

**CHURCH OF THE HOLY SPIRIT  
FINANCE COUNCIL MEETING  
THURSDAY, MARCH 26, 2009  
PARISH LIBRARY  
6:30 P.M.**

Paul McTear, Chair, called the meeting to order at approximately 6:35 p.m. Members in attendance were: Monsignor Troncale, Paul McTear, Chair, Pat Bartoszewicz, Mat Pope, Jerry Vucovich, and Janet Florey, Secretary. Those absent were: Terry Barber and Roger Herndon. Monsignor Troncale opened the meeting with a prayer.

The minutes of the meeting of January 29, 2009 were reviewed. Mat Pope made a motion to accept the minutes and Jerry Vucovich seconded the motion. The minutes were approved. A copy will be provided for the office files and also placed on the Church website.

**DISCUSSION:**

1. Monsignor Troncale introduced our new temporary bookkeeper, Mr. Mike Powell. He advised that Mr. Powell would be working on a part time basis; Mr. Powell then personally provided his work experience and background to the members.
2. Although he has been on the job just a short time, Mr. Powell provided reports of our financial information for most of the first quarter. Collections to date are behind budget projection needs; however, expenditures are within acceptable limits for this time frame. Members exchanged information with Mr. Powell concerning particular items of interest and the need for ministry chairs to receive regular financial information to better manage their budgets.
3. Monsignor Troncale provided the "Building in the Spirit" report which was prepared by Mr. John Klein. At the present time we have pledges of \$1,244,755 from 80 pledge cards.
4. Ms. Jan Florey advised that she had met with Mr. Gerry Shook from the Pastoral Council to obtain Council instructions regarding the continuation of the preschool. The Pastoral Council has emphasized that the preschool must be self-supporting. Ms. Florey will meet with the preschool directors and parent representatives to develop proposed fee schedules and payment instructions which will be provided to the Pastoral Council for their review and approval prior to implementation.
5. Mr. McTear conducted a brief discussion concerning the letter members received from Ms. Phyllis DeHeck regarding proposed improvements to the Church Gallery, restrooms, and preschool area including the outdoor play area. Council members agreed that the recommendations were all good ones, but that the decisions regarding actions to be initiated rested with the Pastoral Council. Mr. McTear said that he would initiate a conversation with Mr. Jacobs, Pastoral Council Chair, about the items in the letter and the Finance Council would await further guidance.
6. Monsignor Troncale advised that he has asked three parishioners to consider a request from Father McCabe to replace the carpet in the residence with some type of hard flooring and to make recommendations based on their findings.
7. We received a proposal from the CPA firm of WilsonPrice to conduct an audit regarding our internal control procedures. Mr. McTear made a motion which was seconded by Ms. Florey to accept the proposal. The

motion was approved and the audit is scheduled for the approximate period from April 20, 2009 to May 25, 2009.

8. Monsignor Troncale advised members that a new lawn tractor has been purchased, as previously approved. A discussion followed concerning our procurement process. Members were in agreement to recommend to the Pastoral Council for their consideration that a minimum of two bids be obtained for the purchase of any item costing more than \$2500.00. Mr. McTear will discuss this recommendation with Mr. Jacobs.

9. Mr. McTear recommended, and the Council approved, that the Building in the Spirit account be changed from a regular, no interest checking account to a money market account. Although the interest rate on the account would be low, it would be more than no interest at all.

10. Mr. McTear advised that the Pastoral Council has asked for a financial briefing at their next meeting on April 16<sup>th</sup>. Mr. McTear will work with Mr. Powell to gather the necessary information and to prepare applicable reports.

11. The next meeting date was scheduled for Tuesday, May 12, 2009 at 6:30 p.m. in the Library.

9. Monsignor Troncale ended the meeting with a prayer. Mr. McTear adjourned the meeting at approximately 8:20 p.m.

Respectfully Submitted,

Janet Florey  
Finance Council Secretary