

## St. John Vianney Parish Council Meeting Minutes

February 21, 2011

### Members Present:

Fr. Ken Knippel, Pastor

Fr. Phillip Bogacki, associate pastor

Doug Miller, trustee secretary

Mike Cekanor, trustee Treasurer

Cheryl Zima, chair

Michael Ostrenga, vice chair

Pat Butler, secretary

Larry Francione, School Board liaison

Jon Hauser, Administrative Services/Finance liaison

Mary Lopez, Prayer and Worship liaison

Brad Niswonger, Stewardship liaison

Mark Rye, Human Concerns liaison

Mariann Van Winkle, Christian Formation liaison

**Call to Order:** Cheryl Zima, chairperson, called the meeting to order at 9:00 p.m.

**Review of Minutes:** The minutes from the January 10, 2011 meeting were approved with the correction of the date of the previous month's minutes.

**Open Forum:** None

**Financial Report/Budgeting Process:** Jon Hauser indicated that the success of Bids for Kids will nicely provide for some of the needs of the school. They expect to change some of the reporting of the Administrative Services & Finance Committee but will defer on making those changes until the new Director of Administrative Services is hired. They drove the process to a 1-page report. Father Ken indicated he would like to see metrics carried across in the future

instead of only getting the current numbers. Reports that compare actual to budget and actual to the previous year are lengthy and detailed—that would be too much to provide to the Parish Council. The Forecast Income Statement report was briefly reviewed. It shows YTD actual and budget by month yielding a forecast. The forecast is not level loaded; it's seasonalized. Mike suggested exception reporting. Father Ken asked about a balance sheet. The question is, "What does the Parish Council want to see?" The budget has investment income of \$18K and we expect that will be better next year. Budgeted money was taken out of savings to cover the budget gap. Father Ken believes it is deficit spending. The previous year the money was taken from the line of credit. The contributions reported are close to budget. We are approximately \$29K under what was expected. Stewardship is receiving \$2.2 million in the next fiscal year. It was \$2.1 million. Year-to-date we are \$85K behind budget in revenue. It is due in part because of tuition—we had some bad budget numbers—and also lower contributions. It was offset a bit by \$67K in favorable expenditures. We can't continue in this manner. Faith In Our Future provided a "windfall" that plugged money into the parish that would otherwise have to come out of the regular budget. The question was raised whether the projection changes planning in what they are willing to fund. In the next fiscal year they look to maintain the current level of programs.

Father Ken distributed a letter draft to be a cover letter for the SJV Parish Strategic Plan. A few edits were suggested and will be incorporated into the letter.

There was also discussion about a letter to school families. Besides an appeal for donations beyond what they pay for tuition, it is important to educate them on the cost of education, showing the gap between what they pay and the cost. Once they have that information it should prompt them to contribute more to close the gap. If there is an increase in contributions, we will build on that momentum by possibly seeking a smaller tuition increase. The difference between a 5% increase and a 3% increase is approximately \$25K in increased giving by school parents.

Jon didn't have much to state regarding the Strategic Plan update. They are looking to update the HVAC system in the church and possibly bringing in some high tech by way of screens in the narthex and halls as people enter. They need to lay out a wish list—done in conjunction with budgeting—it might be 2-3 years out. It should include indentifying the source. Randy Freeman is working on a benchmarking study with peer parishes. The Administrative Services & Finance Committee will have the budget to present at the March Parish Council meeting.

Larry Francione commented on the School budget. 88% of the budget covers salaries and benefits. The second piece is enrollment. Last year we were overly optimistic expecting to pick up students from St. Luke's when their school closed. For next year we are budgeting for 472; our current enrollment is 476. We have 468 enrolled already for next year. The parish share is \$804K (37%). That is 5% less of total school cost than paid for the past 5 years. If there is a 3% increase that would bring it to \$828k. It costs the parish \$12,600 for every 1% of the cost of the school the parish pays. We're in the top 5-6 of 26 schools in terms of tuition.

**Pastor's Report:** Father Ken expressed thanks to all who supported him with prayers, calls, cards, and their presence at the wake and funeral following the death of his mother.

The Archdiocese said that every year every parish needs an audit. It's a review of how we're doing things. Schenck did the SJV review. They offered some recommendations indicating that the parish has too many checking accounts and too many authorized signatures on some accounts. The parish has 11 checking accounts. They also recommend that the counters need a log and standard sign out sheets and need to sign off. They should use tamper-proof bags from collection to counting. They also found that not all invoices were cancelled after payment. They advise to do that so that invoices are not accidentally paid twice. One disbursement was missing adequate documentation. Several disbursements did not contain evidence of approval. Payroll was okay. Clergy compensation was fine. Account Receivables and Accounts Payables are fine. They had suggestions regarding adjusting journal entries but there was nothing unusual.

Reader workshops were held and the readers really appreciated it. Pat Russell from Sacred Heart Seminary spoke and was well received.

Father Ken talked about his involvement in the Brookfield Elm Grove Interfaith Network (BEGIN). He gave a talk at Elmbrook Hospital at a BEGIN sponsored community forum, and various SJV staff members have gone to BEGIN meetings/events.

