

**CHURCH OF THE HOLY SPIRIT
FINANCE COUNCIL MEETING
MONDAY, MAY 4, 2009
PARISH CONFERENCE ROOM
6:30 P.M.**

NOTE: Meeting date was changed from May 12, 2009 at the request of the Finance Council Chair.

Paul McTear, Chair, called the meeting to order at approximately 6:40 p.m. All members were in attendance: Monsignor Troncale, Paul McTear, Chair, Pat Bartoszewicz, Mat Pope, Jerry Vucovich, Roger Herndon, Terry Barber and Janet Florey, Secretary. Our bookkeeper, Mike Powell, was also in attendance. Monsignor Troncale opened the meeting with a prayer.

The minutes of the meeting of March 26, 2009 were reviewed. Mat Pope made a motion to accept the minutes and Paul McTear 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. Mr. Powell provided the committee members with current financial information. Budget figures were reviewed and discussed especially considering our proposed building plans. A previous determination was repeated that the current parish debt be paid in full prior to any new borrowing. Mr. Powell made some recommendations concerning accounting procedures which were accepted by the members. He has begun expensing bills as soon as they are identified rather than waiting until they are paid which results in more accurate budget information. Mr. Powell also asked that all credit card bills go first to the bookkeeper who will then make copies and provide them to the responsible persons for reconciliation. This change should ensure that no late payments occur and was approved by the council.
2. The members requested that Mr. Powell discuss the current responsibilities of the bookkeeping position. Questions arose regarding the current work hours and schedule. Members determined that, at present, the duties can continue to be performed by a part time position, but felt that the incumbent has to be available during normal work hours to address questions and issues which arise.
3. Members then discussed a recommendation to create a full-time Business Manager position. With a growing community and our significant building plans, the Finance members feel that the Pastoral Council should consider the establishment and funding of such a job. A draft job description will be prepared for comments and consideration at the next Pastoral Council meeting.
4. Monsignor Troncale shared with the members information received from Mr. Molano. A determination was made that Mr. Molano be advised of the steps that have been taken to ensure the continuing daily financial operations of the Parish. Mr. McTear will provide a recommended letter to Monsignor Troncale for his signature to be sent to Mr. Molano.
5. Monsignor Troncale then noted that the appointment terms of five current Finance Council members are due to expire this summer. Because of the impact of our building plans to the current financial situation, and in an effort to ensure stability, he requested members to consider extensions of their appointments and all agreed. Terms are extended as follows:

Paul McTear	until 2010
Janet Florey	until 2010

Pat Bartoszewicz	until 2011
Roger Herndon	until 2012
Mat Pope	until 2012

6. The next meeting date was scheduled for Monday, June 15, 2009 at 6:30 p.m. in the Conference Room.
9. Monsignor Troncale ended the meeting with a prayer. Mr. McTear adjourned the meeting at approximately 8:30 p.m.

Respectfully Submitted,

Janet Florey
Finance Council Secretary