

**St Brendan Parish Finance Council Meeting – Meeting at School Library  
January 24, 2017, 6:00 – 7:30 P.M.**

Agenda Topics	Topic Owner
<p>1 Call to Order</p> <ul style="list-style-type: none"> <li>• Meeting called to order at 6:01 p.m.</li> <li>• <b>Attendance:</b> Fr. Bob, P. Shanahan, W. Snider, K. Toth, S. Meloun, W. Gruber, R. Kazmerzak, T. Kollar, R. Cozzarelli, J. Ingram, W.D'Souza, G. Rice</li> </ul>	P. Shanahan
<p>2 Opening Prayer</p>	Fr. Bob
<p>3 Meeting minutes</p> <p>November 2016 and January 2017 meeting minutes to be sent out to members for review and approval</p>	P. Shanahan
<p>4 Distribution and discussion of financial reports</p> <ul style="list-style-type: none"> <li>• Diocesan tri-annual internal audit scheduled for February 2017. Audit aims to highlight accounting redundancies</li> <li>• Going forward Diocese will receive letter from pastor for deposits to / withdrawals from PAF Savings account to maintain checks and balances related to the movement of funds</li> <li>• Offertory 4% under budget as of November 2016 – Budgeted numbers reflect 3% increase based on actual income last year</li> <li>• PDS upgrade complete – Diocese notified of head count to tally up numbers for BAA</li> <li>• 3-year contract signed with Diocesan Publications for bulletins, posters, etc. generating \$6,500 in income for parish</li> <li>• 2017 net parish festival income = \$53,000 (lower than budgeted \$64,000 due to weather)</li> <li>• State now provides funds for staff development</li> <li>• School maintenance costs higher due to breakdown and ongoing replacement of HVAC units</li> <li>• Funds allocated to SPICE (Special needs children in Catholic Education) – to be used for the needs of children in both school and parish</li> <li>• School year 2017-18 – School expected to receive close to \$317,000 to pay for speech therapists, intervention specialists, classroom aides</li> <li>• Diocese negotiates with teachers for salary &amp; benefits. Final negotiations to take place Jan 27-29, 2017. Grade 1-8 final tuitions rate decision on hold till negotiations are finalized</li> <li>• Results from negotiations will be presented to Bishop and then has to be voted on by pastors, COACE and principals of schools. Expected to be finalized by March 2017</li> </ul>	Fr. Bob

	<ul style="list-style-type: none"> <li>• <b><u>2017-18 KG Tuition</u></b> - Looking at \$100 increase from last year for KG. Strictly speaking not allowed to decide till negotiation is complete. But to enable people to sign up for KG and allow parents to complete the enrollment process, decision has been made to set KG tuition rate <ul style="list-style-type: none"> <li>➤ All finance council members in favor</li> </ul> </li> </ul>	
5	<p><b>Business Manager's Report</b></p> <ul style="list-style-type: none"> <li>• \$5,400 – Current telecommunication cost of parish/rectory. Reviewing proposal to reduce costs to \$2,700 (50% savings)</li> <li>• Working with Verizon to finalize cell phone rates</li> <li>• Moving to web-based system platform (SMART system) to control heating and cooling needs of both church &amp; school</li> <li>• Cooling vents not properly maintained by previous HVAC vendor. New HVAC vendor replacing venting controls to enable operation through SMART system</li> <li>• Working on chiller replacement bids – estimated manufacture time is 8 weeks for a 100 ton chiller required for church</li> <li>• Proposal to make changes to school heating/cooling needs based on ongoing successful savings of church/rectory</li> </ul>	T. Kollar
6	<p><b>School Updates</b></p> <ul style="list-style-type: none"> <li>• St. B student finished 5<sup>th</sup> out of 96 students at Power of Pen Competition</li> <li>• Middle school dance held at St. Brendan school successful</li> <li>• Looking forward to school auction – Funds raised to go towards tuition assistance and other school needs</li> </ul>	
7	<p><b>Adjourn</b></p> <ul style="list-style-type: none"> <li>• Next meeting – March 28, 2017 - School Library</li> <li>• Closing prayer – Fr. Bob</li> <li>• Meeting adjourned at 7:21 p.m.</li> </ul>	