

## ADMINISTRATIVE COUNCIL

### Meeting Minutes

August 22, 2017

Present: Fr. Mark Bentz, Jeff Ross, Brian Gesik, Ken Mischel, Steve Killgore, Don Nau, Christine Beldner. Absent: Suzanne Graf, Lisa Miller

Motion was made by Don Nau to approve the June 13<sup>th</sup> meeting minutes. Motion seconded by Ken Mischel, minutes approved.

#### Chair Report-Brian Gesik

- Brian expressed concern that the Offertory has continued to fall well short of budget, with a \$28K shortfall in the first 2 months of the quarter
- As a result, the planned staff wage increases beginning in the 2<sup>nd</sup> quarter will be postponed
- While there is obvious concern, the consensus is that there are positive indications that the Offertory is heading in the right direction. Reasons cited include the fact that the Stewardship rollout message came during the summer when church attendance is generally lower & that there was a fairly reasonable response to e-giving.
- To reinforce the Stewardship message, letters are going out to parishioners who did not return their pledge forms, as well as re-visiting the message in October. Additional “town hall” meetings will also be scheduled

#### Hispanic Community Leadership

- While it is acknowledged that the Hispanic community provides valuable Stewardship services to the parish, it is also important that the financial need for the Church within the Hispanic community be better communicated
- Jeff offered that, based on the proven experience of other parishes with a large Hispanic demographic, a key element in communicating the financial message is to identify key leaders within the Hispanic community,

encouraging them to participate in either the Administrative or Pastoral Councils. With that participation, a better understanding of the financial realities of the Church can then be more effectively communicated. It was agreed that recruitment of Hispanic leadership will commence.

#### Financial Reports-Christine Beldner

- Christine offered a review of the 2016/2017 year end status
- Christine shared that she uncovered several accounting issues relative to correct accounting methodology. According to Archdiocese policy, accounting needs to be on an accrual basis. This policy has not been followed in recent years. Christine is in the process of preparing both year end and current year statements using the correct methodology
- A key fund that was accounted incorrectly was the Sharing of Faith funds totaling \$18,096.14. This fund should be moved from a liability account to and income account. The Admin Council agreed that this be done. The result is a reduction in the 2016/2017 fiscal year loss by that amount.
- Christine also offered that there are a number of “aged” accounts that had not been billed properly. These accounts included billing the Archdiocese for the Safety Grant, as well as Church Bulletin advertisers. Christine has sent out updated billings totaling \$5,879.68.
- Bequests & Gifts: Parishioner Jamie Smith’s Estate was left to St. Alice. However, there appears to be questions as to how the Trustee handled the bequest. Christine is looking into the matter. NW Marriage Encounter gifted \$200. There is also a United Way donation yet to be determined.

#### Church Facilities Projects

- Based on prior Administrative Council discussion, various projects around the Church campus have been identified
- The task now is to prioritize these projects to determine how to proceed with funding such projects. Funding would include use of un-restricted funds, fund raising efforts, & parishioner bequests.

- It was agreed that each Council member would identify which projects to prioritize and report back to Brian Gesik prior to the next Admin Council meeting in September.

Next Meeting: September 26, 2017 at 7:00 PM