

Administrative Services/Finance Committee

Meeting date: December 12, 2011

Members present: Jim Woloszyk, Steve Barnes, Earl DeLaet, Randy Freeman, Tom Gabriel, Greg Herrle, Tom Knopp, Connie Pire, Brian Schloemer, Steve Szymanski, Jeff Weyker

Guests: Mike Cekanor, Mike Schaumann, Dan Hubler, Kurt Soens

Stewardship results are slightly ahead of plan. We currently have 129 families enrolled in online giving.

Dan Hubler, our Technology liaison, handed out an inventory of all hardware on the SJV campus. The next project for the Technology committee will be to inventory all software. We are currently moving from 5 servers to 3; this is a project we began in February 2011. This was done to give us improved speed and maintenance and a new e-mail system which is now free. Dan will be providing a cost estimate and timing plan of the next upgrades so that we can update the 5 year capital plan. Dan also brought up the replacement of the smart boards on campus. We would like to see a plan on this by February to also work it into the 5 year plan.

Kurt Soens, our Building & Grounds liaison, informed us of 5 needs for our 5 year plan. These include:

- 1) Completely new roof needed on the school. Current estimated cost is \$180,000, with an estimate of need in the next 2-3 years.
- 2) Updated phone system.
- 3) Our HVAC system is down to one compressor. We are currently spending \$10-15,000 per year in maintenance. Replacement cost is estimated to be \$210,000, and then maintenance would drop to \$0.
- 4) New LED lighting in the gym would cost \$30,000. We currently use fluorescent lights, which are cheaper but burn out more frequently.
- 5) School bathrooms need updating. Cost is estimated to be \$25-30,000 for each; we have 6.

Mike Schaumann is developing new budget tools so that we look at what is needed in each category instead of using the prior year's figure and tacking on a set %. We hope to work with all department heads in setting the budget figures so that they are actively involved in the process and get the chance to "own" the budget.

The October Monthly financials were reviewed. At this early date in the fiscal year nothing seems out of the ordinary. Salaries are running ahead of projected figures. Mike will look into this.

Quick Books is being implemented on 1/1/12.

There has been some discussion about issuing credit to Christian Formation teachers for their children who participate in the program. Many years we have difficulty securing teachers and this might be a way of making it easier. At this point we do not recommend implementing this.

Our next meeting date is yet to be determined; it is planned for early in January.