

HOLY ROSARY PARISH COUNCIL AND
HOLY ROSARY FINANCE COUNCIL
MEETING MINUTES
MAY 9, 2017

A joint meeting was held with the Holy Rosary Parish Council and the Finance Council.

The meeting was opened by Joe Zenk with a prayer.

Members of both the Parish Council and the Finance Council were present.

Capital Campaign

As to the inquiry cards that went out to the Parish, 82 have been returned with 11 negative responses and 71 have been returned with positive. Joe provided us with a summary of the responses particularly when there was a narrative included.

Improvements

John Klinzing advised us that state approval will be needed for the plans that will lengthen the time before we can begin construction/remediation on the heating system. The boiler is gone. There was discussion regarding the air conditioning which came up in the return cards. John indicated that it could be limited to rooms on the first floor.

Endowment Fund

There was substantial discussion regarding the fund which has approximately \$175,000.00 within it. Discussion regarding portions of the endowment fund that are particularly restricted for Catholic education. Further discussion regarding the language in the document creating the endowment fund and the permission to use money to preserve and continue Holy Rosary Parish.

After substantial discussion, it was concluded that portions of the endowment fund clearly have to be retained for Catholic education only. Jack Leibham provided a summary of the endowment fund and his views on behalf of the endowment committee regarding the use of those funds. After substantial discussion, a motion by Jim Burnett and seconded by Dan Schirmer and passed unanimously to move \$75,000.00 to the Diocesan Catholic Fund which gives that fund protection from liability and will provide a greater return. The sum of \$100,000.00 will remain in the St. Francis Xavier fund.

New Business

The rectory has been appraised by Jim Dhein at \$142,500.00. No reference to an easement for ingress and egress. If the rectory were to be sold, which both the Parish Council and the Finance Committee want to avoid if at all possible, an easement would be required to be created to provide the purchaser(s) with an ingress and egress easement through the Holy Rosary parking lot.

Discussion regarding the Diocesan conversation which is our request for permission from the Diocese to begin fundraising for capital improvements. The request is on the Bishop's desk and approval is expected. However, the approval granted by the Diocese would likely carry with it phasing of the project with the heating remediation taking priority followed by the roof and the Phase II project and likely a Phase III and Phase IV project with regard to the bathroom and the kitchen. Joe reminded us that we will need 50% in cash in pledges at each phase in order to begin the phase.

John Klinzing provided us with a summary of the two contract proposals. One from a joint proposal of D.R. Kohlman and Paul Pethan and a second by Paul Mannenbach. Both are very close in costs but the Kohlman/Pethan proposal is slightly less. Kohlman has provided significant insight and practical suggestions as to the heating, ventilation and air conditioning improvement. Motion by Tom Fleming and seconded by Jim Burnett to accept the Kohlman/Pethan proposal which for the HVAC improvement is \$177,245.00. Motion passed unanimously.

Joe brought to our attention that we need to gain the ability to automatically transfer funds or have automatic withdrawal from checking accounts of donors into the capital improvement fund. The finance committee will look into this.

After a fair amount of discussion, the kick-off for the capital improvement campaign is scheduled for the weekend of June 17-18, 2017. It is agreed that it will be a three year campaign. However, during the period between the present time and the June 17-18, 2017 weekend kick-off, the marketing/public relations committee which Sue Philippi will organize, needs to come up with a folder to be used for those parishioners who are viewed as being significant donors and will be contacted between the silent phase between the present time and June 17, 2017. They will be approached personally and personal meetings in groups to be organized by Joe Zenk.

Sue Philippi indicated her catholic education program has collected monies and has designated one-half of those monies to go to the capital improvement campaign which will be \$1,600.00. Sue will coordinate making an announcement on the kick-off weekend demonstrating the youth of our parish being behind the capital improvement campaign.

Discussion regarding Willowdale's potential renting of space at our education center. Anticipated that it will be two times a week from 9:00 A.M. to 3:00 P.M. No need to be licensed or certified as we are not providing actual adult day care. The Finance Council will discuss reasonable rental charges.

The Parish Council and Finance Committee then separated into separate meetings at this point.

FINANCE COUNCIL MEETING

Finance Council Members Present: Chairman, John Klinzing, Mary Ann Dietz, Dan Schirmer, Rich Halfmann, Tom Fleming, Paula Pethan and Jim Burnett. Staff Present: Sue Philippi and Joe Zenk.

Motion by Tom Fleming and seconded by Dan Schirmer to approve the minutes of the March and April meetings. Motion passed unanimously.

After discussion regarding the March and April financials, motion to approve by Jim Burnett and seconded by Dan Schirmer and approved. Motion passed unanimously.

Budget

John Klinzing elaborated on the needs for initial expenses. We won't have to come up with the 20% down or approximately \$25,000.00 to Kohlman/Pethan until the plans are approved at the state level. There will be some initial expenses and have been some initial expenses including the state plan approval fee and some cost to the contractor for submitting the estate plans. We do have approximately \$26,500.00 set aside with the retention fund and minimal contributions thus far before the campaign even started.

After further discussion regarding the 2017-2018 budget, the committee came to the recommendation that we look at a 2.5% salary raise for employees of the parish.

Joe and John and Sue will sit down to discuss the issue of an additional raise for the custodian as that has been on the table for some time.

The salary of Sue as business manager is to be increased as previously discussed. The recommendation will come back in the revised budget.

New Business

Discussion regarding youth minister. We are trying to find a youth minister advisor/director from within the parish. That will be continued. If we can't find that person within the parish, an alternative, although potentially more costly, is to look to Silver Lake College for a person to work 30-40 hours per week to potentially be shared with the other parishes.

Building and Grounds

Rich Halfmann indicated that the fertilizing in the spring is beginning and Barb Rameker is working on the plants around the church and rectory.

The meeting was adjourned.

Respectfully submitted,
Jim Burnett
Acting Secretary