

**St Brendan Parish Finance Council Meeting – Meeting at School Library
May 16, 2017, 6:00 – 7:30 P.M.**

| Agenda Topics | Topic Owner |
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| <p>1 Call to Order</p> <ul style="list-style-type: none"> • Meeting called to order at 6:02 pm • Attendance: Fr. Bob, P. Shanahan, K. Toth, S. Meloun, W. Gruber, R. Kazmerzak, T. Kollar, R. Cozzarelli, W.D'Souza, G. Rice, J. Bryan | P. Shanahan |
| <p>2 Opening Prayer</p> | Fr. Bob |
| <p>3 Meeting minutes</p> | P. Shanahan |
| <p>4 Distribution and discussion of financial reports</p> <ul style="list-style-type: none"> • Offertory still 2.5% below budget • Financial gift received from non-parishioner • Staff salaries overage relates to overtime worked by maintenance staff to provide support for weekend activities that include athletics and other events • Disbursements planned from parish charities to cover CYSC discount for parishioners, Habitat for Humanity support and fundraising banquet for Women's Care Center in June • Catholic high school subsidy down as fewer students enrolled in Catholic high schools last year • Decrease in admin salaries anticipated with receipt of funds from Jon Peterson program • Maintenance and repairs down due to careful spending by parish Business Manager, T. Kollar • Teacher contract negotiations completed – Current year raise set at 3% and 2% per annum over the next 2 years • Bad debt expense relates to uncollected tuition from a family that moved unexpectedly in October • Audit report from Diocese to be sent out to finance committee members for review • Vote to approve new HVAC unit for new KG classroom – Approved by committee members | Fr. Bob |
| <p>5 Business Manager's Report</p> <ul style="list-style-type: none"> • Researching dimming system for church lighting to stop occasional flickering issues encountered – Goal to replace lights in gathering space and church hallways to LED and decrease electric utility costs • AMG completing construction of new environmental-chiller system – waiting on physical delivery of system • Due to a mild past winter, unused funds left over from winter snow and ice removal will be directed towards completing needed parking lot repairs to enable repaving the lot with one solid cap – hope to get another 20+ years of lot use | T. Kollar |

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| | <ul style="list-style-type: none"> • New bookkeeper has helped to streamline processing and financial report generation by 2-3% - goal is to move towards a 10% improvement by identifying areas of expense reduction • Parish office conversion to the cloud to begin June 2017. Transition to be completed in various phases and hope to have it completed in one year • Continue to improve and upgrade internet services – Goal is to generate approximately savings of \$13k per year in campus-wide telecommunication services • Scott Harper Architects and Corna-Kokosing construction firm represent the new Parish Center team – Renderings and initial plans to be completed by June 1, 2017 | |
| 6 | <p>School Updates</p> <ul style="list-style-type: none"> • Explanation of playground renovation research • Presentation of the various options and costs associated with each • Discussion on the technicalities of process – suggestion to solicit bids from vendors for presentation to committee | W. Gruber |
| 7 | <p>Adjourn</p> <ul style="list-style-type: none"> • Next meeting – TBD • Closing prayer – Fr. Bob • Meeting adjourned at 7:31 pm | |