

Sacred Heart Parish Finance Council Meeting  
PFC Meeting Minutes – October 21, 2015

PFC attendees: Fr. Danny Ramos, Andy Stryk, Niki Goodman, Jun Mendoza, Lorenzo Perez and Ginger Martin

- 1) Opening Prayer
- 2) Previous minutes – September 17, 2015

### **STEWARDSHIP**

#### 3) Financials

Monthly - August and September financials were reviewed and approved. The variance in Compensation and Benefits is a mixed blessing. A bonus awarded deserving staff and increased Nursery staff cost to provide for child care during increased parish activity have created the variance.

The release of the 2014-2015 (July 2014 to June 2015) Audited Financials was presented to the parish in summary in the 10/04/15 bulletin with availability of the full report in narthex. This information will also be made available via our parish website.

Andy will follow up with Esther on the PFC postings to parish website. The latest information posted was May 2015.

Parish bank statements were reviewed and approved by Jun Mendoza.

#### 4) Capital Campaign

The initial pledge drive has been completed. Anticipating releasing results to parish in December as Changing Our World and the Catholic Foundation should have processed the last of the pledges.

The focus of the campaign now turns to ensuring pledge commitments are fulfilled. Without adequate cash in the bank there is no building expansion. The Finance and Capital Campaign Committees will identify actions needed to continue invitations to participate in the campaign and our physical expansion.

5) Vanco Services (electronic donations) – Vanco is currently being used by parishioners using the “Online Giving” link on the parish web site. There are some operational concerns on recording unregistered parishioner donations. Non-registered parishioners will be issued a parishioner ID / number that begins with a “v”. We do want to promote use of this system in the parish. Some of the suggestions or concerns regarding rolling out to the parish are:

- A standing statement in the bulletin about donating online
- Standing statement in the bulleting about estate or annual gifting
- Using your envelope / parishioner id any time you give
- Using Flash Mail to promote
- Having brief informational meeting after all masses one weekend to inform all
- Receiving and using envelopes even if you give on line
- How to use Vanco for second collections
- Making sure online giving does ask you to use parishioner id
- Bulletin inserts reminders of service January & May

6) Catholic Foundation statements for quarter ending 09/30/15 have not yet been received. There are questions regarding fee calculations and collection for their services. Ginger will look at the statements to report findings to PFC.

## **LEADERSHIP**

7) PDS (parish database) – explore system uses and capabilities, maintenance and utilization of data. Our Capital Campaign efforts have highlighted some issues regarding maintaining our PDS. Ginger will recommend to the PPC a project committee to evaluate our parish data system operational process and recommendations on utilizing the system to support parish and parish ministries, organizations and parish activities.

8) Finance Council Policies and Procedures were approved adding Current Event Policy, Church Property Policy, Bidding Policy, and Policy and Procedures for Parish Organization/ Ministry Finances. Ginger will also ask the PPC about presenting this information at the next Parish Ministry Leadership meeting.

9) Potential need for a parish security system – John Sharp Jr. (security expert) recommended for a parish review (not sure of any charge) Parish security system

10) Pastoral Council update - playground condition/future plans it was decided to recommend to the PPC the playground be maintained utilizing mulch and weed block to assist with the gardening of the area.

## **PARISH PROPERTY REPAIRS AND MAINTENANCE**

11) Andy will speak to the PPC regarding maintaining the playground including adding weed block and mulch. It might be something that the Scouts would consider as a club or Eagle Scout project.

12) Parking lot repair

Parking lot repair, in particular the west side driveway recommended we “patch” vs. permanent fix due to 3-5 year forecast for start of construction of a new sanctuary. Consideration given to unnecessarily waste of parish funds; example to parish of being good stewards of funds (high cost of concrete work for a temporary solution, as this area will most likely be demolished with our new sanctuary plan.

13) Property drainage

Curb work on east side driveway to alleviate water run-off into neighbor’s yard (north side of Dunlop Bldg. to Hickox Rd.) Must discuss the issue with the neighbor to understand their concerns. Curb only required where there is inadequate room for a ditch to divert water to Hickox. Request Harry work on re-routing Dunlop Building downspouts on the east side of the building. These four drains, which add to the flooding problem of our neighbor, need an underground collection line to drain these along the east side driveway, under the sidewalk just south of the Dunlop Bldg. and then onto the yard between the two driveways.

14) Roofing leaks in our main building

Report on Seyforth Services proposal regarding multi-purpose roof repair(in particular the roof in narthex and classrooms); Harry Rivera has spoken to another vendor, Zenith Roofing with a different proposal to resolve the leaky roof.

15) Preliminary discussion regarding the Historic Church  
Siding is poor condition and is in dire need of replacement  
Merits of moving the Historic Church to new location and then replace siding  
Possible grant from the Catholic Foundation to help move and replace siding  
Phase I of our Master Plan is to relocate the Historic Church a prominent and highly visible location at the entry to our campus  
PFC/CCC pledge to the parish that we intend to maintain our current buildings while planning for our new sanctuary

#### **EXPANSION PLAN AND ACTIONS**

16) Moving forward with expansion plans