



## ST. FRANCIS OF ASSISI PARISH

Tuesday, April 20, 2021

**Attendees:** Fr. Brian, Deacon Chris Rauch, Jeannette Fromm, Marty McClain, Mary Ellen Singer, Delany Baldinger, Meghann Naveau, John Hoffman

**Finance Council:** Ann Garcia, Lori Everitt

**Guest:** Dave Abele, Archdiocesan parish auditor

**PAC Members present:** Cathy Frank, Danny Sprouse, Sarah Chivers, Tom Kwest, Dan Driskell, Shawn Norris, Melissa Bennett, Chuck Destefani, Deb Franz, Lisa Barhorst

**PAC Members absent:** Chris Gardner, Karen Cwiekalo

**Welcome:** Dan Driskell/Fr. Brian

Opening prayers

**Approval of March meeting minutes-** Motion Cathy Frank; second Melissa Bennett, approved

**Staff Report:** Deacon Chris & Fr. Brian

No questions

Fr. Brian discussed the Beacons of Light process is delayed but will move forward in a few months

### Commission/Committee Reports:

**Social Action: Meghann Naveau-** Social Action continues to host the CSSMV food drive third Sunday of the month. The newsletter went out the first week of April. The discussion on race will be ongoing, quarterly with the next event in April 29. There is ongoing communication with the Social Action Ministries to assess their needs. The survey of the Parish on what we know and need in regards to Catholic Social Teachings indicated 70% of 80 respondents do not know or are only vaguely familiar with Catholic Social teachings. An education plan is being developed in response.

**Faith Formation: John Hoffman-**four new people were brought into the church at Easter

**Worship Committee: Jeannette Fromm-** Discussing a candlelight following a reconciliation service. Following up with ministry heads to determine how WC can help them improve processes. WC reviewed the Easter masses, and the outdoor mass was very well attended with positive comments.

**Finance: Deacon Chris-** Finance Council met and Dave Abele, Archdiocesan auditor will present the findings and answer questions at 8pm. Overall, doing well—expenses have been frozen, and donations are almost at pre-COVID levels. Repairs / replacement of the roof due to leaking will be an upcoming expense and COLA (cost of living adjustments) for salaries anticipated.

**Youth Ministry: Delany Baldinger-** continue to meet in person and watch “The Chosen One” followed by deep and energetic discussions. Casseroles for St. Vincent’s have been fun to make. Planning meeting next week—Sr High Retreat this Friday, April 23; Summer 1-week mission with St. Albert’s is being planned; Praise & Worship events being planned for summer. May will be Delaney’s last meeting and she is graduating!

**Business Updates: Deacon Chris-** Anticipated the sample acoustical panels (vertical wall panel and ceiling panel) with mounting hardware should have arrived—expected any day. Will get bids for

installation as two-part process—1<sup>st</sup> vertical wall mounts installed; then re-assess reverberation; then 2<sup>nd</sup> phase—order and install ceiling panels if needed. Several fabric options are available, and swatches are also arriving with the sample panels. The Archdiocese must approve any project exceeding \$25k, so do not anticipate being able to actually place order for panels before July 1.

Tom asked about seat cushions for pews

Deacon Chris—cushions even out sound, mimics human bodies in the pew, but would not replace acoustical panels; could be considered for comfort but previous discussion had not moved forward

Disinfecting has been hard on the wooden pews and hand surfaces have lost finish; pews will need refinished in future

### **Dave Abele, Archdiocesan Parish Auditor, Review of recent Parish Audit-**

See results of audit report which was sent to PAC prior to meeting

Process initiated in 2012—takes approximately six years to complete all parishes and schools in the diocese.

Two-person team—Dave and Debbie—focus on control reviews and establishing best practices

St. Francis was one of the last parishes to complete the audit and now they start the cycle over

Results were very good—Deacon Chris and Fr. Brian are following established guidelines

Discussion around subgroups, use of parish tax ID; archdiocesan assessments; use of GL and proper coding of revenue so archdiocesan assessment is applied only to the applicable accounts.

Cathy and Danny asked questions around subgroups.

Tom asked questions about two signatures for St. Vincent checks and difficulty with quickly responding to needs, such as rent. Dave stated St. Vincent DePaul is a separate 501C3 entity and does not require two signatures.

Dave explained responsibility to observe and report questionable activity to Deacon Chris and Fr.

Brian. If no action observed, there is an Ethics Hotline at 888-389-0381 for reporting concerns. He stated most concerns reported are just misunderstandings but about 10% require more detailed review.

**Dan** discussed nominations for new PAC members and upcoming elections. We have five members to replace this year. Lisa Barhorst is Chair next year, and we will need to identify a Vice-Chair and Secretary.

**Fr. Brian Discussion-** expressed appreciation for help and input moving forward and with Beacons of Light although delayed. Please complete the survey and provide guidance on how best to move forward with Mary Ellen's planned retirement.

**Action Item:** Prepare for new PAC positions.

**New Business:** Next meeting Tuesday, May 18, 2021 (NO JUNE MEETING) .

**Closing Remarks: Fr. Brian-** Thank You.

**Closing prayers: Fr. Brian**