

**St. Joseph Church  
Finance Council Meeting Minutes  
November 17, 2015**

**Members Present:** Tom Altenbach (Vice-Chair), Olga Avila Ruiz, Kathy Hansen, Fr. Jorge Roman (President ex officio)

**Members Absent:** Sergio Moreno, Antonio Garcia

**Parishioners Present:** None

The meeting was called to order at 6:10 pm by Tom Altenbach. Fr. Jorge led the Council in prayer.

**Quorum**

A quorum was established with the minimum of three Council members present. Tom Altenbach continues to run the Council as Acting Chair. Two Council seats, including two officer positions, remain vacant.

**Minutes**

Tom Altenbach submitted the minutes of the last meeting held September 29, 2015. They were approved by the Council.

**Parish Center Project**

Kathy Cage submitted a written status report to the Council (see attached). Work continues on the overall building and specific kitchen design. The construction documents should be ready for review in March 2016, with permit submittal and contractor selection in April. So far this fiscal year we have spent about \$16,700 on the project.

**Status of Railing on St. Joseph's Church Deck Steps**

Mammoth Welding will be constructing it, but the work has been delayed due to a turnover of company ownership. A projected date for completion of the work is not yet available. We have spent \$1,250 for materials, on a total project bid of \$3,236.

**Review of Four-Month Financial Information**

Helen Shepherd provided the following financial reports for the current fiscal year for the months of July through October.

- Profit and Loss Compared to 2014
- Actuals Compared to the Budget

- A Plot of Monthly Net Operating Income comparing all of FY14 and FY15, and FY16 through October.
- A Plot of Monthly Offertory Income comparing all of FY15 and FY16 through October, and the FY16 Budget.

Net Operating Income is about \$3,500, which is below the Budget by about \$2,900, and below FY15 by \$17,200. The main driver is a steady 3-month decline in Offertory income that is about \$10,000 under Budget and \$9,000 below FY15. This is partially offset by lower staff costs in October due to personnel turnover, and a delay in maintenance costs.

### **Review of Three-Year Capital Campaign**

The Capital Campaign concludes on November 30, 2015. We have netted \$173,000, exceeding the goal of \$150,000. There is \$12,500 of unpaid pledges. Letters will be sent to all donors to update them on the status of their pledges.

### **Status of Bishop Ministry Appeal (BMA) Payments**

As of 11/10/15, the Parish has paid \$21,927 of the BMA assessment of \$24,291. There is \$535 of unpaid pledges, and a more recent second collection netted about \$1000 for the BMA. All agreed that our BMA assessment is too high for our small parish that depends upon donations primarily from visitors from other Dioceses. Fr. Jorge said he would appeal to the Bishop for relief from this onerous assessment.

### **Review of Maintenance and Equipment Expenses**

Maintenance and equipment expenses this fiscal year have been about \$4,800. The biggest expense has been \$3,500 for the initial payment on the rectory and partial church painting project, with \$5,375 still due.

We also spent about \$950 to replace carpeting in the church vestibule. There was a discussion about acquiring a protective runner for the new carpet. It was favored by those in attendance.

### **Update from Pastoral Council Meeting**

Fr. Jorge said the Pastoral Council is functioning well and the only current issue for the Finance Council was their concern about the excessive cost of our BMA assessment.

### **Current Staffing**

We are looking for a new half-time bookkeeper and hope to have someone onboard in early 2016. We also have a new half-time parish secretary.

### **Christmas Letter**

There was a discussion about sending out a letter to parishioners and donors expressing Christmas greetings and parish news. Fr. Jorge will draft a letter by 11/27, for Tom and Kathy to review and edit. Tom is working with Helen on the logistics for distribution.

### **Unbudgeted Spending**

The budget is very tight and we were not able to include unanticipated contingencies in the estimates. The Lee Vining mission is in need of several items including 1) removal and disposal of stumps remaining from the trees that were taken down last fiscal year; 2) a new fence separating the mobile home park; 3) pruning of the remaining trees as ordered by the fire marshal; 4) pest control servicing to remove a spider infestation. Total costs for these projects are unknown at present, but it is hoped most can be deferred to the next fiscal year.

Also, cost to the parish for bringing in the Celebrant Singers in November is at least \$700.

### **Next Meeting**

The next meeting is scheduled for January 26, 2016 at 6:00 pm in the St. Joseph Rectory.

The meeting was adjourned at 7:35 pm.

Respectively Submitted by

*Tom Altenbach*, Acting Chair, Vice Chair, and Acting Secretary

Attachment: Parish Center Status Report by Kathy Cage

**CAGE TECHNICAL SERVICES**  
CONSULTING ENGINEERS

Parish Hall Status Report  
11/17/15

- Robert Cressy has been locking down the final details of the building location on the site plan including all the required parking spaces (52). Because of the topography of the lot, the best location which minimizes the drop between the front and the back of the building seems to be at the far end of the parking lot. The spot just outside the rectory which had been identified previously has almost 6 feet of drop from front to back. The foundation and perimeter site work for that location would be much more expensive than putting it on the flatter portion of the lot to the south. Because of the new location, the building footprint will also be changing a bit. Robert is working on revised floor plans, elevations and site plan to circulate to the Building Committee for review and approval.
- Any major used kitchen equipment (stove, sinks, etc.) we plan to purchase for the hall will have to be purchased and stored within the next couple of months so that Robert can layout the needed electrical and plumbing lines in the building detail design. If no suitable used equipment can be located then new will be identified.
- Robert and I visited kitchens in the Bishop Senior Center and at Our Lady of Perpetual Help in October to see the facilities and to talk with the staff to see what they like/dislike about their facilities. This helps out kitchen design concept.
- Sandra DiDomizio from Green Fox Events brought Brandon and Theresa Brocia (Blen catering and Mammoth Brewing) in for a meeting and consult on the kitchen dosing. We are looking for something that works for both parish needs and catered event needs. They were all very helpful.
- Robert met with Brent Allen of Allen Iron Works, who is the local Star Metal Building dealer. They discussed details of the metal building portion of the design to incorporate into the final plans.
- Robert plans to begin the detailed design of the building by the end of November with completion of that phase by mid January.
- Current schedule is for construction documents ready for local and Diocese review by the end of March, with building permit submittal and bid negotiation in April 2016.

Kathy Cage  
St Joseph's Parish Hall Project Manager

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