

Our Lady of Guadalupe Church
Parish Finance Council
Meeting Minutes: February 20, 2017

I. Opening Prayer

Monsignor Gentili opened the meeting with a prayer.

II. Roll Call

Attendees:

Dick Clark, Monsignor Gentili, Tim Conniff, Paul Crovo, Philip Junker, Peter Hawley, Rose Lee, Greg McGovern, Michele Savage, and Ed Zapisek.

Excused: Father Ianelli, Deacon Brady, John Graham, Ellen Roehm, Judy Wicklum, William Gruccio.

Dick initiated the meeting with roll call.

III. Minutes From Previous (11/14/16) Finance Council Meeting

Phil Junker motioned that the November 14, 2016 meeting minutes be approved. Greg McGovern seconded the motion. The minutes were unanimously approved.

IV. Pastor's Update

A. Parish Life Center Construction

Monsignor reported that the building process is on target, on schedule and on budget due to the value engineering that was done. As of the date of the preparation of these minutes, the "Crossing the Finish Line" campaign has raised \$125k of the \$400k necessary to complete the courtyard. The move into the offices is currently set to end on June 30, 2017. The lease on our current offices expires at the end of June. A discussion ensued regarding the official dedication of the PLC in the Fall. A budget for that celebration is being created by the Social Committee, headed by Chip Puchino, and is in the planning stage.

V. Business Manager Update (Ed Zapisek)

A. Fiscal YTD Comparison vs. prior year

Income: Ed started the presentation of the 2016 vs. 2017 Profit and Loss Report. Sunday collections, which is the biggest income item, increased 7% from last year amounting to an average of \$24,744 per weekend. The e-giving initiative has more than doubled from last year and over 100 families contribute electronically on a regular basis. In Other Collections, the 2016 Christmas collection increased 7%; the income from the bulletin advertisers was cut from \$30k to \$20k starting in September and we are receiving nothing from the Social Committee yet, but will expect a positive revenue next year as soon as the committee is formed and the PLC can be used for its functions.

Expenses: Some notable changes in expenses during this period are increased support from IT vendor, due to purchase of new server to replace failed one. Subsidies for OLMC and St. Andrew's Schools have decreased due to lower enrollment. Utilities in the church, office and rectory are up to 34% lower due to the warmer winter this year and when the rent expense for the office space goes away, there is a projection of more savings. Ed reported that all items are on budget.

Please refer to the attached Profit and Loss statement for more specific details.

B. Other Items

- 1. Facilities Supervisor:** Joseph Balaza has been hired as a full time Facilities Supervisor. His experience in management at Merck, communication skills and flexibility were what attracted the search committee to him as a candidate. Also as an OLG parishioner, his volunteer work with the SOP committee as well as with the Guardians of Guadalupe, all make him an asset to our parish. He will be working with the contractors to learn the HVAC and other technologies necessary to run both buildings in the future and in an effort to achieve a smooth transition, which will be complete April 30th. This hire, along with a possible assistant will come with an overall budget savings.

2. **Stewardship Collection:** The Stewardship, as of the date of the preparation of these minutes, has received from 470 parishioners \$120,700. Although this collection returned @ \$125k last year, there were no expenditures this year for dinners, etc.; Along with Dick's talks and the detailed distribution accounts in the bulletin and website, it was determined that we achieved, or even surpassed last year's stewardship collection.
3. **Balloon Payment/Line of Credit:** Communication with Marc Fisher at AOP has been initiated to negotiate the repayment of the \$1.2 mil **Balloon Payment** and the interest/principle payments. We are on schedule for the first three payments. The fourth payment after the March, 2017 payment will depend on the success of the Wrap Around and Increased Offertory campaigns. A new repayment plan was proposed and we await an answer, especially on the interest rate. A line of credit is being discussed with Penn Community Bank and other entities, to maintain a 3 month reserve in the bank as recommended by the AOP and in order to allow for the release of all other monies to cover the completion of the PLC/Courtyard.
4. **Network and Broadband Service for the New Building:**

Phil Junker offered to help Ed choose a network service (Comcast, Fios, or other) and have them play off each other for the best price and service. He also suggested that OLG allow a small cell tower to be installed in the new PLC clock tower in exchange for a substantial monthly rent. The Finance Council was not opposed to this.

VI. Parish Committees and Programs Updates

A. Fiscal Responsibility Subcommittee (Dick Clark)

1. Dick reported that he will be presenting the **fiscal year update report** to the parish the weekend of March 4/5, and giving an account of where we are with collections, the PLC update and then make a soft sell for Crossing the Finish Line along with Phil offering sign up information for e-giving after all the Masses this same weekend.
2. **Crossing the Finish Line Campaign Update:** This newest campaign has yielded 1.1 million, and \$1.5 is needed to complete the PLC as envisioned. 20% of this goal has been realized with 100 families contributing. There may be a need to target the 500 families that contributed in the past, perhaps even be more tactical and suggest taking advantage of tax rebates.

Monsignor reminded the Council the amount of work that has been accomplished in the past 10 years during very trying times, e.g. the scandal and the downturn in the financial and real estate markets. Even so, OLG continued to grow and intensify. If we remain positive, and if every active family participated, the goal of \$320k will be met. After 5 Capital Campaigns and 2 Stewardship Campaigns, the parish may be saturated with campaigns and there will be a need for a respite.

B. Evangelization Outreach Subcommittee (Phil Junker)

Phil reported that the Evangelization Outreach committee is working on a Mass Transit initiative, so those who are able can be paired with seniors or disabled, to bring them to Mass regularly; They are promoting OLG Ambassadors, led by Marlene Funk, to advocate to those who are in need, reaching out to C & E Catholics and to those who may have been disillusioned with the Church in the past, so they know the parish is open to them and are welcome to come every Sunday; Jessica is keeping in touch with families who have recently baptized babies by mailing them monthly mailings and gifts and keeping them involved with the parish until they get them to PREP.

C. Institutional Review Subcommittee

Bob Weikel has researched, interviewed and helped to retool all the OLG Ministries. A budget has been proposed using money from the Stewardship collection in the amount of @ \$15 – \$25k to those ministries who needed funds to make it easier for them to accomplish their missions. Stories of their successes are in the bulletin periodically.

D. Pastoral Council (Paul Crovo)

Paul reported that the Welcome/Ministry Fair will be held the weekend of March 11/12 and will highlight the Education and Evangelization Ministries.

He and Frank Dolski have planned a visit to the Church of the Nativity Parish in Baltimore, Maryland on March 18th to look at social network technologies to enhance offerings, record pod casts and structure radio programs. Father Michael White, the author of “Rebuilt”, will meet with them to talk about their mutual initiatives and outreach ideas. He will keep us posted as to the outcome of this visit with an aim to share his vision, borrow his strategies, and rebuild our own parish.

**E. Standard Operating Procedure Committee
(Dick Clark for Bob Weikel)**

Bob continues to monitor the growing needs of the 40 plus OLG ministries and is beginning the process of developing a standard operating procedure that will address our many needs as a large parish. Within a 6 month timeframe, organized procedures are anticipated to be in place for the PLC and other areas. AOP guidelines will need to be accounted for non-religious events and organizations who wish to rent the PLC.

VII. Questions/Concerns/New Business

No news to report.

VIII. Next Meeting

Tuesday, April 25, 2017

IX. Closing Prayer

Monsignor Gentili led the closing prayer.