

**St. Charles Borromeo Finance Committee**  
**Meeting Minutes**  
**January 21, 2010**

**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.

Kyle Salem, Tom Pleiss, Dave Mohr, Bill Walters, Dave Volkman, Lat Munson, Mike Matukewicz and Peg Zabloudil were present. Esther Sindelar, Chris Snere, Chris Mulligan and Jason Kidd were not present. Business Manager, Jim McCune and Fr. Norman Hunke were also present. Fr. Hunke opened the meeting with a prayer.

**APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the December 2009 meeting. The Motion was seconded and unanimously approved.

**MONTHLY REVIEW OF THE FINANCIALS**

Jim McCune reported on the financials and parish cash position is positive. It was noted that the financials do include both capital income and expenditures. One last invoice for the Stier Group is expected for and that should complete amounts due to them (~ \$71k).

Jim shared that he was currently getting quotes for permanent financing for the new building. There are several options. Dave Mohr, Dave Volkman, and Jim McCune were going to bring recommendations to the next meeting.

**Update on capital campaign**

It was noted that 91% of the pledges were collected for the "old " campaign. 144 of 208 pledges were paid in full.

We have received \$50,000+ new capital campaign funds as of the meeting date. The pledges are set up in Parishsoft and Parishsoft will generate all of the reports.

There was discussion on how this software can help manage the solicitation of new parishoners. It was also discussed that a paragraph regarding our capital campaign might be added to the new parishioner letter.

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**3-year Budget Estimate/ Budget Timeline**

Dave Mohr discussed the 3-year projections based upon the varying assumptions of interest rate, payment amounts and varying mortgage balance.

It was proposed to get a preliminary budget in March and then finalize the budget in April. This year's budget will be difficult to estimate as there will be several new expenses with the new building.

**ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting - adjourned .

## **OUR MISSION:**

*To be Christ for one another, living the command of Jesus: "As I have loved you, so you should love one another. This is how all will know that you are my disciples, if you have love for one another."*

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
February 9, 2010 7:00 – 8:30 pm  
St. Charles Borromeo Rectory, Basement Office Area

Attendees: Fr. Hunke, Candy Higgins, Ryan Novacek, Patricia Getze, Martie Cordaro, Bill Wostoupal, Dawn Vondra, Jared Hollinger, Carlo Castillo, and Connie Wishard.

Absent: Chris Vos, Mel Schrader, and Jeff Goeser

The meeting was called to order by Candy Higgins.

Fr. Hunke led the group in prayer/reflection.

⇒ **Minutes**

The January minutes were approved.

⇒ **Building Status Report**

There was discussion about when we can expect to start putting things into our new parish center space. The PPC members talked about the importance of getting things scheduled and letting the contractor know that these things will be taking place by a certain date. It was decided that Father would request BCDM to issue a proposal to request the contractor to give us the cost involved for reupholstering and installing the kneelers. He will also contact Classic Art Glass which is the business that is currently refurbishing the stained glass windows to see if they would be willing to repair and install the stations of the cross. A delivery service will be hired to move a marble altar, and the ambo and piano will be delivered by the businesses that currently have them stored. Father will schedule these deliveries and contact the contractor to let them know of the dates he arranges.

⇒ **Follow Up Agenda Items**

Father Hunke felt very positive about the January retreat. He was pleased with the turnout and the discussions that were held within the groups.

A new software program has been implemented to record donations to the capital campaign and parish. Some small adjustments need to be made due to a few discrepancies in statements that were issued at year's end.

The Religious Formation advisory council is up and running with appointed members from within the parish and the religious formation program.

⇒ **New Business**

The PPC members suggested that a rules and regulations sub-committee be established to set guidelines for the use of our new facility. Father did not feel that a committee was needed for this. However, Jared and Dawn plan to bring samples of what other parishes use to the next meeting so we can review the types of policies that other churches follow, and go from there to establish some of our own guidelines.

⇒ **Pastor's Report**

Father Hunke will be attending the Institute for Priestly Formation dinner. This organization provides spiritual formation for vocations to the priesthood. PPC members and finance committee members will be invited to attend for \$100 per plate if they wish to be a part of the dinner.

⇒ **Calendar Items**

The annual Knights of Columbus Fish Frys will be held at Bellbrook Clubhouse on Feb. 26, March 12, and March 26<sup>th</sup>.

The grand opening of the parish center is scheduled for Sunday, June 27<sup>th</sup>. Archbishop Lucas is scheduled to celebrate mass at 11:30 with a parish picnic to follow. A Vespers service with Archbishop Curtis and other priests invited from the diocese will be held at 4:00 with an appetizer reception to follow.

