

Parish Finance Council Meeting Minutes: Monday, March 15, 2022

Fr. Statz opened with a prayer.

Present: Denise Gathje (President), Lee Bautch (Men's Society), Jerry Boeckmann, Brenda Kraemer (Parish Secretary), Megan Ludwig, Ken Lutgen (Trustee), Josie Stang, Allen Stommes. Not in attendance: Mary Caskey (Trustee), Paul Ludwig, Anita Neu (Christian Women).

Minutes: A motion was made by Ken, seconded by Jerry, to approve the minutes of January 10, 2022. Motion carried. **Agenda:** A motion was made by Megan, seconded by Ken to approve the agenda as presented. Motion carried.

New Business: An official welcome of new Council Members: Megan Ludwig and Allen Stommes.

New officer elections: Denise Gathje (President); Jerry Boeckmann (Vice President); Josie Stang (Secretary).

Parish Audit Results: Brenda explained all parishes in the Diocese are audited about every 4 to 6 years, and our parish participated in an audit this winter. The Diocesan-appointed auditors, CliftonLarsonAllen, have completed their audit of our parish's financial records and accounting practices. They found no issues. A few minor suggestions for procedural changes were suggested.

Parish Secretary Position: Brenda announced she will be leaving the Parish secretary position by April 1st. A search for a new secretary will begin immediately. The position will be posted in the parish bulletin, with applications (*resumes*) due by Monday, March 28th. The Officers of the Finance Council, and one Trustee will review applications and proceed with interviews no later than April 4th. Motion to move forward with this plan was made by Lee, seconded by Jerry. Approved.

Old Business:

Review of Bylaws Changes (Constitution) of the St. Nicholas Finance Council: Denise read aloud the revised constitution and bylaws that the subcommittee of Denise, Ken and Mary prepared over the past 2 months. Talking points included inclusion of one ACC Member-at-Large as a voting member of the finance council; and the role of Men's Society and Christian Women's presidents as no longer needing to be present at each meeting. After the reading, review, and discussion, it was agreed that approval of the Constitution draft will take place at the May Finance Council meeting – a timeline required by *Article XIII: Amendments to Constitution*.

Heating for Parish Office: Ken reported an electric baseboard was installed in the office; thermostat added.

Salaries and 1099 Staff: Reviewed wages and timelines of last raises. Brenda will research wages of others in the 5-parish group. Discussion tabled until next meeting.

Reports: *Financial Report:* Brenda detailed income/expenses for January and February. Motion to approve the financial report was made by Al, 2nd by Jerry. Motion passed. ***Men's Society:*** Lee reported they are leading the Stations of the Cross during Lent. ***Religious Education:*** Brenda updated that First Communion will be held March 27th at St. Nicholas. Confirmation will be held May 22 at St. Nicholas. A summer conference for youth in Steubenville is being supported by fundraising among the parishes.

Father Statz did not have any additional pastor's comments.

FUTURE AGENDA ITEMS: Approval of Constitution; Secretary Hiring; 1099 Salaries; Vaporizer update.

NEXT MEETING: Monday, May 9th at 7 pm.

ADJOURNMENT: Ken made a motion to adjourn; seconded by Jerry. Motion carried.