

St. Nicholas Finance Council Meeting Minutes  
10/19/17  
5:30pm

Location: Notre Dame Room, Parish Office

**Opening Prayer –**

- Roll Call –
  - Present: Jim, JoAnn, Don, Kristen, Chad, Cortney, Mark, Fr. Walter
  - Absent: None
  - Guests: Mark VanderLinden, Mark Thelen
- Review minutes from 9/17/17 meeting minutes.
  - Motion to Approve: JoAnn, Don; approved.

**Old Business:**

- Stewardship
  - Father will write a letter in late November (stating YTD giving reminder), January with final 2017 contributions for peoples taxes – with a gentle request to increase annual giving
  - We had identified a potential candidate to lead Stewardship efforts, but the candidate declined
- Thrivent Workshops
  - Thursday – Oct. 26 – Leaving A Legacy will still be happening; Don and JoAnn will be in attendance
- Fr. Rickert Donation is in the money market account (which is virtually no interest)
  - A write up is in the next bulleting
  - Father to find an opportunity to link the wonderful gift to a homily message in a way to tell everyone how blessed we are and make people think about how they can also leave a legacy with St. Nicholas
- Strategic plan
- Student Ratios at School
  - Since school enrollment is fed from the 3K and 4K program, the Finance Council recommends that the School consider hosting a 3K and 4K information session to help explain that through fundraising, scrip and most importantly the tax deduction for tuition reduces the overall cost significantly.
  - Finance Council would like to understand the school's plan to increase enrollment (marketing, etc.)
  - Finance council would like to gather benchmarking from other local schools (cost per pupil, etc)

- Based on a workshop that Father attended in June at Notre Dame University and conversations with Sister Kay, the superintendent of Catholic Schools, we should have a minimum of 12 students per learning group.
- A request for pie-charts to help visualize the satisfaction of per pupil costs and the recommended distribution of regular parish income was made.
- Calendar Raffle
  - Kristen will draft a letter to the historical raffle donor companies/people to inform them that we found a more cost effective way to do the calendar raffle and will not need sponsorships to cover the cost outlay.

## **New Business**

- Scrip – Mark Thelen
  - Concerns have been voiced around the current program is giving 100% of script profits to school parents. In the past, 50% went to the parish/school and 50% went to the families.
  - Scrip has normally been delivering \$12,000 of benefit for the parish/school. One year it peaked at \$15,000.
    - Under the current 100% program, the parish/school would receive \$0.
  - School and Finance Council would like to revisit the sharing formula on April 1<sup>st</sup> (since we run the script program from April to April).
  - Recommend that the School and Faith Formation hold some training for families to understand the new features of script (ability to use smartphones, reload cards, etc.)
  - A discussion was held around a scrip credit to benefit the Building for the Future.
- Scholarship instead of Adopt A Student?
  - Alignment to revise the Adopt A Student to a Scholarship program
  - Finance Council would like the Board of Education to draft a program (since they are closer to the families)
  - Finance Council recommends that we merge the Tuition Assistance/Adopt a Student fund (\$9,110) and the Education Endowment (\$20,379) and create one endowment, with the annual income from it used for scholarships.
- School Budget
  - Finance Council recommends that that school budget shall only budget fundraising equal to 75% of the prior years fundraising – to cover risk of not achieving
  - The same holds true for all fundraising budgets (parish, school, new evangelization, etc.)
- Building for the Future Update – Mark
  - Consolidated Construction Company has been meeting with various parish groups to gain feedback for the project.
  - They will be reaching out to local tradespersons to learn about their interest in participating whether in-kind or discounted services; including a ‘sneak-preview’ discussion to share potential drawings
  - New Updates:

- Elevator will serve all three levels (versus two): current parish hall cafeteria (aka basement), church, and new parish hall. Initial plan did not go to the basement.
- The current kitchen will remain the main kitchen. The addition will have a 'kitchenette' with refrigeration and ability for Nesco Roasters and crock pots. But the existing kitchen will remain the main place for cooking.

## Reports:

- Father's Report
  - Clergy Congress Monday October 9-11. Discipleship seminar II
  - Education
    - Catholic School Summit was held September 22. A draft form of Strategies was developed.
    - Travis and I will meet with Jane Schuler from the diocesan dept. of education Oct. 17 to refine and strategize
    - Travis and the board of education assembled an enrollment and staffing history
    - NE classes end with Adoration
    - Music academy; this should be looked into for 2018-2019.
  - Worship
    - Stephanie called the 55 EMHC who did not respond to the annual formation letter, several more have responded since.
    - Solemnity of All Saints Masses (total four Masses, see bulletin)
    - Mass with anointing of the sick, Tuesday November 7
    - Blue Mass (for police, firefighters, first responders, etc.) Tuesday November 14
  - Holy, Engaged, Alive:
    - Teach My People to Pray Holy Hour- Tuesday Nov. 21, 4:45pm
    - Discipleship seminars Saturdays in October and Tuesday Oct. 24.
    - 500<sup>th</sup> Anniversary of the Protestant Reformation; Commemoration. Jayne Vosters will make a presentation November 9 at St. Edward
  - Finance council
    - Stewardship, message to be sent out in November, January, and May
    - Fundraiser guidelines are in place for CountryFest. Should we broaden these to include other fund raisers?
    - East Parking lot; we will reconsider the decision to re-seal the existing pavement. I spoke with Mark Lang about getting new design and asphalt proposals to improve safety, traffic flow, snow removal, drainage, etc. Simply re-sealing what is there is not going to help the deficiencies.
    - Parish Annual meeting Sunday October 29, 11:45am to 12:30pm (Packers bye week). Each council and committee is asked to present a highlight from 2016-2017 and an outlook for the current year.
    - Joint Finance council and Pastoral council meeting Thursday November 16

- Cortney's Report
  - Budget and actuals shared, as well as current giving
- Buildings & Grounds Report
  - See Father's report and separate report from Mark

**Meeting adjourned 6:42**

**Annual Meeting Sunday, October 29, 2017 at 11:45am**

**Joint Finance & Pastoral Council Meeting November 16, 2017 5:30 start for Finance Council**

APPROVED