

**St. John the Baptist Catholic Church Finance Committee
Meeting, February 12, 2013 at 12:00 noon**

Attending – Fr. Tim Hoag

Finance members – Curtis Tyler, Jim Brickey, Lisa Nelson, & Brenda Oster.

Bookkeeper – Joan Roe

Opening prayer of the Hail Mary was led by Fr. Tim.

Agenda Items

1. **Approval of minutes from last meeting** – Minutes from the January meeting were reviewed and approved. Jim Brickey motioned for approval and Curtis Tyler seconded the motion. Motion carried.
2. **Review Financial Reports** – Finance reports were reviewed and approved. Curtis Tyler motioned for approval and Jim Brickey seconded the motion. Motion carried.
3. **Secretary/Bookkeeper position update** – Two applications were received for the position and the applicants interviewed. Karen Thomsen was chosen for the position. She will begin on Monday February 18th. Suzie Lambert from the diocese will be giving Karen training the week of February 29th and the current bookkeeper Joan Roe, will also be training and available for any questions. Schedule for the Secretary/Bookkeeper will be approximately 20 hours per week. Days and hours will be determined at a later time with Karen. Volunteers will still be answering the phones at the Parish Center.
4. **Wombacher fund update** – Bert and Polly Wombacher left St. John the Baptist Catholic Church an annuity established as an endowment fund with the interest applied to the Choir and CCD programs. The original fund balance was at approximately \$50,000. To date there is approximately \$25,000 left in the fund. Some of the principle was drawn out for the choir and religious education programs. Since it was the Wombacher's wishes to only use the interest from this fund, the Finance Council has decided to return \$25,000 to the principle. After the finance committee reviews the budget for the 2013 church year, a recommendation of payback will then be determined. The interest that is being incurred from the account will be re-invested into the account until it has reached the original \$50,000. Any funds that were requested by art & liturgy or choir will be returned to the fund. Jim Brickey motioned for approval and Lisa Nelson seconded the motion. Motion carried.

5. **Finance Council Secretary** – Possibility of using existing volunteers. Fr. Tim will ask current volunteers if any of them are interested.
6. **Additional members for finance committee** – Joan Vega and John “Duke” Schneller have been asked and accepted membership to the finance committee. Joan can start immediately and Duke will start after May.
7. **Budget forms for committees** – Forms have been given to the parish committees and asked that they cut back 15% for the upcoming church year and submit back to the parish bookkeeper by March 6th. These will then be combined in to the parish budget by Jim Brickey, Brenda Oster, and Karen Thomsen with guidance from Joan Roe to submit to the Parish Council meeting in April for approval.
8. **Offering envelopes** – envelopes will be added to the calendar year 2014 offering boxes specific to the new Parish Hall debt. For the current calendar year, envelopes will be made up and available at the rear of the church.
9. **Parish credit cards** – The parish currently has two credit cards under the names of Fr. Peter and Mary Eide. These cards will be cancelled and new cards with a limit of \$2,000 will be issued to Karen Thomsen the Secretary/Bookkeeper and the other issued to the new priest. Jim Brickey motioned for approval and Lisa Nelson seconded the motion. Motioned carried.
10. **E-tithing** – automatic withdrawal from parishioner’s accounts directly deposited in to St. John the Baptist checking account with First Interstate Bank. Curtis Tyler will bring more information on this process to the next finance council meeting.

Next meeting will be held on Wednesday March 20th @ 11:30am.

Meeting was ended with the Our Father prayer lead by Fr. Tim.

Respectfully submitted,

/s/Brenda Oster
Brenda Oster
Finance Council Chairperson
St. John the Baptist Catholic Church.