparing a parish policy manual. He also suggested comparing income and expenses with suitable benchmarks. That would enable the Committee to review budget vs. actual numbers. The Committee would look for 10% or more variations. Kyle also suggested a disaster recovery policy. Finally, Kyle suggested developing a business practice audit sub-committee.

The Committee agreed that it will not meet in December.

#### **A. ADJOURNMENT**

The meeting adjourned at 8:05 p.m.