There will be 3 openings on the PPC . It was decided that PPC members should speak about their position at masses the weekends of March 13-14<sup>th</sup> and 20-21<sup>st</sup> to help recruit nominees. Dates were set to publish nominee biographies in the parish bulletin the weekends of April 17-18<sup>th</sup> and 24-25<sup>th</sup> with elections being held the weekend of May 1-2<sup>nd</sup>, and new officers being elected in May. These dates were changed from the last meeting in order to work around Easter and First Communion weekends.

The PPC will review the budget before the May meeting. The Finance Committee needs to present a copy to the PPC for this purpose. It was suggested that Dave Mohr and Jim McCune should be invited to the April meeting to address any questions we have concerning the budget proposal.

⇒ **Closing Prayer:** Father Hunke concluded the meeting with prayer.

⇒ **Meeting Adjournment:** Candy Higgins adjourned the meeting.

⇒ **Next Meeting:**

- When: Tuesday, March 16, 2010 (change in original date)
- Time: 7:00 p.m.
- Where: Parish Rectory
- Prayer/reflection volunteer: Jeff Goeser

**St. Charles Borromeo Finance Committee  
Meeting Minutes  
March 18, 2010**

**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, , Chris Snere, Esther Sindelar, Lat Munson, Shawna Mahoney and Peg Zabloudil. Dave Volkman, and Jason Kidd were not present.

Business Manager, Jim McCune was also present. Fr. Norman Hunke was not present.

Dave Mohr opened the meeting with a prayer.

**Introduction of new Finance Committee member**

Shawna Mahoney was introduced and welcomed at the meeting. She has been selected by Father Hunke to join the team and she has agreed to volunteer.

**APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the February 2010 meeting. The Motion was seconded and unanimously approved.

**MONTHLY REVIEW OF THE FINANCIALS**

Jim McCune reported on the financials and parish cash position is positive. Family count has increased to 447.

Jim advised that they are working with Knights of Columbus on the loan application and getting the required documents together. He will advise on the outcome.

**Building Update**

The date of substantial completion is still April 2<sup>nd</sup>. The pews will be moved this Saturday. They are planning to have the first Mass on Pentecost – May 23. Tables and chairs have been ordered for overflow as well as the carts to carry them. The Building Project is still currently under budget.

### **Preliminary Budget for 2010/2011**

Jim presented the preliminary budget for 2010/2011 and shared that this is a really difficult budget to prepare as there are many expenses for the new building. Without historical information, it is difficult to estimate. The preliminary budget was approved to be shared with the Parish Council for review.

### **VIII. ADJOURNMENT**

Dave Mohr led the Committee in a closing prayer and the meeting adjourned .

**St. Charles Borromeo Finance Committee  
Meeting Minutes  
April 15, 2010**

**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.

Kyle Salem, Tom Pleiss, Dave Mohr, Bill Walters, Dave Volkman, Jason Kidd, Esther Sindelar, and Shawna Mahoney and Peg Zabloudil were present, Chris Mulligan, Mike Matukewicz and Lat Munson were not present.

Business Manager, Jim McCune was also present. Fr. Hunke was not present.

**APPROVAL OF MINUTES OF LAST MEETING**

A motion was made to approve the Minutes of the March 2010 meeting. The Motion was seconded and unanimously approved.

**Amendment to the Finance Committee Charter**

Dave Mohr suggested that we amend the Finance Committee Charter . It was discussed and agreed to change the following "St. Charles Borromeo Parish's Finance Committee is composed of 12 elected parishoners and up to 3 parishoners appointed by the Pastor" to "St. Charles Borromeo Parish's Finance Committee is composed of ***at least 4 elected parishoners up to a maximum of*** 12 elected parishoners and up to 3 parishoners appointed by the Pastor."

**MONTHLY REVIEW OF THE FINANCIALS**

Jim McCune reported on the financials and parish cash position is positive. He shared that we will seeing some miscellaneous costs related to furnishing the new building – security system, telephone, tables and chairs, kitchen and office and equipment. He suggested that these be taken out of old campaign funds vs capital loan.

**Loan Status/ Building Update**

The First National Bank and Omaha State Bank loan proposals were discussed. It was agreed to move forward with Omaha State Bank for an amount up to \$3,350,000 and the Archdiocese for \$1,250,000. The exact figures will be determined at closing.

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### **Meeting Minutes**

**April 15, 2010**

The building is come along as planned. The worship center is carpeted and they are tiling the gym. The Parish officers will move May 3.

