

Holy Family Parish

Finance Committee Minutes – August 22, 2023

The meeting of the Finance Committee was called to order on August 22, 2023 at 6:18 pm in the Parish office, opening with a prayer led by Father George. Present at the meeting were Deacon Pat Wright, David Nett, Beth Garr (by phone), Denise Deely, Father George, Don Coomes (by phone), and our new bookkeeper Brent Coomes. Not available to attend were Adam Hobson, Jean Hall, and Andrew Hovekamp. This meeting was originally scheduled for August 15, but moved to August 8 due to the Holy Day. The 8th was found to be in conflict with a Parish Leadership meeting, so it had to be moved again to August 22.

Special Note – We were joined for the first time by our new bookkeeper, Brent Coomes. We welcome him to our parish and to our community. He is currently the business manager for Franciscan Kitchen, and well versed in record-keeping and reporting. We are thrilled he has joined our team.

Continuing Old Business:

Vacant lot (1214 Becker Ave.) - owned by the parish since 1953 through a bequest: David met with Connie Marlett, 1212 Becker Ave. on Wednesday July 19. She remains definitely interested to purchase the property. We have discussed a selling price of \$24,000, which was recommended by Bill Zoeller with the Archdiocese. She has been having financial difficulty for several years; through four years of her husband's disability, and eventually his death in January 2022. Since then, she has been working to get her credit restored, and to make necessary repairs on her home so she can qualify for insurance and a mortgage. She estimates that she needs an additional 2-3 months to get credit card debt consolidated, and to seek the mortgage financing she needs to fulfill the purchase. David will meet with her again in mid-September to check status. We hope to get this resolved prior to the end of this calendar year on 12-31-2023. In the interim, David has spoken twice with a real estate agent, Emily Blanford, with Natalie in Your Neighborhood / Keller Williams Realty, to start preliminary legwork. Once we reach agreement in principle with the buyer, we will need to pass this over to Archbishop Fabre to approve and complete the sale.

New Software – We have converted our bookkeeping over to the new Archdiocese software named Parish Soft, with the start of our new fiscal year on July 1st. Our books were kept on the old software through year-end closing of June 30th, and with our year-end financial reports. There will be new reports and different formats going forward for everyone to learn. Don and Brent are committed to checking and double checking all the entries for accuracy. They are both doing an outstanding job for us through the conversion. Everyone should be diligent in reviewing future reports and please ask questions so we can all grow our understanding.

Online Giving - We are currently receiving about 20% of our total collection income through online giving. We currently use a software we call Vanco, and have been using it exclusively for online contributions for several years. Our new software through the Archdiocese, to which we migrated in July, also has a system for online giving that we can get training and access beginning around September. We will continue to encourage parishioners to sign up with Vanco until we have more information on the new process, get appropriate training, identify any system “bugs”, and prepare a strategic plan for conversion.

Kroger Plus Rewards – continue to provide about \$2,500 per year. We receive four quarterly payments per year, each of around \$600-\$700. Beth will put together a bulletin insert, other notes, and strategies to recruit additional members to support Holy Family through their spending at Kroger.

Saffin Center Committee – is making steady progress toward establishing policies, increasing rentals, and improving aesthetics of the facility. More will come later. Jean will continue to be the Finance Committee’s point of contact for Saffin Center issues.

Leak in the Church Steeple – Don and Mike have completed work to place an improvised gutter system in the tower to divert any water to established drains. This should resolve our troublesome leak issues and avoid any future damage to the drywall ceiling. We can now turn our attention to seeking quotes to repair the drywall damage and repaint the ceiling.

Debt Reduction Measures – The Finance Council has previously agreed to add a monthly payment of \$1,500 per month, to be paid on the 10th of each month to the Archdiocese. Due to our software conversion, this payment was missed in July. Brent will double up in August to pay \$3,000 before the end of the month to get us back on track. This will be handled as a “memorized payment” in the software, and will happen automatically on the 10th of each month.

In addition, The Finance Council has approved a one-time lump sum payment in an amount within the range of \$20,000-\$40,000. Parish Council should advise Father George with their input. We would like for this payment to occur within August, so that it can be reflected in our next set of statements. We will also review our financial status in early January to see if another payment may be warranted.

Postage Meter - Current postage meter expires in November and will no longer be accepted by USPS in November, 2024. The Finance Council recommends that we just use stamps going forward as our volume does not justify the cost of the meter contract.

Audit Committee – This has been re-formed with Kathy Gardner as chairperson, along with Susan Walsh and Donna Walsh. This committee is independent of all others and reports directly to Father George. Parish Council and Finance Council will offer input and direction as needed.

Review of the July Statements

Social Club has \$116,187 in their account (includes gaming)

Alter Sodality has \$32,297 in their account (includes gaming)

Total parish cash and equivalencies is \$454,797 (includes all accounts and all gaming)

Debt to the Archdiocese is \$418,349

Unbudgeted Income sources

We have recently been informed of a bequest that we are receiving for a total of \$26,000. Part of this has been settled and we received and deposited a check this week for approximately \$8,000. The remaining \$18,000 is anticipated to be received in the next few weeks.

We have received approximately \$5,500 this month in donations specific to the new Holy Family Statue. Proceeds from the upcoming trivia night will also be dedicated to this cause.

The proceeds from the eventual sale of Becker Ave property are unbudgeted at this time.

Saffin Center

We are seeing extensive rental increases and the committee is working hard to improve the aesthetics to be more appealing. We are also being proactive with contract reviews and billing follow ups. New policies, procedures, and rental rates are also in place.

St Agnes has committed to using three nights per week from October 17 through January 31 for basketball practices. Peggy has all the dates to record on the calendar and will handle the monthly billings. St Agnes also called this week due to the heat, and requested use for Wednesday evening for their football team to run conditioning drills inside.

There was significant discussion around fairness, equity, and consistency in the rental fees being charged, level of discounts being applied, and groups receiving “free” use of Saffin Center facilities. It was noted also that similar issues were raised in the recent parish leadership meeting. Concerns were expressed about the need to support the Catholic mission of our parish. There also seems to be an undertone of misinformation, misunderstandings, and unfounded opinions. It was good to open this discussion and the Saffin Center committee and Parish Council will review and resolve the questions being raised. Father George will then sign off with any support that is needed or changes that should be made.

New projects being explored for future consideration – these are in various preliminary stages

Video screens or monitors in church

Saffin Center updates - painting

Meeting room enhancements

New restrooms

Holy Family Statue

Flag Pole lighting

Parish Annual Report

Annual presentation was made the weekend of August 12/13 at both Masses.

New reports have been posted to Holy Family Parish website.

Mailing will go out to all parishioners in the next week.

The next meeting will be September 19, 2023, at 6:15.

The meeting adjourned at 8:05 p.m.