

CHURCH OF SAINT THOMAS MORE
FINANCE COUNCIL MINUTES

May 31, 2007

Members Present: Father Mike Ratajczak, Paul Ibbetson, Don Eppich, Janice Treat, Jim McGlone, Charles Salter, Wilma Rolland, Ron Briseno (Development Council), Natalie Provinse (Bookkeeper), Doug D'Agrosa (Pastoral Council)

Members Absent: Genevieve Green

Opening Prayer: The meeting was called to order with an opening prayer by Paul Ibbetson at 7:00 pm.

Opening remarks: There was nothing under this category.

Approval of Minutes: The minutes from the February 28th meeting were presented and reviewed. A motion was made by Don Eppich to accept them as presented and approved by all present.

Review of Financial Statement: Paul Ibbetson presented a review of the financial statement. Our income is looking good. Total income is up 11.85% over budget with the largest increase coming from weekly envelopes. The "Did You Know" campaign is also making a positive impact on the operating budget.

The Annual Golf Classic is June 22 with proceeds going to the operating budget.

Although our operating expenses are \$5,000 under budget, we are still up 7.39% mostly due to the difficulty last summer with the air conditioner etc. The repair of the air conditioning was taken out of the reserve fund.

Some of the categories are under budget including Stewardship. This is due to cost saving measures implemented, such as rotating yearly the Stewardship Dinner and the publication of the Stewardship Booklet.

Joe Garcia has also been examining some of our maintenance contracts which are due to be renewed for productivity and cost reduction.

Spreadsheets were presented representing month to month income comparisons for this year to last, activity of the reserve account, and Capital Campaign.

Preparation of next fiscal year's budget for 2007-2008 will begin soon. The budget requests from the staff are to be submitted by June 15th. A lengthy discussion ensued regarding income projections and expenses including a "Cost of Living Adjustment"

(COLA) for the staff. Janice Treat will begin the work and present a preliminary copy at our next meeting in June.

Old business: A copy of the final painting contract addendum was presented. The total for the painting inside the upper and lower levels of the building will be \$20,000. Work will begin the last of July and continue to the beginning of August with another week in August if necessary. The painting schedule was set to maximize the use of our building with the least interruption to the staff. The proper maintenance of the building and campus is the goal of our long term plan.

Jim McGlone is making progress on the inventory for insurance and replacement purposes; however it will be some time before this time and labor intensive project is completed.

New Business: The County of San Diego may receive funds to help pave unimproved roads that includes Keys Place road located in the area behind our five acre parcel. The County will provide 75% with adjoining landowners contributing the balance. Saint Thomas More was asked to help the three landowners whose property fronts the road to help defray the cost of this improvement. Our portion will be approximately \$2,500. It was agreed by all to do this as a good will gesture to our new neighbors.

Father Mike suggested renting a recycling bin from Waste Management. The cost is \$45.00 a month. After a discussion it was agreed that more details will be presented at our next meeting and a decision will be made then.

Due to the weight of the trash trucks the area of asphalt near the trash bins needs to be replaced. An 18x30 foot x6" reinforced concrete slab will replace the asphalt. Copies of the dollar amount of the bids were presented for discussion. A motion was made by Charles Salter and agreed by all present to contract with Southland Paving Inc., the lowest bidder, at \$5,290 with the final cost not to exceed \$5,800.

It is time to renew contracts for our landscape and floor cleaning services. Joe Garcia has pursued estimates from three companies for each service. Copies of the dollar amounts were presented and reviewed. A motion was made by Janice Treat to award the contract for landscaping to Hernandez Tree Service at a savings of \$600.00 monthly and a motion by Don Eppich to contract with Floor Magic for a savings of approximately \$4000.00 yearly.

Gophers are a problem on the grass areas and slopes around our property. A proposal for eradication from the Brickman Landscape Pest Control Company was received. They suggest an initial treatment throughout the property for \$336.00 and monthly maintenance at \$90.00 each. After a discussion a motion was made and agreed by all to have the initial treatment and three monthly follow ups.

Building and Maintenance: There was nothing under this category

Personnel Report: Genevieve Green is still working on the job descriptions of the staff and will present them at our next meeting.

Update from Pastoral Council: Kathy Zych has taken the position as secretary of the Pastoral Council. There are currently openings for director of “Liturgy” and “Parish Organizations and Events”.

Since February there have been 38 registration requests with 16 new registered households. There are interview dates for the remainder of the requests.

Update from Development Council: Chris Smith and Ron Briseno attended a Regional Stewardship meeting. Saint Thomas More is on the leading edge of what is happening in the Diocese.

Request for Press Releases: There was nothing under this category.

Comments from the Pastor: Father Mike spoke of the Diocesan Chapter 11 Reorganization and the need for us to continue to keep our faith, support our Parish and pray for the best resolution for the victims and the Diocese.

There will be fliers in Bulletin the next couple of weeks from Bishop Salvatore Cordileone with information regarding the Chapter 11 Reorganization.

There being no further business the meeting was adjourned with a prayer by Father Mike at 8:30 pm.

Respectfully submitted,

Wilma Rolland

