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The Catholic Community of

St. Francis of Assisi

**Finance Council Minutes**

**Date:** 8**/12/24**  **Time:** **7:00 p.m.**

Attendance:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Members** | **Present** | **Members** | **Present** | **Members** | **Present** | **Members** | **Present** |
| Steve Vebber | X | Sarah Hoffman | X | Rob Neppel | X | Fr. Chris Koehn | X |
|  |  | Reji John | X | Esperanza Neri |  |  |  |
| Delynn Alexander | X | Steve Joseph | X | Luke O’Rourke | X | Fr. James Singarayar | X |
| Lachlan Cox | X | Arvie Lacson | X | Clare Pope | X | Mae Villanueva | X |
| Graham Dixon | X | Bill Laxton | X | Peter Russo | X |  |  |
| Paul Fedorkowicz | X | Nancy Martinez | X | Dawn Smith | X |  |  |
| Heidi Hobler | X | Mike Misko | X | Bob Weisenberger | X |  |  |

**AGENDA:**

**Opening Prayer**

**Welcome & Introduction of New Members**

**Chair Announcements**

**Accept Minutes of 5/28/24**

**Proposed Team Schedule**

**School Updates – TFS & Pre-School**

**Summary of 2023-24 YE Closings**

**Maintenance Projects Update**

**Q&A**

**Meeting Schedule for 2024-2025 Fiscal Year**

**Closing Prayer**

**FINANCE COUNCIL MEMBERSHIP CHANGES:**

* + Steve Vebber introduced 4 new members to the Finance Council. Welcome to Fr. Chris Koehn, Mike Misko, Nancy Martinez, and Bob Weisenberger.

**CHAIR ANNOUNCEMENTS:**

* + Steve provided background information on the Finance Council. The Council exists to assist the Pastor in the administration of the goods of the Parish. The Council is advisory only and is accountable to assist the Pastor and to propose practical and well thought out recommendations to him regarding the development and management of the Parish's financial and material resources so that the Parish may effectively pursue and grow its mission of spreading Christ's Gospel and love.
  + Members are expected to attend all scheduled meetings. There may be times that members are unable to attend and when this occurs, they should notify the Chairperson in advance.
  + We have an obligation to balance transparency and confidentiality. Members of the Council must observe strict confidentiality concerning all matters discussed at Council meetings provided to them in confidence
  + Upcoming Events:

**- Diocese of Raleigh 100th Anniversary Celebration** – August 17, 2024 – 10:30 – 2:00 at Cardinal Gibbons for those who have already RSVPed only. This is for Pastoral and Finance Council Members across the Diocese.

**- Parish Ministry Fair** – After all masses on 8/24 & 8/25 – Join with 50 other ministries to share what the Finance Council does and answer any questions.

**- Pastoral Plan TimeLine -** Steve Vebbernoted the following key dates regarding the rollout of the church’s mission and objectives.

*By August 31, 2024* – Identify other staff, ministers, volunteers, and parishioners to become part of their team that will oversee the identification of action items associated with their objective. Please accept their invitation to join their team should you be asked to do so.

*September – November 2024* - Identify action items that will be proposed for implementation beginning July 1, 2025, particularly for Year 1 of the Plan.

*January - February 2025* – Engage in a process to finalize the action items that will be implemented in fiscal year 2025-2026.

*March 2025 -* Create budgets for FY 2025-2026 that incorporate the Action items identified, especially in light of other things that might be continuations of budgeting from the present and/or past year(s).

*July 2025 –* Execute

* + **Finance Council Proposed Member Rotation** – Rob Neppel showed a chart showing when the service term for our current Finance Council members would expire as shown here:

- 6/25 – Delynn Alexander, Bill Laxton, Lachlan Cox, Arvie Lacson

- 6/26 – Steven Joseph, Graham Dixon, Paul Fedorkowicz, Clare Pope

- 6/27 – Steve Vebber, Sarah Hoffman, Luke O’Rourke, Pete Russo

- 6/28 – Nancy Martinez, Michael Misko, Bob Weisenberger

**OLD BUSINESS:**

* + Steve Vebber requested feedback on the Finance Council Meeting Minutes of 5/28/24.
  + There was one change requested. On Page 5, 3rd bullet, change the word “revenue” to “expense”.
  + **Vote Taken** – A motion to approve the Finance Council Meeting Minutes from 5/28/24, with the requested word change on page 5 from “revenue” to “expense”, was made and approved.

**NEW BUSINESS:**

**School Updates:**

**TFS Update:**

* + Dawn Smith noted that we will begin the new school year with an enrollment of 677. We finished last year at 666. This year’s 8th grade class has 66 students, which is one of our smaller classes. Dawn is targeting 700 for the next school year, which would be near our historical peak of 706.
  + She noted that 96% of the eligible students re-enrolled for this school year.
  + All contracts teacher contracts have been completed. No new positions were added. We currently have one opening to replace our media specialist, who decided to resign on 8/2/24.
  + She reviewed her focus areas for the school year, all designed to improve the school programs and to maintain the focus on safety and security.
  + As a heads up, Dawn noted that Diocces will be changing the assessment fee for the Office of Education support to the schools. Currently they charge a flat fee of $23 per student. Next year this is changing to a per cent of tuition. We would pay about $5 to $6 more per student as a result.

**Pre-School Update:**

* + Heidi Hobler noted that we have 171 spots filled for this new school year. Our budget assumed 164. We closed last year at 171
  + She noted that all staff positions have been filled. So far, we have given out about $15,650 in financial assistance for this school year to 19 families.

