

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

In attendance: Fr. Ray, Mike Blaser, Ron Degen, Gary Goodhall, Brian Hughes, Amy Johnson, Jim Langin, Tom Nolan, Susan Pfeil, Lynn Ricke, Katie Stock and Greg Weber.

1. Opened the meeting with a prayer.
2. Minutes of September 28, 2017 meeting (that had been previously circulated) - Brian moved and Jim seconded to approve the minutes. This was approved unanimously.
3. Financial statements for 7/1/17 through 6/30/17 (that had been previously circulated along with Highlights provided by Tom) - Following discussion of financial results and condition, Greg moved and Mike seconded to approve the minutes. This was approved unanimously.
4. Annual Diocesan Appeal - We are \$62,000 short of 2017 goal. Final appeal (which raised \$53,000 last year) will be mailed this week.
5. Payroll conversion - Mostly finished. Now working on time capture component and incorporating vacation and sick time tracking.
6. Revised job descriptions - Continues. Currently working on Tom's description then can start advertising for his replacement.
7. SFA Church foundation - Discussed need for a foundation for gifts made by those who want to support the parish but not directly support the school. Met with Paul Carlson of the Diocese and Bruce Baker to discuss.
8. Pastor's Report - Discussed various staff needs. Still looking for an administrative assistant to the Pastor and to the Business Manager, with the hope of hiring someone by end of December.
9. Crisis Management Plan - Had existing versions for various parts of the parish, which versions have now been blended into a parish plan. Still rolling out the plan. There will be practices.
10. Annual Report to the Parish - After discussion, a subcommittee (Mike, Susan, Tom, Greg and Sam Martin) was formed to revise the format that has been used in the past. The subcommittee will meet once or twice during the next two weeks so the report can be issued before Christmas.
11. Meeting Schedule - The meeting schedule for the next year was discussed and set as follows:
  - January (fourth Thursday)
  - March budget meeting (likely first Saturday)
  - May (fourth Thursday)
  - June (fourth Thursday)
  - September (fourth Thursday)
  - Late November/early December (Thursday, depending on timing of Thanksgiving)
12. The next regular meeting will be Thursday, November 30, 2017 at 7:00 am.
13. Meeting adjourned.