

St. Theresa of the Child Jesus

Finance Council Minutes

July 13, 2023

Present: Margie Pope, Tom Hueholt, Jeanne Thill, Judy Kendzora, Jim Sarcone, Paul Johnson

Ex-Officio: John McMichael, Gretchen Watznauer, Kenneth Seymour, Fr. Raphael Assamah

Absent: Kevin Olsen, Paul Galloway

Guest: Emily Melcher

The meeting began at 5:30PM on July 13, 2023 with a quorum present. Fr Raphael opened with a prayer.

Roll Call: All members of the Finance Council were present, except Kevin Olsen, excused.

Approval of Minutes from Last Meeting: Tom Hueholt moved and Margie Pope seconded for approval of the minutes from the May 11, 2023 meeting. Motion passed and minutes were approved.

Communications Report: Emily Melcher reviewed the section of the St. Theresa website which represented the

finance council and asked for updates to include: list of current council members, minutes for current fiscal year, state of the parish report and a summary of the function of the finance council. Various members of the council will provide that information to Emily.

Reports:

A. School – Gretchen Watznauer

Tuition Accounts: At the close of the fiscal year, all tuition accounts are current. 88 students will receive ESA and they have until July 15 to go online to select their school. 153 students applied for CTO; 140 qualified. The 1 family who was past due have not kept up with their scheduled payments.

Daycare Accounts: 4 accounts are delinquent though payment plans are in place to get current.

Enrollment: 3-year old students thru 8th grade in our enrollment for 2023-24 remains at 275 with some limited seats available.

Staff openings: Two new associates will hopefully be hired as of 7/14/23; an interview is scheduled for a science teacher on 7/18/23.

B. Monthly Financial Statements - John McMichael

Financial statements were disseminated to the finance council and John fielded questions. He was asked about the change in cash balances and he will look up the specifics and report back next month.

C. ADA – John McMichael

ADA currently need about \$35,000 to reach goal (\$143,270).

D. ESA: Considerable discussion on the impact of the ESAs/CTO/Education Endowment (from Ignite) this year as well as going forward. There are some

families who need assistance who are not eligible for either program. The St Theresa Foundation is looking at ways to assist those families.

E. **Pastor's Report:** Fr. Raphael

St. Theresa House: A \$150,000 cash offer was received subject to passing inspection. The use of proceeds will be in alignment with the original intent when the house was purchased and will be used for social justice issues.

Eucharistic Revival: Small faith sharing groups and societies will meet during 2023-24 to grow in the love of the Eucharist and Eucharistic Adoration. Four different books will be used as study guides.

Stewardship Committee: Jeanne Thill has been asked to establish a stewardship committee to educate church members on stewardship and to organize talks/presentations to groups.

Strategic Development Plan: An ad hoc committee has been established to identify maintenance work/projects; to prioritize, set time frame for repairs, obtain estimate/vendor.

Associate Pastor: Fr. George Boachie Nyarko from Ghana will serve as parochial vicar for St. Theresa and St. Boniface. He will reside at Dowling. His arrival date has not been set.

Tabernacle space: The area surrounding the tabernacle is being evaluated to create a visible barrier between the chapel and the sanctuary to eliminate distractions and to allow a monstrance to be included in the chapel.

New Business

A. **Door Improvements for Daycare:** Kenneth presented two bids for new doors for daycare. Jim Sarcone will contact Walsh Doors to review their bid and Kenneth will

then share the findings on the new bid. The retention grant received will be used to fund this improvement.

B. Bathroom Remodel for daycare: The bid for the bathroom remodel was exorbitant and the finance council did not consider this request. Even though sufficient funds would be available from the retention grant for this project; the finance council declined to entertain this bid.

C. Finance Council Guidelines: Judy Kendzora distributed the Finance Council Guidelines and asked all members to review prior to the August meeting. To be in compliance, we will need to address several issues in the near future.

Unfinished Business:

A. Internal Control and Risk Management Assessment: Kenneth and John are reviewing some new policies and they will be presented to finance council for approval. Kenneth will review last assessment to determine what still needs to be completed.

B. Safety Committee: This committee met in June and will meet again in August. Items discussed: Two-way radios totaling \$25,000 for school staff, signage labeling all doors at church, office, school for emergency vehicles, 3M film on all doors, and a new key fob system for 21 doors totals \$41,000.

Business Conducted via Email: The 2023-24 Budget was approved via email.

Next Meeting: Next meeting is August 10, 2023 @ 5:30 pm at the church offices.

Closing Prayer & Adjournment: Fr. Raphael offered a closing prayer

Respectfully submitted,

Jeanne Thill

to adjourn the meeting at 8:04 PM.