

Bellarmino Chapel Finance Committee Meeting Notes

Meeting Date: October 30, 2008

Committee Members Present: Dave Ludwin (chair), Blake Smith, Amy Whitlatch, Joan Couden, 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 6:08 PM.

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

The committee reviewed the 1Q FY2009 results (July '08 – Sep '08). Income for the quarter was \$11,000 under plan due to lower than plan offertory collections of \$13,000 and lower Religious Ed fees of \$2,000 (timing difference) offset by higher than plan Interest income of \$4,000. Expenses for the quarter are \$42,000 under plan due primarily to timing differences (Archdiocesan Assessment and Hospitalization). 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. An almost final draft was circulated and reviewed with a few corrections noted. It is anticipated that the report, along with a pledge card for next year, will be mailed to parishioners by November 7th. It was decided that members of the Finance Committee would make a short announcement about the report at the Masses on November 9th. Joan will speak at 9:00. Dave, Kevin or Blake will speak at 11:00 and 7:00.

The committee reviewed the action items from the Fall Leadership retreat and prioritized the following as out top 3 items for this year:

1. Complete the workflow review regarding the Sunday offertory collection process and finalize our recommendations. *Kent, Blake and Amy will lead this item.*
2. Research planned giving opportunities, which includes recruiting parish resources that are familiar with personal financial planning. Research parish demographics and historical giving trends. *Tom, Ryan and Kevin will lead this item.*
3. Develop a directory of schools and related costs for our new and young families who are looking for Catholic education. *Richard and Joan will lead this item.*

Jim Ollier has completed our annual Archdiocesan Report with Dave to review.

The committee discussed whether or not to charge or ask for a free will offering for certain activities. It was the consensus of the committee not to charge at this time.

The following future meeting dates for the group:

- Thursday December 11
- Thursday January 22

A silent closing prayer and reflection on our evening's work was said and the meeting was adjourned at 7:30 PM.