

**St Brendan Parish Finance Council Meeting – Meeting at Rectory
January 30, 2018, 6:30 – 7:30 P.M.**

Agenda Topics	Topic Owner
<p>1 Facilities Tour</p> <ul style="list-style-type: none"> • Diocese mandate requires Finance Council to tour the parish facilities once a year and report back the findings to the Diocese – Finance Council toured Rectory and accordingly determined that all was in order and the facilities are well maintained 	All
<p>2 Call to Order</p> <ul style="list-style-type: none"> • Meeting called to order at 6:55 p.m. • Attendance: Fr. Bob, S. Meloun, T. Kollar, W.D'Souza, J. Bryan, W. Gruber, R. Cozzarelli 	J. Bryan
<p>3 Opening Prayer</p>	Fr. Bob
<p>4 Meeting minutes</p> <ul style="list-style-type: none"> • Approved – R. Cozzarelli • Second – S. Meloun 	J. Bryan
<p>5 Distribution and discussion of financial reports</p> <ul style="list-style-type: none"> • Expenses high in school supply purchase line due to advance classroom purchases for the year • School technology cost expenses over due to server room clean up – expected to balance by the end of the year with anticipated utility savings • Parish office supply & expenses high due to overspending on staff team meeting luncheons. Corrective action involves reducing spending in this area with prior authorization only • Permanently restricted revenue – estate donation received from parishioner to pay for tuition assistance for St B school. Money has been entrusted to Catholic Foundation • EFT increase 11% - primarily due to compulsory participation of all school families in the program & proactive follow-up by staff to keep current information on file 	Fr. Bob
<p>6 Business Manager's Report</p> <ul style="list-style-type: none"> • Presentation of diagrammatic schematic of facility roof top units (RTU) • Discussion of anticipated life and probable upcoming capital expenditure based on useful life of RTUs • Increase in savings due to capital improvements resulting in transfer of \$50,000 to savings account for use in future projects 	T. Kollar
<p>7 School Updates</p>	W. Gruber

	<ul style="list-style-type: none"> ➤ School year progressing well • Looking forward to school open house – Feb 4th • Parent – teacher conferences scheduled for Feb 15th • Review of the proposed tuition for the 2018-19 school year – presentation of proposal to increase tuition by \$150 • Vote to approve tuition increase: <ul style="list-style-type: none"> ➤ Approved - S. Meloun ➤ Second - R. Cozzarelli 	
8	<p>Capital Campaign Update</p> <ul style="list-style-type: none"> • Continued work with architect and builders to bring cost of project down to \$5 mill • Revisiting the fee increase proposed by CCS to lead and supervise capital campaign 	
9	<p>Adjourn</p> <ul style="list-style-type: none"> • Next meeting – February 27, 2018 • Closing prayer – Fr. Bob • Meeting adjourned at 7:50 p.m. 	