

St. Theresa Parish Finance Council Minutes
Thursday, May 14, 2026

Attendance: Jeanne Thill, Kevin Olsen, Paul Johnson, Randy Hanten, and Karen Glomski.
Others in Attendance: Fr. Raphael Assamah, Fr. Mike Mahoney, Kenneth Seymour, John McMichael, Gretchen Watznauer, and Steve Michaud (Trustee).

The meeting was called to order at 5:30 pm. Fr. Mike led the opening prayer. Karen Glomski was introduced as the newest member of the Finance Council, replacing Sergio Loch. Kevin made a motion to approve the revised minutes of the March 12th meeting, Paul seconded. The minutes were approved.

Reports:

School Update – Gretchen gave her school report. The STCS enrollment for next year is 270 from two year-olds to 8th grade, of which 219 students are registered for kindergarten to 8th grade. Gretchen said there are only 13 seats open for next school year, as enrollment continues to be stable each year.

Financial Update as of April – John stated that the tithing income was down about \$15,000, but other income line items are up. Expenses remain steady. There were no specific questions regarding the April financial reports.

Annual Diocesan Appeal (ADA) / Certificates of Deposit (CDs) – The ADA has pledges and gifts of \$109,000 and our goal is \$144,000+. There are 170 contributors this year as compared to 260 contributors last year. There were no operating fund CDs at the end of April. Kenneth noted that the HVAC monies are held in 3 staggered CDs earning a 3.85% interest rate, and also deposited into a money market account with a similar interest rate.

Building/Grounds – Jimmy Sarcone was not at this meeting, so no update at this time.

Safety/Security – Gretchen gave a brief update. As a campus, security is very good and will always be a high priority. As part of HVAC project, a sprinkler system is going in on the east side of school.

Financial Oversight – Kenneth said that the Diocese will be conducting an audit on August 26th. Randy gave a brief update that the review of the Parish Operations Policies and Procedures manual is still a work in progress. Barb, Randy and Kenneth will meet in June to discuss questions and processes.

Unfinished Business:

HVAC – Kenneth discussed the electrical component that needs to be performed (likely in July) to speed up the HVAC project. MidAmerican is doing some testing and compiling data. Kenneth and Fr. Raphael will be meeting with the Diocese Building Commission on June 16th to discuss the entire project and obtain approval to move forward.

There could be a recommendation to bypass a general contractor and hire a large HVAC contractor for the project. Paul asked about liability with this method. The expectation is to obtain 3 bids, and a foundation member (attorney) has offered to review the HVAC contract when it is ready.

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Capital Campaign – Jeanne gave an update that we need slightly less than \$1 million yet to raise. There are still a number of parishioners that need to be contacted. Jeanne thanked the Finance Council members for 100% participation and their financial contribution.

Sale of School Buses – Per Kenneth, the buses are fairly old and are very expensive to maintain. He would like to use 1 bus until August for childcare summer outings. He will place an ad on Facebook Marketplace to see if anyone is interested in buying a bus.

New Business:

WIFI Update – there is a need to 2 switches and 2 access points for both the Church and office building. The estimated cost would be \$42,800 which would include licenses, cabling, and labor. Kenneth has applied for 2 grants to help fund this upgrade. Paul moved to approve this project to be funded by 1) Technology and 2) Building and Grounds up to \$42,800. Karen seconded the motion. Motion passed with all members present voting Aye.

2026-2027 Budget – Kenneth highlighted some areas of interest. Trying to work with various groups to find out what they want to do and budget accordingly. Not just set a budget and let them spend as they see fit. He also noted that the Catholic School Assessment is split between Program Expenses (\$270,000+) and Building Expenses (\$58,000). Karen moved to approve the 2026-2027 Budget as presented. Paul seconded the motion. Motion passed with all members present voting Aye.

Other:

Pastor's Report – Fr. Raphael welcomed Karen to the Finance Council. He spoke about the upcoming audit by the Diocese and the need for us to do an internal review beforehand. Likewise with the annual report to the Diocese. Fr. also informed the group that he will be going back to Ghana permanently after the 2026-27 school year. We all will miss him greatly, but will enjoy this next year with him!

Sharing of Donor Info – this was tabled from our prior meeting. Fr. says it should be fine to share name and address if the purpose is to show appreciation for the donation. He said the program leaders need to discuss this topic and then develop some proposed procedures. At that point, the Finance Council would review the proposed procedures.

Business Conducted via Email – none

Next Meeting – Next meeting will be July 9th, 2026 at 5:30 pm in the conference room.

Meeting was adjourned at 7:40 pm.

Respectfully submitted,
Randy Hanten
Secretary