

**St. Agnes Finance Council
Meeting Minutes**

MEETING: St. Agnes Finance Council	CHAIR: Skip Duchesneau
DATE: April 14, 2021 @ 9:30 a.m.	Secretary: Recording Secretary: Babs Debes
LOCATION: Social Hall with Social Distance and by Zoom	
ATTENDANCE: Fr. Timothy, Skip Duchesneau, Mike Elsenpeter, Terri Fierstine, Pam Nelson, Mark Vondenkamp, Jonie LaFontaine, Babs Debes	ABSENT: Michelle Nistler, Pat Mortale
TIME BEGUN: 9:30 a.m.	TIME ENDED: 10:30 a.m.

Agenda Item	Discussion Highlights	Final Conclusion	Action Items/Person Responsible
Call to order	Meeting called to order		
Opening Prayer	Fr. Timothy gave the opening Prayer		
Review/approval of previous meeting minutes	Previous meeting minutes from October, 2020 were reviewed.	Motion made, seconded and carried to approve minutes as presented.	
Review of March Financial reports Norton Funds	<p>March 2021 Financial reports including the Balance Sheet, Monthly Comparison, Ledger to Budget and Cash on hand spreadsheet was reviewed and discussed. It was noted positive income over expenses for the Fiscal year to date. Babs noted the shared expense formula calculation has been completed and shared expenses next Fiscal year will be 55% St. Agnes and 45% Sacred Heart.</p> <p>Year to date reports reviewed noting Funds are still increasing in market value to date. Will continue to monitor monthly given investment volatility.</p>	Motion made, seconded and carried to accept the March Financial reports as presented.	

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Update on Parish Leadership Team	Fr. Tim discussed the Amazing Parish program that he has been attending explaining this program is about Parish leadership and changing the culture of a Parish through the Pastor to the Staff (Bookkeeper, Faith Formation Director and Office Assistant) as a form of Shared Leadership Team. We have been having weekly staff meetings and will be attending the June Amazing Parish conference in Kansas City. This Shared Leadership team does not replace the Pastoral Council which has a different focus.		
Fundraising Committee	Fr. Tim noted this is a changeover from the former “Auction Committee” as some members of this group have asked to step back. Randall Morrision is working on new members for a Fundraising Committee. Fr. Tim suggested it would be good to have a member of the Finance Council on this Committee and asked for a volunteer. The Finance Council will need to determine the focus of Fundraising efforts.	Much discussion around needs and focus of efforts. Also noted was prior determination to donate a % of our fundraising to area charitable organizations we support. At the end of the meeting it was determined the focus to be Phase II of Project Beauty which includes main church flooring, wood behind statues and around the tabernacle.	
<p>Building Issues</p> <p>Natural Gas Boiler and Air Conditioner Rectory</p> <p>Update on “water out back” and tar or concrete overlay</p> <p>Lighting project</p>	<p>It was noted that Ikes have been notified they have received the bid for the Natural Gas Boiler and Air conditioner replacement which was approved by email vote. Discussed Heat pump vs. traditional air conditioner.</p> <p>Mark working on getting bids from Northern Paving and Anderson Bros on this project. Noted also some concrete bumpers need to be replaced, discussed replacing them with rubber bumpers or concrete and replacing some or all? Consensus was that the initial bid from Northern Paving should be pursued as they can do the work this spring when they are in town completing the street project for the city.</p>	<p>Consensus was to go with a traditional air conditioner for the rectory instead of Heat Pump.</p> <p>Mark will obtain final bid from Northern Paving with rubber bumpers if possible and submit to Fr. Tim. Bookkeeper will send out an email vote for approval.</p> <p>It was noted that Lowe electric is donating his labor for this project.</p>	

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AGENDA		FINDINGS	ACTION
<p>Project Beauty and Adoration Chapel</p>	<p>Project is 99% done and working very well. Still working on LED lights. One outstanding expense of about \$5000 left to pay out of Project Beauty Funds. .</p> <p>DISCUSSION</p> <p>Adoration Chapel altar being built by the company that designed the project (Nick Vasko). The cost will be slightly higher (about 12,000 total) but additional funds have been donated.</p> <p>Discussed flooring needs for the main church and phase II of the Beauty project to include flooring, wood behind statues on the altar, wood around the tabernacle (as previously modified design) and the grotto area in the back of the church with statues of St. Agnes and St. Kateri. Early discussions with contractors for bids for flooring is ongoing. Fr. Tim will work with a subcommittee on design, materials and pricing. Some new members will be needed for the subcommittee as some of the original members are no longer in the area. Members to date Laura LaFontaine, Carol Howard, Joanie, Skip and Mark. Fr. Tim will contact subcommittee members and solicit additional members if needed.</p>	<p>Motion made, seconded and approved to go ahead with the increased cost of the project.</p> <p>Discussed communication plan and fundraising. Since we already have design approved for part of this, design pictures should be displayed in the Narthex and Fr. Tim should start to communicate the start of phase II of the project in Flocknotes and other methods of communication.</p>	<p>Fr. Tim will communicate to the Fundraising Committee the three priority areas: Flooring, Wood around the statues and tabernacle and Grotto area. Also noted St. Agnes will donate 5 - 10% of the funds raised to area charitable organizations.</p>
<p>Removal of old fuel oil boiler and buried tank.</p>	<p>Will contact Orton Oil to see when they plan to remove the buried tank. Removal of the old boiler will be completed by Ikes when the new boiler is installed.</p>		

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Charitable Donations	Fr. Tim noted that due to COVID and budget projections for FY 21 the Council had reduced the Charitable giving budget down from 5000 to 1000. The 1000 has already been donated to the AARC women's shelter project in Akeley. Since donations have exceeded budget so far this year and St. Agnes has a positive income over expenses discussion was held regarding donating the originally budgeted remaining 4000 to Charitable organizations at this time.	Motion made, seconded and carried to increase charitable donations to a total of \$5000 for this Fiscal year. The remaining 4000 will be split between the Walker Food Shelf, Walker Pregnancy Center, Family Safety Network, Faith in Action and SVDP	Checks will be distributed before the end of April.
Staff and Covid Update	Fr. Tim announced that the Parish Cluster Secretary has given her six weeks resignation notice, she is leaving to pursue her current Business and family needs. It was also noted that the job has changed significantly with the advent of COVID. New COVID guidelines out of the State indicate no capacity restrictions on worship spaces but social distancing, masks if possible and no singing yet.	Ads will be posted.	
Finance Council Membership and Constitution	Members terms to end June 30, Pam Nelson and Joanie LaFontaine, both are eligible for another three year term. The current language in the FC Constitution indicates that the Trustees are ex-officio members with no vote on Council issues. This is not a Diocese requirement and in fact the Trustees are required to vote on certain issues by the Diocese.	At the request of the Pastor, both Council members have agreed to serve another three year term. After Council discussion, a revision to the FC Council Constitution will be completed to allow the Trustees to vote on all Council motions. Revision draft language will be presented at the next meeting.	
Next meeting date	Budget meeting June 10 at 9:30 a.m. Next regular meeting July 21 at 9:30 a.m.		Babs will send out Outlook invitations.
Closing Prayer	Fr. Tim gave the closing prayer		
Meeting Adjourned	Motion made, seconded and carried to adjourn the meeting.		