The search for Director of Administrative Services is going well. Letters have gone out to 15 candidates who are not being invited to interview further. To date 30 resumes have been received. The application period closes February 25. Candidates considered further will complete a personality survey and fill out a formal application for the job. There will be interviews. They hope to wrap up the process in about 5 weeks.

Father Ken is moving to Brookfield in August. He will live temporarily in Pewaukee at St. Anthony on the Lake's rectory beginning March 24.

**Strategic Plan Draft Publication Review and Comment:** Mike Ostrenga reported that he expects to get the framework, template, Gantt chart and work plan on February 27 from the Prayer & Worship Committee. That is the missing piece and then the Strategic Plan can be published. Mike had distributed the Strategic Plan by email for Parish Council's review. Mike asked that special thanks be given to Kurt Baumann for taking the lead in initiating and organizing the early steps of the strategic planning process. Mike will send examples for updates and revisions. He indicated that on a quarterly basis standing committee liaisons should report back on initiatives within that quarter. They should also indicate what has changed. There is a Quarterly update template where they should list the initiatives worked on that quarter, whether they were on time and on track. If not, provide a revision to the plan. Copies should be emailed to the Pastor's Secretary (Paula Folda) so she can maintain the e-copy and hard copy of the Strategic Plan. For example, in April, action and updates on initiatives taken in January thru March should be reported. Liaisons should drive it with committee chairs.

Mike also suggested we should recast Gantt charts for the current year and then add a rolling year to the plan. There was consensus on the Strategic Plan—though the Prayer and Worship Committee report is not yet in it. All present appreciate all the work Mike did on shepherding the process and pulling the plan together.

**Discernment Process Update:** Pat Butler distributed an email that was sent to Standing Committee Chairs and the Chair of the Athletic Board that outlined action items for the SJV Standing Committees and Athletic Board regarding the nomination and discernment process for parish leadership. It outlined committee responsibilities relative to the discernment process providing key dates and action items. Each Committee was given 1 of 3 weekends to have speakers give brief talks on their committees at each of the Masses. A bulletin article was also updated for use. The beginning of the process was moved up a bit as a process improvement compared to last year. We are on track.

**Survey Policy Feedback from Committees:** Father Ken asked if there were any questions or concerns about the new Survey Policy. All reported that it seems well-accepted and the Human Concerns committee in particular expressed thanks.

#### **Liaison Committee Reports:**

Christian Formation—Mariann gave a brief update on their strategic plan work. They have 3 main initiatives:

- Grow programs for young adults. The committee member who was the primary person on that has been unavailable so they have not made progress on that initiative.
- Attract youth for liturgy and music
- Support and retain catechists

She plugged Fishsticks a great evening of comedy scheduled for the evening of March 4 which includes a silent auction. The money raised will support teen mission trips. She also reported on the Youth Ministry General Work Plan Proposal that Erik Anderson created.

School Board—Larry Francione indicated that Building & Grounds will be improving signage and they are receptive to ideas. Funding will be sought from Home & School. Cheryl asked if they considered soliciting donor families to contribute the funds.

Relative to strategic planning, they are collecting information of honor roll status of recent graduates as part of developing an annual report card.

Prayer & Worship—Mary Lopez mentioned that they had been nonfunctioning for so long—they are working on finding their way. They are figuring out who they are and what they're doing. They looked

at their bylaws and the structure of the committee. People didn't know their term of office. There doesn't seem to be an "out" for those who coordinate ministries but found that it is in the bylaws. First Communion is coming together well. Parent Night was very positive. Some who were opposed to incorporating First Communion into the regular weekend Masses were there. They saw that many parents were very positive and supportive.

Human Concerns—Mark Rye reported that the Vicki Thorne program had very good turnout. The ministry dinner "thank you" was good. All but 5 ministries were represented. It did go long—till 9:30 or 9:45 and they should have scheduled a break. Regarding Discernment, they have only one opening—11 of the 12 are staying on.

They are looking into a Haiti Outreach Program out of West Bend. They are assessing whether SJV wants to get involved.

Respect for Life—there is no budget and they would like a budget for speakers. They used money earmarked for outreach. They would like to be included in the budget for funds to support their programs. That prompts a debate about what outreach is and what should be paid for outreach. The Outreach Committee should make those allocation decisions. Human Concerns should go to Finance. Human Concerns is a department as well as a committee. It needs clarity.

Stewardship—Pledge cards were compared to last year. For discernment, they will be recruiting 4 new members of 10. One person has been recruited already. They spent some time talking about the sudden and unexpected death of Jim Myre—many commenting about all the unselfish work Jim did for the parish community. He will be missed. Jon Hauser mentioned that last year when calling nominees to the Administrative Services & Finance Committee, a number of nominees expressed more interest in Stewardship than Administrative Services & Finance so they will try to locate that list to recruit from and will make appropriate referrals this year again.

Cheryl Zima suggested that we start the CLN meeting in April at 6:15 instead of 6:30 to allow for the extra time the discernment process takes most committees. There was agreement that this is a good idea.

**Closing Prayer:** Mark Rye led us in a closing prayer and sign of peace.

Meeting concluded at 10:35 p.m.

The next meeting is scheduled for March 14, 2011 at 6:30 outside of CLN.

Respectfully submitted,

Pat Butler

Secretary