



ST. RAPHAEL THE ARCHANGEL CATHOLIC CHURCH

830 S. Westhaven Dr. | Oshkosh, WI 54904 | 920 233 8044 | raphael.org

Finance Council Meeting Minutes Tuesday, October 15, 2019

Members in Attendance: Jerry Stephen, Sue Langenfeld, Peter van Houwelingen, Scott Hoffman, Ken Wolf, Norm Ruedinger, Anne McDonald, Richard Krummick, Father Tom Long Resource Guest-Mark Lindekugel

Opening Prayer-Father Tom

Approval of Meeting Minutes

- Chairman Scott Hoffman asked for any changes or corrections to the September 17, 2019 meeting minutes. Jerry made a motion to approve, Ken seconded. Motion carried.

Approval or Additions to the Agenda

- No additions to the agenda. Motion made by Sue and seconded by Anne to approve the agenda. Motion carried.

Pastor's Opening Comments

- Father Matthew Rappl, Associate Pastor has been called to Manawa/Weyauwega Parish. He will be on the parish mission trip to Dominican Republic leaving on October 15. The weekend of October 25/26 Father Matthew will be at the Omro/Winneconne parishes. His last weekend at St. Raphael's will be November 2/3. Father Anil Polumari will be coming to St. Raphael effective November 5. He is here from India, where he is a diocese priest. Peter asked about length of his assignment at St. Raphael's. Scott asked if Father Anil was going to take over the Lourdes Academy duties that Father Matthew had been doing. Father Tom stated that Father Anil has a religious visa that is good for 30 months, not sure how long he will be at St. Raphael's. As for the Lourdes assignment, Father Tom and Father Anil will share those responsibilities.

Review of Investments

- Kelly Tyriver was going over the parish's investments but was not able to attend the meeting. The Review of Investments was tabled.

One by One Capital Campaign: Diocese/Parish/Lourdes

- Review of estimates for possible campaign
 - Worship Area-Air handler and condensing units – material cost estimate \$60,000
 - Eight furnaces - \$27,000
 - Condensers – \$27,000
 - Conversion of lighting to LED lights both outside and inside - \$6,700
 - Camera system that will view doorways and parking lot. \$
 - Movable partitions for classrooms - \$29,000
 - Alarm system for heating system

- Case statement items for parish: \$100,000
 - Father Tom asked for a priority list-Richard stated security cameras and exterior lighting.
- Process and preliminary timeline for capital campaign
 - The name of the capital campaign will have the diocese name but Father Tom stated that there will be a tagline that will identify St. Raphael's.
 - Looking for co-chairs. There are different levels, some positions have intensive workloads, other areas not quite as intensive.
 - The next phase most likely will be 8-9 months out.
 - Next fall is the tentative timeline for funding to have been established for a minimum of 60-70%
 - Each parish will work with Lourdes. Lourdes is at top of level, with parishes being the next level.
 - Jerry is on the board of trustees for Lourdes. Scott asked what happens if the 60-70% funding is not raised, what happens then. Jerry stated that the fundraising company that was hired to determine feasibility was very optimistic that the funds would be raised.

Annual Report/Annual Meeting Preparation

- The draft of the Annual Meeting report was shared. Father expressed concerned about the number of marriages that are down.
- The number of individuals attending mass is down and it was discussed that the ushers are suppose to be counting everyone (including babies).
- Tuesday, November 5 will be the annual meeting. Ken Wolf will present the slide presentation to parishioners.
- Suggested that the Parish Planning Commission share the goals that were identified earlier this year.
- Add capital campaign information in presentation.

Safety Committee Report

- The Winnebago County Sheriff's Department developed a security assessment of St. Raphael's. Some of the items that were suggested are as follows
 - Outside cameras to cover parking lots and entrances.
 - Outside LED lights.
 - Student personal information should not be put on doors or windows.
 - All outside doors should have a number for a point reference for emergencies.
 - November 7 a staff training on live shooter and staff awareness. Question arose as to whether ushers should be trained.
 - There were approximately 18 procedural items that can be done with minimal cost, i.e. plan review, lock out training, train greeters to be observant and aware of suspicious behavior, have two people take money to bank after masses, also make an effort not to be predictable in when money is taken to bank, etc.
 - Another 11 that will have costs associated, i.e., two-way radios, LED lights, trimming bushes and trees to clear sight line, lighting by dumpsters. Deadbolts, security cameras, etc.
 - Mark will prioritize suggestions and attach a cost to those items for further review.

Parish Wages

- It was noted that administrative assistant pay is particularly low for our area. Father Tom suggested that this be raised to \$15.00 per hour to get administrative assistants closer to the area average. Peter made a motion to approve this request, motion seconded and carried.

Estate Planning Seminar

- The estate planning seminar scheduled for last month was cancelled due to illness. Ann McDonald has offered to present an estate planning seminar in place of the cancelled event. It was decided to wait until January to have this presentation. Anne will contact Deb in the office to check calendar for open dates.

Living Our Faith Bulletin Items

- Father Tom has asked that we take a look at the schedule for Living Our Faith articles. The finance committee will continue to make contributions to the bulletin. Articles are on Google Docs.

Timeline -- Agenda Items

- Mark, Scott and Father Tom will look at various items that the Finance Committee should be reviewing on a timely manner. These items will be added to agenda as needed.

Pastor's Closing Comments

- Father Tom thanked everyone for attending and for their participation.

Closing Prayers

- Father Tom closed the meeting with prayer

Respectfully Submitted,

Sue Langenfeld, Secretary

Upcoming Meeting Schedule

- Tuesday, November 5, 2019 – Annual Meeting 6:30 PM
- Tuesday, December 17, 2019
- Tuesday, January 21, 2020
- February 3 or 4, 2020 – Time TBD
- March 17, 2020
- April 21, 2020
- May 19 or 28, 2020 – Time TBD Joint meeting with Parish Council