

**ST. CHARLES BORROMEIO FINANCE COMMITTEE
MEETING MINUTES – March 18, 2009**

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, Bill Walters, Frank Ashmore, Esther Sindelar, Kacey Lempka, Jason Kidd, Lat Munson and Tom Pleiss.

The following Committee Members were not present:

Dave Volkman, Dave Mohr and Kyle Salem.

Also present were Fr. Norman Hunke, Business Manager Jim McCune, Ryan Novacek and Joe Lempka.

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 February, 2009 meeting. The Motion was seconded and unanimously approved.

III. OLD BUSINESS

Fr. Hunke reported that last Thursday, Fr. Hunke, Joe Lempka and Ryan Novacek met with representatives from BCDM. BCDM received 7 bids.

Joe reported Lempka reported that all 7 bids came in under the projected budget. Joe Lempka presented a summary of the bids and reviewed them with the Committee.

The lowest bid was approximately \$1m under budget.

Joe Lempka reported that the project can be managed by an individual on a part time basis. The Parish should consider not hiring a manager initially.

The Committee discussed the bids. Fr. Hunke confirmed the Archdiocese's promise to pay the water main and tap fees.

Jim McCune reported that he spoke with Pat Flood, the attorney for the Archdiocese. Pat Flood will review the contract with the builder.

Joe Lempka reported that the project will be substantially complete in April of next year. Fr. Hunke reported that the Parish Council has voted to move forward with the lowest bid, pending Finance Committee approval.

Jim McCune reported that the Parish will request a loan of \$4.8m - \$4.85m. The monthly payment obligation, including prin. and interest will be approximately \$7,000. per month.

A motion was made to approve the lowest bid as presented. The motion was seconded and unanimously approved.

Fr. Hunke reported on the recent retreat with the Parish Council and the Finance Committee. The two groups prepared a vision statement. Stan Isham will put it together for final review and approval by the two groups.

The Committee discussed Finance Committee elections, which will be held the last Sunday in April. Casey Lempka, Frank Ashmore and Mike Meyer are up for reelection this year. The Committee recommended that the President contact winners/losers following the election.

IV. FINANCIALS

Jim McCune presented handouts and reported an expenditure of \$3,800 for chairs and a saporium for chapel

A motion was made by Tom Pleiss for the capitalization of all expenditures for assets over \$500, either individually or cumulatively, for assets that have an estimated life of more than several years. The motion seconded and unanimously approved.

V. CAPITAL CAMPAIGN

Fr. Hunke reported that the Parish has surpassed \$1m in capital campaign contributions.

VI. NEW BUSINESS - Budget

Jim McCune reported on the budget progress. Jim reported that there may be a need to hire a part time bookkeeper, who would work approximately 10 hours per week. The suggested pay range would be \$10-\$12 per hour.

Jim also reported that there is a need to get set up for the next capital campaign. Jim suggested hiring a person to manage the campaign.

Jim reported that there will likely be an additional \$15,000 allocated to salaries for a new bookkeeper and possible changes to the religious education program.

Jim will seek guidance from the Archdiocese regarding pay rates and qualifications.

Jim reported that he is looking at Human Resources policies and procedures for the Parish. We will work on job descriptions.

The Committee discussed the draft budget. A motion was made to approve the budget with the additional expenses for additional personnel added. The motion was seconded and unanimously approved.

VII. ADJOURNMENT

The meeting adjourned at 8:30 p.m.

**St. Charles Borromeo Finance Committee
Meeting Minutes
July 23, 2009**

I. CALL TO ORDER

The monthly meeting of the Finance Meeting was called to order by Dave Mohr at 7:00 p.m. at the Parish offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee members were present:

Kyle Salem, Tom Pleiss, Dave Mohr, Bill Walters, Lat Munson, Chris Snere, Esther Sindelar and Peg Zabloudil.

Mike Matukewicz, Dave Volkman, and Chris Mulligan were not present.

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

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 June 2009 meeting. The Motion was seconded and unanimously approved.

III. MONTHLY REVIEW OF THE FINANCIALS

Jim McCune reported on the financials and parish cash position is positive. In July, Jim is going to include a weekly Sunday as requested by Tom. Family count has increased to 438. The fiscal year ended June 2009 and St. Charles ended with a cash surplus of greater than \$100,000.

