

**St. Francis of Assisi**  
**Finance Council Meeting Minutes**  
**January 26, 2017**

In attendance: Fr. Ray, Mike Blaser, Ron Degen, Brian Hughes, Dan McCoy, Tom Nolan, Lynn Ricke and Greg Weber.

1. Opened the meeting with a prayer.
2. Reviewed and approved minutes of December 1, 2016 meeting.
3. Reviewed and approved financial statements for November and December 2016 after discussion and consideration of Highlights provided by Tom.
4. Annual Diocesan Appeal - Have already paid \$30,000 to Diocese. Last large gift resulted in total exceeding goal.
5. Summer projects - Still working off the list, including the carpet installation, Phase 1 restrooms renovation and security system upgrade.
6. Tuition - Discussed having to move to new online tuition payment system for next school year. Would be no cost for those who pay 100% upfront and a small payment for semi-annual payment. Cost would increase for those who pay monthly. Such costs are paid by the family, not the school or parish.
7. Revised job descriptions are in progress.
8. Staffing Considerations - Discussed space needs. Planning is still in early stages. Will hire an architect with the plan to start construction in summer or fall of 2017.
9. 2017/2018 budget - The special budget meeting will be Saturday March 25, 2017 at 8:00. Will combine that with the regular council meeting on March 23, 2017. Lynn presented the Board of Education detailed budgets.
10. Payroll conversion is finished. Can use a system of two signatures on EFT system. Will include time tracking features.
11. Pastor's Report - Leaders of pastoral council and board of education are meeting today to discuss forming a board of catechesis, which will include some oversight and some visioning. Will offer some shifting from other committees to see the new board then using a process of discernment for all three boards.
12. Business Manager meeting and monthly report - Discussed Tom's retirement plans. Mike requested a cash flow plan through the bond refinancing or payoff in February 2018. Safety manual is finished but still working on crisis management and security plans.
13. The next regular meeting originally scheduled for Thursday, February and March will be combined into one special budget meeting on Saturday March 25, 2017 at 8:00 am.
14. Meeting adjourned.