#### **Tracking of Fixed Assets**

It was suggested that an Itemized Fixed Asset Listing be established to track the assets going forward. Dave and Peg volunteered to help get the list established with Jim.

#### **ADJOURNMENT**

Dave Mohr led the Committee in a closing prayer and the meeting - adjourned .

**St. Charles Borromeo Finance Committee**  
**Meeting Minutes**  
**May 19, 2010**

**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.

Kyle Salem, Tom Pleiss, Dave Mohr, Bill Walters, , Jason Kidd, Esther Sindelar, Lat Munson , Chris Mulligan Shawna Mahoney and Peg Zabloudil were present, , Dave Volkman and Mike Matukewicz were not present. Business Manager, Jim McCune was also present. Fr. Hunke was not present.

**APPROVAL OF MINUTES OF LAST MEETING**

The following revisions to the minutes were suggested – Shawna Mahoney was present and Fr. Hunke was not present. A motion was made to approve the amended Minutes of the April 2010 meeting. The Motion was seconded and unanimously approved.

**MONTHLY REVIEW OF THE FINANCIALS/Budget**

Jim McCune reported on the financials and parish cash position is positive. He shared that we cashed the CD that given by a parishioner and used the fund to purchase the statue of Mary for the new worship facility. Our parishioner count is up 15 families to 470 families.

The budget was updated to include estimated budget for the new building. Bill Walters presented this updated Budget for the next fiscal year to the Parish Council and it was approved.

**Capital Campaign Update**

Kyle presented the 5 month report for the capital campaign. As of May 19, 2010 \$190,090 of a total pledge amount of \$969,403 has been collected. Other building donations of \$31,890 have been collected for a total of \$221,980 collected during this period.

It was discussed that after joining the parish, new members will be asked to attend a new member meeting. It will be one weekend per month after mass. New members will be solicited to participate in the campaign at that time.

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May 19, 2010**

**Loan Status/ Building Update**

The total amount of the financing will be about \$4.5M. The the Archdiocese loan will be \$1,250,000 and the remainder will be loaned from Omaha State Bank at 6.25%. The closing is anticipated to be mid-June sometime.

**ADJOURNMENT**

Dave Mohr led the Committee in a closing prayer and the meeting - adjourned . Following adjournment of the meeting, the committee toured the new facility.

## Minutes of the Finance Committee

For September 23, 2010

- Latigo Munson, Esther Sindelar, Jason Kidd, Shawna Mahoney, Dave Mohr, and Jim McCune (business manager) present
- Previous month's minutes approved
- Balance Sheet approved
- August P & L was examined and discussed without concern
- Weekly Giving Report seems to be holding steady
- Loan has to be rolled over by 10/1/10
- We still owe Meco-Henne \$505,483 that we are still holding because of the a few construction issues which include Humidity in the building which we may have to hire an outside company to assess and the Roof Ridge Caps need to be replaced.
- The question at hand is whether to take the full amount of the loan or only the amount needed to close the construction loan.
- After much discussion, the committee decided that it would be best to take the full amount of \$4,500,000 which gives us \$83,588 to keep on reserve if any further issues arise or if we decide it best to pay off other outstanding loans. We will revisit this issue in three months to determine what if anything should be done with the excess money in reserve.
- Payments for the loans from Omaha State Bank and the Archdiocese total \$31,024/month. Our first payment will be due 11/1/10.
- All members present agreed with this decision.
- Meeting ended with a prayer and all were adjourned.

**St. Charles Borromeo Finance Committee**  
**Meeting Minutes**  
**October 21, 2010**

**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.

Dave Mohr, Kyle Salem, Jason Kidd, Esther Sindelar, Lat Munson , Chris Mulligan, Shawna Mahoney and Peg Zabloudil were present. Jason Kidd was not present.

Fr. Hunke was present. Business Manager, Jim McCune and Bill Walters were also present.

**APPROVAL OF MINUTES OF LAST MEETING**

The minutes from the previous month were approved.

**MONTHLY REVIEW OF THE FINANCIALS/Budget**

Jim McCune and Bill Walters reported on the financials and parish cash position is positive. Weekly tithing report was reviewed and it is holding steady. Dave Mohr shared the updated cash forecast as well.

**Capital Campaign Update**

The capital campaign receipts are on track with pledges. There was a lot of discussion regarding the communication to the parish about how the loan payments on our new building will be made. A drafted letter was reviewed and will be communicated to the parish soon.

**Discussion of the Gym Rental**

The future rental of the gym, the fees associated, and using it for parish groups were all discussed. No decisions were made at this time.

**ADJOURNMENT**

Fr. Hunke led the Committee in a closing prayer and the meeting - adjourned .

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October 21, 2010