

BELLARMINE CHAPEL FINANCE COMMITTEE

Minutes for meeting of March 12, 2009

MEMBERS PRESENT; Dave Ludwin, chair, Kevin Berlon, Joan Couden, Tom Schick, Blake Smith, Amy Whitlatch. ABSENT: Ryan Antepencko (see below).

STAFF PRESENT: Richard Bollman, Karen Brandstetter, Liz Keuffer. ABSENT: Kent Beausoleil.

1. The meeting opened with prayer at 6:10 p.m.
Dave announced that Ryan will not be able to continue on the committee, and expressed appreciation for Ryan's service.
2. Minutes from the Jan. 22 meeting were accepted as written, moved by Kevin, second by Amy.
3. Liz reported on collections, which were down in February 2009, from January 2009 and from February 2008. A discussion ensued about declining parish revenue.
The Finance Committee will make a report to the Parish Advisory Committee on April 1. Since graphics will be helpful to the report, it was suggested that the PowerPoint prepared by Barbara Beimish in 2008 would be helpful.
4. Amy and Blake presented a revised report on the weekly collection process. They proposed that a member of the Finance Committee meet with Mass "collectors" once a year to review and reaffirm the established process.

The Committee then discussed Part II of the collection process: from the safe to the bank and into the computer. This involves:

Who counts the money – not open to the public.

Who takes money to the bank, which is of less concern.

Proposals included having a volunteer work with Liz and Kathy to count the money; that the one counting and the one entering into the computer should be different people; that the money be taken immediately for deposit in the bank; that possibly the parish should have a lockbox for funds held in the office. Currently collections are processed on Monday afternoon; if Liz or Kathy is absent, a Finance Committee member should do the counting process.

Handling collections and deposits is covered in a current plan that is kept as a computer file.

5. Tom reported that there has been no movement on analyzing the demographics of parish giving.
6. Karen reported an analysis of pledges for FY 2009:
 - 11 new credit card donations.
 - \$6,500 less pledged by parishioners who decreased their pledges
 - \$10,000 more pledged by parishioners who increased their pledges.

\$65,000 from 44 new pledges.

84 parishioners who had previously pledged did not renew a pledge for 2009.

Karen estimated 40 % of parishioners made pledges.

Karen noted a downside of credit card donations: that parishioners paying by credit card tend to “let it ride” and continue year-to-year, without considering an increase in their giving. Also they seem not to make “seasonal” donations.

Richard reported on the use of pledge cards, including a telephone survey he did of several neighboring parishes. There is wide variation in the parishes contacted. Richard gave the Committee his notes, along with a model Stewardship letter, for consideration and discussion at the next meeting.

With the official agenda concluded,

Richard asked about the Archdiocesan Ministry Appeal (CMA) letter. There was a brief discussion; Richard intended to address and clarify the appeal in a letter to the parish.

Kevin told the members about his and his company’s work with the students at the Ethel M. Taylor Academy, who are raising money for Heifer International.

The meeting concluded with prayer.

Submitted by Tom Schick