

## **Bellarmine Chapel Finance Committee Meeting Notes**

Meeting Date: September 18, 2008

Committee Members Present: Dave Ludwin (chair), Blake Smith, Amy Whitlatch, Ryan Antepencko, Tom Schick, Kevin Berlon and Tim Helmick

Staff Members Present: Richard Bollman, Kent Beausoleil, Karen Brandstetter and Liz Keuffer

The meeting was convened with a prayer at 6:12 PM.

The minutes from the June 18th meeting were reviewed and discussed; amended, accepted and approved.

The committee reviewed the FY2008 results (July '07 – Jun '08). Income for the year was \$22,000 over plan due to Interest and Other Income items. Expenses for the year were on exactly on plan. The plan anticipated a surplus of \$19,000 which, combined with the favorable revenue variance of \$22,000, yielded a \$41,000 surplus carryforward for the year. The committee also reviewed the results of the first two months of FY2009 (July '08 – Aug '08). Income to date is \$4,000 over plan due to increased Offertory collections. Expenses to date are \$36,000 under plan due primarily to timing differences (Archdiocesan Assessment, Religious Education stipends and Outreach). A small portion is and will be a permanent variance for the year (Salaries and Hospitalization Insurance (single vs. family coverage)) due to the vacancy of the Social Mission director position for the month of July.

The committee then reviewed the progress on the new Annual Stewardship Report, which is being coordinated by Karen, Liz and Kevin. They will be meeting with a parishioner who is a graphic designer next week to finalize the layout.

The Fall Leadership Retreat for the Advisory, Social Mission Core and Finance committees will be held September 26-27.

Karen is going to ask parishioner Jim Ollier for assistance in filing our annual Archdiocesan Report.

The following future meeting dates were set for the group:

- Thursday October 30
- Thursday December 11
- Thursday January 22

The new members of the committee felt that the orientation meetings held last week were very helpful. There was a request for advance receipt via e-mail of the financial reports and other agenda items for review prior to our meetings. Liz will follow up on this. The committee will also pick up an unfinished item from last year concerning the review of the offertory collection workflow.

A silent closing prayer and reflection on our evening's work was said and the meeting was adjourned at 7:15 PM.