

Finance Committee Meeting Minutes

June 22, 2017

Parish Center Library

Present: Father Bob, Bill Vande Voort, Patty Vande Voort, Roy Verstegen, Kristin Ausloos, Tim Wyngaard, on John Probst, Josh Dietrich from the Catholic Foundation, Ray Coogan from Our Sunday Visitor, Mark Filips from Vision Works Fundraising, and Melody Buchinger.

1. Prayers and welcome were conducted by Bill Vande Voort
2. Assigned minute taker Melody Buchinger
3. Assigned timekeeper Roy Verstegen
4. Approval of the April 27, 2017 minutes.
 - Original motion was made by John and seconded by Roy. Motion passed unanimously.
5. Terms of service was skipped.
6. Other business:
 - Kristin Ausloos and Bill Vande Voort served their full six-year period. This was their last meeting. The committee extended a statement of thanks and gratitude for their service.
 - Melody Buchinger was appointed member of the finance counsel for a three-year term.
 - The motion was made by John and seconded by Roy Verstegen that Tim Wyngaard be appointed chairperson of the finance counsel. Motion carried unanimously.
 - The committee was advised that Jeff Meek is interested in joining the finance committee. He was not able to attend the meeting, but will attend the next one scheduled for August 24, 2017.
 - A motion was made by John and seconded by Roy to approve the 2017 – 2018 parish budget.
7. Presentation on doing a capital campaign was completed by Ray Coogan of Our Sunday Visitor and Vision Works Fundraising by Mark Filips.

8. Finance committee discussed and determined to take the following steps:
 - a. It was determined that the concept of holding a capital campaign needed to be reviewed with the parish council. Patty is to set up a meeting with the parish council and finance committee on either July 13 or July 20 at 6:30 PM. Patty will let us know which date is going to work.
 - b. The meeting will include:
 - i. Whether or not to proceed with the capital campaign.
 - ii. Determining who to invite to the stakeholder meeting. Invites could include Mardi Gras committee, education committee, finance committee, buildings and ground committee, athletic committee, parish council, and religious education. That meeting would be held later in July. An agenda would be prepared. The purpose of the meeting would be to determine from our stakeholders what part should be included within the capital campaign, assuming that the parish council agrees that a capital campaign should be held. It was determined we would attempt to hold the stakeholders meeting on August 3, 2017, or as soon thereafter. Patty will attempt to get this scheduled to see if that can happen.
9. The campaign would start with a study to determine what should be included. The study would cost \$16,500.
10. The campaign itself would cost \$55,500 plus all postage and copies. Mr. Filips indicated he needed four weeks for a study design. He said there would be a silent phase which would run four weeks, a public information phase which would run two weeks, a reflection period of three weeks, a commitment period of four weeks, and the pledge would run 3 to 5 years.
11. Our Sunday Visitor indicated they would start with one-on-one visits. Father would appoint advocates and would meet individually with individuals to ask for capital campaigns. It would be followed by receptions and presentations. There would be letters, Facebook, electronic fund transferring and text-to-give. He indicated there would be approximately 15 volunteers needed to make this happen. The cost would be estimated to be about \$30,000. That would be paid with \$2500 down and then a third paid each of the following months. The campaign would take four weeks to prepare and would run about 10 weeks total.
12. Next scheduled meeting date for finance is August 24, 2017, at 3:30 PM at the parish center library.