IV. CONSTRUCTION UPDATE

The walls of the gym are pretty much up. There was a request to invite Ryan Novacek to the next Finance meeting. Thermostat controls at an estimated \$12,500 were discussed to monitor the temperature of the partitioned space in the fellowship hall. The Finance Committee would like to recommend that these be purchased and installed as this could impact future operating expenses. The building is still within budget.

V. PROPERTY ACQUIRED FROM ST. RICHARD'S

Fr. Hunke gave a brief update of the movement of the property acquired from St. Richard's. St. Charles has incurred about \$9800 in moving, cleaning and storage and has donated \$50,000 to St. Richards in exchange for the property. There will another \$25,300 incurred for storage, insurance, and moving the stained glass windows throughout the next few years until the building is complete. It was determined that of the total ~ \$85,300 in expenses incurred or to be incurred, ~ \$25,300 would be paid from operating expenses.

VI. 2009 CAPITAL CAMPAIGN UPDATE

McMahon spoke to the Parish Council and the Council recommended proceeding with the Stier Group. Fr. Hunke is planning to meet with Sean and representative from Stier and the 3 chair couples in the upcoming weeks. He spoke to Arch Diocese Development director and we will fold the Arch Diocese annual campaign in with the St. Charles campaign.

The Capital Campaign Sub Committee met and Kyle Salem shared a brief outline of the committee notes.

VII. Campaign Software

Jim McCune shared that they are checking into Parishsoft software at a cost of \$500 + 25% discount. The need to be able to report and track was discussed as well as the need to be able for the software to generate letters throughout the campaign was addressed regarding the software that is chosen.

VIII. 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 20, 2009**

I. CALL TO ORDER

The monthly meeting of the Finance Meeting was called to order by Dave Mohr at 7:00 p.m. at the Parish offices located at 19251 Chandler Street in Gretna Nebraska.

The following Committee members were present:

Kyle Salem, Tom Pleiss, Dave Mohr, Bill Walters, Mike Matukewicz, Dave Volkman Esther Sindelar and Peg Zabloudil.

Lat Munson, Chris Snere, and Chris Mulligan were not present.

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

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 July 2009 meeting. The correction of the spelling of Ryan Novacek's name was requested on the July minutes The Motion was seconded and unanimously approved the corrected minutes.

III. MONTHLY REVIEW OF THE FINANCIALS

Jim McCune reported on the financials and parish cash position is positive. As promised, Jim prepared a weekly summary for the first 7 weeks and tithing averaged \$6400 per week. A check for \$50,000 went sent to St Richards for the property that obtained from them. Classic Art and Glass has removed the frames from the stained glass and put the windows in storage with the exception of one of the smaller oval windows which will be installed in the chapel.

IV. CONSTRUCTION UPDATE

Construction is moving along. Bell Brook developers don't want to contribute to the road that will be shared by St. Charles and their development. Several meetings have taken place with them and the lawyers to try to work thru this issue with no avail, so St. Charles is going to

go ahead and pay the whole engineering fee for the road. No new changes have been approved, however MUD has requested their \$272k to hook up water. Ryan Novacek was unable to attend this meeting due to other commitments, but will attend the September meeting.

V. 2009 CAPITAL CAMPAIGN UPDATE/ OLD CAMPAIGN UPDATE

Kyle provided a brief update on the "old" campaign that is currently wrapping up. We are really close to our targeted collections of 95% which is good. Any money collected between now and December will be credited toward the old campaign.

The Stier Group will be meeting with Fr. Hunke to report the findings of their feasibility study regarding the new campaign. Kyle was planning to meet with Rich Roberts of the Stier Group, Jim and Stan to work on a format for the pledge card as we will be using the same card for the St. Charles and the Archdiocese campaign. The Parish Council members will be invited to the September meeting.

VII. Campaign Software

Jim McCune shared that the cost of the software would be ~\$2000 if it is run on our servers. It would take 3 days to convert the data and transition from the old system. The maintenance fees are ~ \$400 per year based on our current family count and training would be provided for 90 days. The Finance Council recommends this purchase and recommends a switchover October 1st.

VIII. ADJOURNMENT

Fr. Hunke led the Committee in a closing prayer and the meeting adjourned at 8:00 p.m.