

# St. Bernard Finance Council Meeting Minutes

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**St. Bernard Finance Council Meeting Minutes**  
**9/5/2017 | 4:00PM | School Library**

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Present: Nancy Fictum, Fr. Mark, Ginny Gigot, Doug LaFrombois, Pat Ellis  
Absent: Todd Robinson  
Opening Prayer – Fr. Mark

**1. Minutes / Agenda**

No minutes available from last meeting.

**2. ALPHA for Parish Leaders**

Joanne Griesbach presented the ALPHA program and schedule. She reviewed the program and explained several details about the program including the videos, shared meals and discussions

ALPHA will be rolled out to 3 general audiences:

- a. Parish leadership groups such as Finance and Parish councils
- b. Other Leadership groups throughout the parish
- c. General parish members.

**3. Loan Update / Home/ Boilers**

- a. The loan is \$370,000 with Catholic Financial Life at a rate of 5.1% for 10 years.
- b. The duplex has been sold for \$180,000. Father Mark will continue residence in the duplex until his move date in October. The unoccupied side needs to be ready and available by Sept. 29, 2017
- c. A rectory / home has been purchased for \$194,900. Closing is scheduled for Sept. 29,2017

**4. GRACE Updates**

Father Mark has written a letter to the GRACE finance council regarding costs, subsidies and voucher issues. He will continue contact with them regarding this.

A suggestion was made to have our Finance Council meet with GRACE representatives to better understand the way by which the subsidy for St. Bernard is calculated.

**5. New Business / Other**

- a. Disbursement of collections from Holy days discussed. Decided to continue to provide Social Concerns with those monies. Can we get a list of the recipients of this money?
- b. Discussed adding a new member to Finance Council. All agreed, Father and Ginny will pursue

**6. Next meeting October 3, 2017 4 p.m.**

Closing prayer – Fr Mark.

Submitted by  
Nancy Fictum

# St. Bernard Finance Council Meeting Minutes

10/3/2017 | 4:00PM | School Library

Present: Fr. Mark, Ginny Gigot, Doug LaFrombois, Pat Ellis , Todd Robinson, Jake Rouse, Nancy Fictum

Opening Prayer – Pat Ellis

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## 1. Minutes / Agenda

September minutes approved

## 2. Introduction of new council member: Jacob Rouse. Welcome Jake!

## 3. Home/ Duplex Update

- a. Both the sale of the duplex and purchase of the house/ rectory were completed September 29, 2017. Father Mark moved in Sept 30
- b. Some trees need to be cut at the rectory. Ginny is looking for vendors.

## 4. Athletic Club Requests

- a. A request was made from the Athletic Club to the parish to refinish the floor. Ginny was of the understanding that at the time of the installation, it was agreed that the AC would pay for upkeep/ refinishing. An email was found to confirm that agreement.
- b. Online registration and payments. The AC would like to develop this capability. Ginny asked they provide more detail on the payment process (online registration is fine). There are additional bank charges and this would have to be administered by the AC board. More information is needed regarding the solution. Jake suggested PayPal. The issue still remains regarding who will do the work, and how does this work transition over the years with changing personnel on the AC board.

## 5. GRACE Updates

Father Mark is continuing his efforts to speak to GRACE administration regarding rising costs of the school, and possible ways to help with the funding. Out of the 464 students at St. Bernard, 232 are St. Bernard families.

## 6. TV Raffle

Terry Misfeldt is working with Massart Auction to sell the TV

## 7. Next meeting November 14, 2017, 4 p.m. Youth Room

Nancy will bring the prayer

## Submitted by

Nancy Fictum

# St. Bernard Finance Council Meeting Minutes

11/14/2017 | 4:00PM | Parish Office

Present: Fr. Mark, Ginny Gigot, Doug LaFrombois, Pat Ellis, Todd Robinson, Jake Rouse, Nancy Fictum

Opening Prayer – Nancy

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## 1. Minutes / Agenda

October minutes approved

## 2. Financials

Weekly intake is not covering expenses. Discussion on how to communicate to parish. Ginny will be putting income / expense statement in bulletin, and a list of major expenses.

Discussed the option of 2 statements per year to parish members (December and June)

Suggestion: Father Mark to challenge parishioners at mass to put in \$5 vs \$1 (for example)

He will address this in the announcements before masses.

## 3. Athletic Club floor

An email stating that the Athletic Club would finance the ongoing maintenance of the gym floor was discussed with Linda Vance. She agreed this would be the responsibility of the AC

Note: it was suggested the SAC maintain the playground as all students benefit from this.

## 4. SCRIP audit

The audit is moving forward. Ginny is working with Paula from the Diocese on new processes, security, and separation of duties issues. Kris will be out on sick leave for about 7 weeks starting Nov. 20

## 5. Employee Sick time policy

Discussion on how to determine pay vs vacation / sicktime. Schenck has a new payroll system and Ginny was looking for suggestions on best practices to calculate so Schenck can administer.

**December meeting: December 5, 2017**

## Submitted by

Nancy Fictum

# St. Bernard Finance Council Meeting Minutes

## 12/5/2017 | 4:00PM | Parish Office

Present: Fr. Mark, Ginny Gigot, Doug LaFrombois, Pat Ellis Jake Rouse, Nancy Fictum  
Opening Prayer – Doug

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### 1. Minutes / Agenda

November minutes approved

### 2. Financials

- Discussion on Bishop Hall rental rules and fees
- TV auction - \$3700.00
- Focus on Energy Rebate - \$12000.00

### 3. Bishop's Appeal

Discussion moved to Parish Council Meeting

### 4. IT Changes at Parish

Parish office is moving away from current VDI connection to Diocese

2 technical changes:

- From VDI to Citrix: how to access Diocese servers for Parishsoft. Great Plains financial software is now a cloud solution
- Microsoft Office – need new subscription and access method. Will be partnering with Camera Corner to set up and support Office 365.
- A new internet connection is also needed. Will be moving from current fiber connection to coax.

The audit is moving forward. Ginny is working with Paula from the Diocese on new processes, security, and separation of duties issues. Kris will be out on sick leave for about 7 weeks starting Nov. 20

**December meeting: January 9, 2018 - 4 p.m. School Library**

**Submitted by**

Nancy Fictum

# St. Bernard Finance Council Meeting Minutes

1/9/2018 | 4:00PM | School Library

Present: Fr. Mark, Ginny Gigot, Doug LaFrombois, Pat Ellis, Nancy Fictum, Todd Robinson

Not Present: Jake Rouse

Opening Prayer - Pat

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## 1. Minutes / Agenda

December minutes approved

## 2. Financials

- Discussion on year end revenues and expenses
- Discussion on when to introduce capital maintenance fund

## 3. New /Old Business

- Ginny and Father met with GRACE to discuss the Before / After program. Currently the parish runs the program but GRACE runs 2 programs: one at Holy Family and one at St. Johns. Crystal offered to take it over on behalf of GRACE
- Father Mark talked to the GRACE reps about how the St. Bernard stipend is calculated and asked for separate meetings from the Board of Consultants to consider a better method to determine the calculation.
- We discussed developing a visionary plan for where we want to be in the future and how to attain more revenue to meet expenses.
- St. Bernard Bishop's Appeal assessment: \$92,000.00  
Scott Kanning and Terry Misfeldt are co-chairmen. They will kick off the campaign on Feb. 3.

## 4. No SCRIP Update

Next meeting: February 6, 4 p.m.

**Submitted by**  
Nancy Fictum