

St. Catherine Laboure Church
Finance Council Minutes
August 9, 2018

CALL TO ORDER: by acting President, Therese Baker at 6:02 pm

OPENING PRAYER: offered by Fr. Fred LeClaire, CMF

ADORATION/MEDITATION: led by Mary Anderson – Matthew Chapter 5, the Beatitudes.

MEMBERS IN ATTENDANCE: Mary Anderson, Therese Baker, Candace Hall, Trish Ketchmark, Lance Wilson and Fr. Fred LeClaire.

MEMBERS EXCUSED: Rachel Smith

GUESTS: Marie Carbajal, Maryellen Chavez, Tammy Holmes, Janeen Kramer, Len Rechichar

CALL TO THE PUBLIC:

Len informed the Council that he has been approached by several parishioners regarding the Capital Campaign. They have many concerns, including: Will they need to choose between the CDA and the Campaign? How was the \$486,536 goal determined for our parish? Who decided on the amount? If the money is being used for a High School down in Phoenix, will there be money available for a school up here? Will they be helping Sacred Heart School?

Lance replied that they are asking very good questions. Father did discuss some of this with the Finance Council, and they have had concern that the parish collection or the CDA may suffer as a result of the Campaign.

Father replied that the Diocese is in control of the timeline for the Campaign. On September 17th there will be a luncheon where more information will be available. At this time, Father is doing an “ask” with the top contributors to the parish. This is part of the timeline. The Campaign has been running for almost two years within the Diocese. The next phase of the Campaign will be the luncheon, and the Diocese will send out invitations to the next “tier” of donors. 35% of all the money raised by our parish will be returned to our parish. Father supports the Campaign due to the good that will come of it, not only for the Church today, but the future. To determine the amount for St. Catherine’s, the Diocese used an industry standard of 1.5% x a two-year average of our collection. He suggests that all persons be directed to contact him to discuss any and all Campaign questions at this time. In October, there will be an “in pew” presentation that will provide information for all parishioners, as per the timeline from the Diocese.

Lance asked if there were plans to support the schools up here if the money was being sent for the High School in Phoenix.

Father replied that the Diocese will always take care of their property. We must remember that we do not own St. Catherine’s. The Diocese owns our parish. They will most certainly take care of needs in our area. We are incorporated as St. Catherine’s, but the three voters for the Corporation are the Bishop, the Vicar General for the Diocese, and the Pastor of St. Catherine’s.

Trish mentioned that the money is also being spent on Neuman Centers at NAU, ASU and Grand Canyon University (GCU).

Therese asked if the CDA had seen a drop if the Campaign has been running for the past two years.

Father replied that the CDA has not seen a drop – they have met their goal even with the Campaign running. He added that GCU is a Baptist University, and they have a Neuman Center on Campus. The money will also go toward the construction of a Retirement Home for Diocesan Priests, A school on the reservation, SVdP, and scholarships at schools. He reiterated that all persons with questions should be encouraged to speak with him at this time.

Tammy told the Council that she feels we are ready for the audit on Monday. She has sent down all required documents to the auditor and pulled all of the other information they plan to review while they are here. There is one issue that we may have show up on the audit. Our Finance Council minutes do not show a clear and consistent “Motion, second, approval” for the items that are approved at the meetings. She gave an example of the stairs for the choir trailer. One month there was a notation that Rachel would provide names of contractors that could do the work. Two months later, the project was noted as complete – but there was no indication of the “motion, second, approval” for the expense.

Father added that as soon as we have the audit report, it will be presented to both the Finance and Pastoral Councils for review. This is a process that is designed to protect everyone involved at the Parish, and it is not a bad thing.

Father Fred announced the appointment of three new members to the Council, Marie Carbajal, Maryellen Chavez, and Mike Chavez. Marie will be serving her first term as a Finance Council member. She currently is a member of a count team. Maryellen and Mike are returning members. Mike was unable to attend the meeting today due to his being out of town. Thank you to all of you for your willingness to serve on the Council.

APPROVAL OF THE MINUTES from June 14, 2018

Lance made a motion to approve the minutes from June 14 as submitted. Candace seconded the motion. Approved with all in favor.

APPROVAL OF THE FINANCIAL STATEMENTS for July 2018

Therese made a motion to approve the Financial Statements for July as submitted. Candace seconded the motion. Approved with all in favor.

OLD BUSINESS

Therese reported that she had spoken with Leonard before he left to get an update on the projects that were in process.

