

***Our Lady of Guadalupe Church***  
**Parish Finance Council**  
**Meeting Minutes: August 23, 2016**

**I. Opening Prayer**

Monsignor Gentili opened the meeting with a prayer.

**II. Roll Call**

**Attendees:**

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

Excused: Bill Gruccio, John Graham, Father Ianelli, Ellen Roehm, Deacon Brady.

Dick initiated the meeting with roll call.

**III. Minutes From Previous (4/18/16) Finance Council Meeting**

Tim Conniff motioned that the April 18, 2016 meeting minutes be approved. Peter Hawley seconded the motion. The minutes were unanimously approved.

**IV. Pastor's Update**

**A. Parish Life Center Construction**

Monsignor reported that even though there was a few weeks' respite from the building process, the steel arrived this past week and is being placed. The foundation work and fabrication of the products are all on schedule and there will be no delays expected. The contractors expect to be completely under cover in approximately one month.

Dick Clark added that the Building Committee is very happy with our construction company Canuso – Jorden as they have saved OLG a lot of money. The architect, Matthew Piotrowski, has created a conceptual rendering for the Parish to see, which will be helpful when this Council presents the Fiscal Report the weekend of September 10/11, and asks for help “closing the gap”. The official date of completion remains May 1<sup>st</sup>, but could possibly be December/January.

## **V. Business Manager Update (Ed Zapisek)**

### **A. APFR and Fiscal YTD Comparison vs. prior year**

**Income:** Ed started the presentation of the 2015-16 Annual Parish Fiscal Report which is now being reported on a semi accrual basis as opposed to the 2014-2015 Fiscal Report which was reported on a cash basis. In addition, he noted that the AOP mandated a switch during the fiscal year (July-June) from Quicken accounting to Quickbooks. A discrepancy of approximately \$15k was detected during this transition and the Finance Department at AOP is working with Ed on correcting this issue. Sunday collections, which are the biggest income item, has a 9% increase from last year, amounting to over \$100,000. The e-giving initiative has more than doubled from last year and about 100 families contribute electronically on a regular basis. Due to the switch to accrual accounting \$62k in 2016-17 PREP tuition was moved to unearned income, giving that line item a 67% decrease. Overall, there has been a 1% increase in income from last year.

**Expenses:** Some notable changes in expenses during this period are due to PREP reductions in the areas of compensation and overtime resulting in a significant decrease of 24%. The frugal purchasing of religious education workbooks and weeklies also reduced PREP expenses by 7%. Suite 3 has been vacated and subleased resulting in a \$13K savings so far, an expected savings of 25k for the year. We continue to challenge all our vendors to make sure the parish is enjoying the best prices available for office supplies, contracts and utility expenses. John Patrick continues to provide our website free and pays 30k for our bulletin, but this is being reduced to \$20k/yr starting in September. All these reductions have created a net operating income of \$92,375 YTD as compared to \$7,628 last year at this time.

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

*At this time Ed passed around the 2015-2016 Fiscal Report, for the signatures of those Finance Council members present, to send to the Archdiocese of Philadelphia.*

## B. Other Items

- 1. Fiscal Report to Parishioners** has been scheduled for the weekend of Sept. 10/11 this year. There is a lot of good news to report; The building of the PLC, collections up 10%, evangelization efforts are producing fruit, building a community, and there are more parishioners in the pews every Sunday. There are still many challenges the parish faces, the 12 mil. mortgage, and that OLG needs 32k per week in Sunday collections to sustain it. The Council agreed to a small reception in the Narthex during this weekend. Tim volunteered to help with the wording of this presentation and Dick will be making the actual presentation. Members of the Council were invited to be available after these Masses to answer any questions parishioners may have.
- 2. The Stewardship collection** will start off on the weekend of October 29/30. This collection returned @ 125k last year. OLG has contracted with the AOP to send out the many mailings, thank you's, remailings, reminders, etc. at a charge of 6k, which is well worth the printing, postage and labor that this project requires. Tim suggested that blurbs be placed in the bulletin to begin informing parishioners of this upcoming collection that was so successful last year. Since most of this collection supports the Youth Ministry, he also suggested that there be testimonials from the youth about their positive experiences throughout the year.
- 3. The Increased Offertory** campaign was discussed regarding the timing (Stewardship Campaign begins the last week of October), the formal ask, at what point people will say "enough", what degree the Wrap Around Campaign will be asking, where the money is coming from, either new families or an increase in present families. It was decided that the Council will need to get a presentation together for this campaign by December of this year. This increase in offertory is crucial for the mortgage to be paid. The average weekly Sunday collection needs to reach \$32k to sustain expenses.
- 4. Communication with Marc Fisher at AOP** has been initiated to negotiate the repayment of the **Balloon Payment**. As of September of this year, the 1.2 mil. quarterly payment will be paid, as well as the December payment. The future payments after the December, 2016 payment rely on the Wrap Around and Increased Offertory campaigns. A new 10 year repayment plan was proposed and we await an answer, especially on the interest rate which is scheduled to increase in August, 2017.

## **VI. Parish Committees and Programs Updates**

### **A. Parish Life Center Subcommittee (Dick Clark)**

1. Dick reported that the PLC, although in the process of being built quickly and frugally, does not finish certain aspects of this project. The “Wrap Around” campaign has been initiated to “cross the finish line”. Approximately 400K is needed to complete the internal building and more will be needed to finish the cloister/courtyard.

The foundation of the campaign has been established by:

- Identifying significant donors that have finished paying their pledges;
- Identifying new families that have not pledged yet;
- Putting together rectory dinners with Monsignor, Father Ianelli and members of the Campaign Committee;
- Putting together Narthex dinners to present the clear need for help in “crossing the finish line”.
- Other aspects will be conveyed as they develop.

### **B. Pastoral Council (Paul Crovo)**

Paul reported that the Pastoral Council Elections have almost been concluded, with the counting of the ballots happening on August 30<sup>th</sup> and the 4 elected members to be announced on September 4<sup>th</sup>. *As of the date of preparation of these Minutes, the four newly elected members of the OLG Pastoral Council are Emily Clementi, Christine Veltri, Chip Puchino and Michael Broglie.*

Paul also noted that the latest Institutional Evaluation of the OLG Ministries and Staff reviewed by Bob Weikel will be reported at the next Pastoral Council Meeting in October.

The progress of the Strategic Plan Tracker has been updated and the goals stated in the plan have almost all been accomplished.

## **VII. Questions/Updates/New Business/Announcements**

Paul questioned the status of the Social Committee and wondered if it fell apart. It was suggested by Tim that perhaps, the candidates that were not elected to the Pastoral Council might be steered by Monsignor to take on a leadership role to get this Committee rolling again. In the past, a golf outing, football mania, Valentines drawing and Beef and Beers were planned by this Committee and might be an asset to the parish again, especially when the PLC is complete.

Paul also brought up the fact that Christmas Day falls on a Sunday this year. Ed said that he was aware of this and that the average Sunday collection is divided by 50 weeks this year.

### **VIII. Next Meeting(s)**

Monday, November 14, 2016; Tuesday, February 21, 2017; Tuesday, April 25, 2017 and Tuesday, August 29, 2017.

### **IX. Closing Prayer**

Monsignor Gentili led the closing prayer.