

MINUTES
St. Joseph's Finance Council
Organizational Meeting

Draft: The role of the St. Joseph's Finance Council is to advise committee's regarding budget requests, review quarterly financial report, and provide recommendations to Father Robert Butts in establishing budgets for committees, assist in preparing for St. Joseph's audit, and preparing an annual financial status report for St. Joseph's parishioners.

Date: Thursday October 22, 2013 Time: 7:00 – 8:30 p.m. Place: St. Joseph's Rectory
Recorder: K. Betzig

Attendance:

Team Members: (x indicates present)

<input checked="" type="checkbox"/>	Father Rob	<input type="checkbox"/>	Dom Godard, Ex officio
<input checked="" type="checkbox"/>	Kaylen Betzig	<input type="checkbox"/>	Bill Ringelsetter, Ex officio
<input checked="" type="checkbox"/>	Marvin Derr	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Kristi Sands	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Handouts: Agenda, Norms & Guidelines for Parish Finance Councils, Example of council reporting structures, Parish Annual Financial Report Diocese of Madison FY 2012-13, Example of Financial Report to the Parish, Example of Parish Trustee, Example Parish Council Elections, St. Joseph's Budget Overview July 2012-June 2013, St. Joseph's Quarterly Financial Report July 2013-September 2013

Topic Issue, responsible party, time limit	Method -- technique used to cover this item	Anticipated Outcome - what finished results we expect
Call to Order	Roll	Identify members and ex-officio members in attendance
<ul style="list-style-type: none"> Father Rob called the meeting to order. 		
Opening Prayer	Father led the members in prayer	Guidance for the work to be done
<ul style="list-style-type: none"> Father Rob led the group in prayer before start of the meeting. 		
Introduction of Members	Individual introductions	Team building
<ul style="list-style-type: none"> Individuals introduced themselves and provided a brief background 		
Explanation of Roles & Responsibilities of Finance Council	Information	Understanding of the task(s) to be completed and roles and responsibilities of members
<ul style="list-style-type: none"> Father Rob provided an overview of the Financial Council's anticipated responsibilities in light of financial requirement of the Diocese. Father Rob provided information in the form of handouts regarding the council's role and example of other parish information. Father Rob reviewed the potential need of a Trustee from the parish. 		

<ul style="list-style-type: none"> • Possibility of election among the St. Joseph parishioners for a Trustee elected for a 2 year term and serve as an ex-officio member to the Finance Council. • Trustees’ potential responsibilities to second signatory on checks with Father, signing of corporate documents and contracts that the church may enter. 		
Financial Reports	Information & Action	Review and approval of St. Joseph’s Quarterly
<ul style="list-style-type: none"> • The annual financial report was presented by B. Ringlesetter for the FY ending June 30, 2013. • The quarterly financial statement was presented by D. Godard, ex-officio; action taken on the acceptance of the quarterly financial statement for July-September 2013. • Kaylen Betzig voted to approval the quarterly financial statement for July-September 2013; second, by K. Sands. Motion passed. • Discussion between members and ex-officio representatives regarding their insights on the budget of St. Joseph parish. • Discussion occurred regarding the need for specific policies in the area(s) of financial investments, receipt of donations, and bequests. 		
Goals of the Council for this Coming Year	Identification of goals	Council members understand goals for the year and expectations to be achieved
<ul style="list-style-type: none"> • Father Rob provided 3 goals for the Finance Council in FY 2013-14: <ul style="list-style-type: none"> - Audit preparation - Budget - Annual financial report (newsletter) • Discussion occurred among the members to define the expectations for each of the goals. • Audit preparation – at this time Father Rob did not have a specific date set by the dioceses to review the financial statements and processes. • Budget – it is the desire that each church committee develop an annual budget request with review by the Finance Council to provide guidance in achieving their goal(s) and the steps that may need to be taken to achieve the financial support for committee initiatives. The Finance Council would also review (dates to be determined) the status of each committee’s budget and their actual expenditures to assist in managing, planning, and establishing goals for the financial stability of St. Joseph’s parish. The Finance Council should be a partner with the church committees to help them to achieve their initiatives within the resources available or assist in determining a potential revenue source. • Annual financial report (newsletter) – the Finance Council would be responsible of assembling a financial status report (newsletter) identifying the annual revenues and expenses occurred by St. Joseph’s parish in the essence of transparency. • There was discussion regarding electing a chair and secretary for the Finance Council. M. Derr made a motion for K. Betzig to serve as chair; seconded by K. Sands. Motion carried. • K. Sands stated her interest in serving as secretary of the Finance Council. K. Betzig made a motion for K. Sands to serve as secretary; seconded by M. Derr. Motion carried. • K. Betzig asked if there were others from the parish that maybe interested in serving on the Finance Council. K. Betzig suggested Doug Lambert as a possibility and asked Father Rob if he approved. Father Rob indicated his approval. K. Betzig will approach Doug Lambert and determine his interest in serving on the Finance Council. • K. Betzig, K. Sands, and M. Derr discussed a potential meeting date to discuss the future work of the council. They decided to meet Friday, November 1, 2013, from 12:00 p.m. to 1:00 p.m. at Erin Snug’s in Sun Prairie. 		

Closing Prayer & Adjournment	Closure of Meeting	Adjournment
<ul style="list-style-type: none"> • Father Rob led a closing prayer. • Meeting adjourned at 8:55 p.m. 		

Meeting Check Out:

Did we accomplish the outcomes we planned for today’s meeting? What went well? What needs changing to improve our meeting process?

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Future File: [list topics/issues for future meetings]

Agenda Item Suggestions

Name(s):	
Item to add to agenda (topic):	
Length of time anticipated:	
Materials needed:	
Method:	
Outcome:	

COUNCIL OFFICIAL QUARTERLY MEETING SCHEDULE:

Date: Monday, January 13, 2014	Time: 7:00-8:30 p.m.	Place: St. Joseph’s Rectory
Date: Monday, April 7, 2014	Time: 7:00-8:30 p.m.	Place: St. Joseph’s Rectory
Date: Monday, July 14, 2014	Time: 7:00-8:30 p.m.	Place: St. Joseph’s Rectory

COUNCIL MEMBERS PLANNING MEETINGS:

Date: Friday, November 1, 2014 (Kaylen, Kristi, Marvin)	Time: 12:00-1:00 p.m.	Place: Erin Snug’s Sun Prairie, WI
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