- **Sign** – the sign was installed in June and is up and running. It is 20 ft south of the original location due to the need for “untouched” ground for the installation of the center pole.
 - **Candace** indicated that it can be difficult to read the sign and suggested perhaps using a block letter instead of a script.
 - **Tammy** reported that the sign can be difficult to read during the day due to the amount of sunlight hitting it. She has been working with changing some of the type sizes and adding an outline to help the letters stand out as was suggested by the company. It is easier to read the sign at night due to the type of LED lighting on the sign.
 - **Trish** added that she found she could read the sign during the day or night. She said she parked and took the time to read the sign.
 - **Tammy** reported that our Insurance company, Catholic Mutual, has sent in the request for our reimbursement check. The check will be for \$39,258.25. The agent told her

that once the check is issued, they will then ask for reimbursement from the company insuring the man who caused the damage. If they are reimbursed fully, our agent said we may also get back our \$500 deductible.

- **Alarm System** – Tammy reported that the company said they would be out at the end of this week, but it appears that it may be next week. Once the system is in place, all keyholders will need to be trained to use the system and issued a key card.
- **Roof leak in the Church** – Father reported that Mike Hemmerich has fixed the leak and in addition fixed the leak that was in the rectory. We have not had any more leaks at this time, and we are ready to start the repair of the ceiling.
 - **Mary** asked if this was an insurance issue?
 - **Father** replied that he wasn't sure. We also traded part of the labor for the repair for an ad in the bulletin.
- **Church A/C unit install** – Len reported that we are on track with the replacement/install. There will be a slight increase in the original bid, approximately \$150 due to an increase in crane costs.
- **Parking Lot Section Repairs** – this item was tabled at the last meeting due to lack of definitive information. Rachel was not in attendance at this meeting, so the item remains tabled until further information is available.
- **Sacred Heart School Scholarships** – Mary received two applications that were for the past Fiscal Year, and asked if they should be honored at this time. A due date was publicized for the applications, and these were only recently received, past the due date.

Mary requested that additional members consider joining the Scholarship committee. Candace volunteered to join the Scholarship Committee. After further discussion,

Candace made a motion not to accept the applications for the past year. Lance seconded the motion. Approved with all in favor.

Lance made a motion to set the dates for applications as September 1 to December 31 each year. Trish seconded the motion. Approved with all in favor.

Mary will return the applications to the family and ask them to resubmit them using the new application form. The new form will indicate the dates that the applications are being accepted.

- A thank you from JoAnn French was read indicating her appreciation for the payment of her tuition at Kino Institute for the school year starting this month.

NEW BUSINESS

- **Safe Code Change** - Therese will come into the office next week to change the combination on the safe in the sacristy. She handed out the combination to the members of the Council.
- **Friday Counts** – Therese and Rachel are alternating weeks for the Friday count of receipts in the office. Trish has volunteered to be a “back-up” in the event that neither Therese or Rachel are available.
- **Review of Sunday Count** – no problems to report at this time. One envelope was recorded in the wrong column, but this was corrected at time of posting.
- **Recording Secretary** – Father suggested to the Council to consider using a Recording Secretary, someone who is not a voting member of the Council but is responsible for recording the minutes of the meeting. He indicated that he had spoken to Tammy and she had agreed to assume this

responsibility if the Council was agreeable. Tammy serves in this capacity for the Pastoral Council currently and will continue to do so. After discussion,

Trish made a motion to make Tammy the Recording Secretary with compensation for her time for each meeting. Lance seconded the motion. Approved with all in favor.

- **Nominations of Officers –**

- **Father** invited the two newly appointed members in attendance to introduce themselves.

- **Marie Carbajal** attends the Saturday night Mass, where she serves as a Lector, EM and Commentator. She also attended the Capital Campaign Cabinet meeting earlier in the day. She helps fold the newsletters for the parish. Marie lives in Paulden. She was a teacher for 32 years in the Bagdad school system.
- **Maryellen** has lived in the area for 16 years. She attends the Saturday night Mass, and Mike attends the 7:30 am Mass. Mary Ellen is team teaching the Symbolon class currently running on Wednesdays. Previously she was on the Council for 5 years.

- **Nomination of President**

Candace nominated Therese for President. Mary seconded the motion. Therese accepted the nomination. Hearing no other nominations, Therese was approved as President of the Council with all in favor.

- **Nomination of Vice President**

Mary nominated Trish for Vice President. Before a second was offered, Trish declined the nomination for health reasons.

Candy nominate Lance for Vice President. Therese seconded the nomination. Lance accepted the nomination. Hearing no other nominations, Lance was approved as Vice President of the Council with all in favor.

OTHER ITEMS:

- **Father** announced that the meetings would now be moved to the St. Michael room on a permanent basis.
- **Lance** reported that he will be absent from the next meeting due to travel.
- **Janeen** asked if we should prepare the annual Financial information for the parish. **Father** asked that it be done prior to the October rollout of the Capital Campaign. Janeen will get the report prepared and sent to Tammy for publication.

ADJOURNMENT

Lance made a motion to adjourn the meeting at 7:54 pm. Trish seconded the motion. Approved with all in favor.

CLOSING PRAYER: offered by Father Fred.

NEXT MEETING: September 13, 2018 at 6 pm in the St. Michael Room

SUBMITTED BY: Tammy Holmes, Recording Secretary