

St. Joseph Church
Finance Council Meeting Minutes
November 3, 2016

Members Present: Tom Altenbach (Vice-Chair), Joe Price, Kathy Hansen, Fr. Jorge Roman (President ex Officio), Helen Shepherd (Business Administrator), Kathy Cage (Parish Hall Project Manager)

Members Absent: Olga Avila, Antonio Garcia

Quorum

The meeting was called to order at 6:38 PM. A quorum was established with three of the five Council members present.

Approval of Meeting Minutes

The minutes for the last Finance Council meeting, held August 30, 2016, were approved as previously distributed. See the St. Joseph Website <http://www.mammothcatholicchurch.org/finance-council> to view that document.

Old Business

- **Parish Center Project Update**

Kathy Cage presented a progress report listing the activities since July 2016. There was extensive discussion generally revolving around the downsizing of the project due to budget limitations, and problems encountered with architectural tasks and metal structure design work that continue to cause schedule slippage. It is unlikely that the final plans will be submitted to the Town of Mammoth Lakes before the end of the year. She also reported on the imminent removal of the remaining trees occupying the area needed for the expanded parking lot. See the St. Joseph Website to view the status report.

New Business

- **FY17 First Quarter Financial Statement**

The current statement prepared by Helen was reviewed (see the Website). Offertory income continues to decline, but net operating income increased from the previous year to \$13,000. This may be misleading due to an accumulation of deferred maintenance items that need to be addressed.

- **Financial Audit**

The Diocese conducted a financial audit of St. Joseph Parish during the week of October 10, 2016. A written report is pending. The auditor noted that financial information is not being reported in the weekly bulletin. However, current statements are posted on the website.

- **Diocese Bankruptcy**

Settlement of the Diocese bankruptcy is proceeding and it is expected to be finalized during this fiscal year. A large packet of information was sent to Fr. Jorge, but was not received by the time of this meeting.

- **Facility Maintenance and Repairs**

Helen led a discussion of various maintenance and repairs that need attention. These items will be undertaken in the coming months when practical. They are generally minor, with no large expenses expected to be incurred at this time.

- **Parish Bookkeeper**

The new parish bookkeeper is Yvonne Martin, who was hired on a part-time basis in October.

- **Christmas Letter to Parishioners and Donors**

The Christmas greeting letter sent out last year was very successful in spurring about \$11,000 in unbudgeted donations during the Christmas season. We will repeat the effort this year. Fr. Jorge volunteered to draft the letter, and forward it to Tom and Helen for refinement and distribution.

- **Diocese Energy Stewardship Project**

The Diocese announced an Energy Stewardship Project where the parishes are strongly encouraged to evaluate their facilities for the installation of solar panels for electricity generation. The Diocese has engaged a company that will lease the equipment to the parishes, and provide jobs for new installers. It was determined that the appropriate participation for St. Joseph Parish will be the installation of solar panels on the future construction of the parish hall building.

Next Meeting

The next meeting was set for Tuesday February 7, 2017 at 6:30 PM in the St. Joseph Rectory. The meeting was adjourned at 8:40 PM.

Respectively Submitted by *Tom Altenbach*, MS Nuclear Engineer (retired), Acting Chair