**Year End Closing Summary for 2023-24:**

* + Rob Neppel showed the following summary of where the Parish ended the 2023-24 fiscal year:



* + Here is our cash and outstanding loans positions at the end of the year (all loans are internal):
  + With the extra year end payments, the TFS internal loan term was reduced by 6 years.
  + This chart shows the transfer of funds made at the end of the year for all our entities:



* + Additional charts were shown providing detail on all our savings accounts. These can be found in the meeting package Rob sent to the Council on Friday 8/9/24.
  + In July, we did make withdrawals from some of the savings. From the Maintenance Reserve we took out $400,000 for the summer projects. Also, from our Registration Savings Accounts, we withdrew $299,549 from the TFS account and $116,676 from the Pre-School account. These are prepaid funds we had deposited that were for the new school year.

**Endowments:**

* + Rob showed a detailed chart of Endowment performance for the Quarter ending 6/30/24. Return for the quarter was a minimal increase of .7%. The total value of our endowments is $5.57M.
  + There was discussion on an Endowment Oversite Lead. Julio de la Rosa used to be that person before he retired. The Council advised that we should find a replacement for that role.
  + Action Item: There will be a meeting to discuss the role and responsibilities of the Endowment Oversite Committee in the near future. Steve Vebber requested volunteers to attend the meeting led by him and Rob. The following people expressed an interest in gathering more information and should be invited: Graham Dixon, Sarah Hoffman, Steven Joseph and Clare Pope.

**Maintenance Update:**

* + Rob Neppel provided an update on our maintenance projects and reserves.
  + He provided a status on the summer projects
    - Ramp and steps to the ball field – complete
    - Replacement of the school bell & communications system – complete, final testing in process
    - Replacement of church sound system – complete, final testing in process
    - Addition of the screen & projection system in the church – complete, final testing in process.
  + Pending Projects:
    - Replacement of the Chilling tower unit already approved for $467,050 - December.
  + Additional fund requested to be approved (new news):
    - Chilling Tower Louvered Surround (to increase air flow) – Request - $100,001
    - Anthony Hall Heat Pump Replacements and Re-location – Request- $30,832

(currently the heat pump pipes go under a sidewalk)

* + The Council requested a Maintenance Reserve projection, and the following was discussed:



* + **Vote Taken** – A motion to approve $130,833 from the Maintenance Reserve for the Chilling Tower Louvered Surround ($100,001) and for Replacement and Re-location of 2 Heat Pumps at Anthony Hall ($30,832), was made and approved.

**Looking Forward – Budget Planning for Maintenance Reserve:**

* + Rob Neppel noted that the Giles-Flythe Capital Asset and Reserve Study identified the need for $18M over 20 years to maintain this campus. This assumption was based on pre-Covid costs. Post-Covid, it looks like costs will be double that.
  + We don’t think that Current levels of funding the Maintenance Reserve will be sufficient to meet the needs of the campus. We will call this out in our Annual Report. We will also encourage parishioners to include Maintenance Sunday as part of their giving plans. We also believe we will have to increase contributions from the budget areas starting next year.
  + There is a Maintenance Oversight meeting in September. We will discuss additional project candidates.
  + High on the list is repairing the lantern above the church which has leaks. We are waiting for Clancy & Theys for a quote. In the meantime, we will have a temporary fix for this. Also high on the list will be replacing heat pumps if they fail. The prices on these will vary depending on size. A medium rated project is renovating the TFS quad courtyard (quoted at $370K).

* + There are many projects on the lists we will discuss, and include: Replace Roofs on the Phase V Buildings and Siena
    - Replace Roofs on the Modular Buildings
    - Refinish the Church Pews
    - Replace the Church Sound Baffle Panels
    - Replace Anthony Hall – Gathering Space Carpet
    - Paint Church Interior
    - Paint Thea Interior
    - Renovate TFS Bathrooms

**ACTION ITEMS:**

* + Steve Vebber, Rob Neppel - There will be a meeting to discuss the role and responsibilities of the Endowment Oversite Committee in the near future. Steve Vebber requested volunteers to attend the meeting led by him and Rob. The following people expressed an interest in gathering more information and should be invited: Graham Dixon, Sarah Hoffman, Steven Joseph and Clare Pope.

**VOTES TAKEN:**

* + A motion to approve the Finance Council Meeting Minutes from 5/28/24, with the requested word change on page 5 from “revenue” to “expense”, was made and approved.
  + A motion to approve $130,833 from the Maintenance Reserve for the Chilling Tower Louvered Surround ($100,001) and for Replacement and Re-location of 2 Heat Pumps at Anthony Hall ($30,832), was made and approved.

**OTHER:**

* + Father Chris provided his approval and acceptance of all recommendations and votes taken during this meeting.
  + He thanked the Council for their support and guidance. He considers our church to be a family, there will be disagreements, but we have to take care of each other. He did say that he wants to clean up our membership database of 5000 families, of which 2000 have no identifiable giving. He suspects that they are not here. He also said a major focus item for him is our young people, and how to build their faith and desire to be a major part of the family.

**FUTURE MEETINGS:**

* + Schedule for 2024-25 Finance Council Meetings – All meetings start at 7:00 p.m. on Mondays.

October 7, 2024 - Fall / Winter Maintenance Projects

November 18, 2024 - Approve School Tuition Rates

January 13, 2025 - Mid-Year Checkpoint

March 10, 2025 - Spring / Summer Maintenance Projects

April 28, 2025 - Approve School Budgets

Jun 2, 2025 - Approve Church & Columbarium Budgets