

St. Vincent Ferrer Parish Pastoral Council Minutes
Wednesday, February 24, 2016, 7:00 PM

Location: Room B

Minutes: Marianne Hird

Start time: 7:00 pm

End time: 10:10 pm

Present: Susan Aloisio, Allen Arthur, Tim Carter, Denny Connor, Dan Eifert, Chris Homan, Bartley Jutze, Jodi Kastner, Fr. George Kunkel, Bill Mountel, Jennifer Powers, Alice Schneider

Remote Call-in: Eimee Donbar

Not Present: Kelly Kramer, Toby Matson, Jack Schwein, Tom Shoop

Invited guests: Kathy Abele, SVF Business Manager; Kim Roy, SVF School Principal; Cindy Hardesty and Wayne Morse, Cincinnati School Office, Archdiocese of Cincinnati

Opening Prayer

Opening Prayer - *All*

Approval of Minutes

A motion to approve the January 2016 meeting minutes was made by Susan Aloisio and seconded by Alice Schneider. The January 2016 meeting minutes were approved as submitted.

New Business

1. Introduction of invited guests – *Jodi Kastner*

Jodi introduced the following invited guests and thanked them for joining the meeting: Cindy Hardesty, Regional Director; Wayne Morse, Associate Director of School Strategic Planning; Kathy Abele, SVF Business Manager; and Kim Roy, SVF School Principal.

2. Preliminary 2106-2017 Budget presentation – *Kathy Abele*

- a) Kathy reiterated the positive outcomes noted after the December 2015 talk by the PPC and Building & Finance members to the parish (e.g. Christmas collection was \$21,000 over budget; a \$25,000 anonymous donation).
- b) Fr. George was pleased to report the One Faith, One Hope, One Love reimbursement to SVF was greater than expected; SVF received \$116,973. The next disbursement amount will depend on the actual pledge payments received by the Campaign in the period January – June 2016.
- c) Kathy Abele presented the following 2016-2017 preliminary budget information which was also submitted to Building & Finance for review last week:
 - Summary of budget projection: -\$111,000 deficit
 - Assumptions factored into this budget include: \$25,000 Festival income, \$25,000 Bingo income, and a minimum enrollment of 143 students
 - Cash infusions from December 2016 will allow us to cover current expenses through June 2016 (barring any emergency expenses)
 - Change in online collections from 12/1/15 – 2/16/16 (after the December 2015 talk to the parish) show an increase over the prior year by an annualized \$8,800.
- d) Some considerations to help reduce the budget by \$110,000 were discussed:
 - Extension of SVF Parish loan
 - Re-evaluation of services the staff is able to provide to parishioners
 - Re-evaluation of contract with Catholic Stewardship Consultants (CSC)

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- Use of parish space for revenue producing activities such as adult evening classes and rental of gym for student athletic functions
 - e) Kim Roy discussed some plans under way to attract new families to enroll in the school:
 - Additional Open House (scheduled for March 9)
 - Collaborating with the Archdiocese of Cincinnati School Office to help increase the exposure of SVF School to new families
 - Recording of radio announcements to advertise the school was arranged by Bill Mountel at no cost to the Parish and School
 - f) Other potential strategies to increase parishioner base and boost student enrollment:
 - Maximize the use of the Archdiocesan Marketing group resources
 - Explore implementing a pre-school for the 2017-2018 school year to help attract potential K-8 students as well as produce revenue
 - Develop a branding concept for SVF to help target families and students that SVF can best serve
 - Promote hospitality in all areas of the Parish and School, be a welcoming community; this is one of the 4 Pillars of the Stewardship Commission
- 3. SVF PPC Elections timeline – Fr. George**
- a) Nominations for SVF PPC will open the weekend of April 9-10 and close on April 30 (all names must be submitted by April 30)
 - b) The SVF PPC Elections Committee will begin contacting the nominees on April 11 to determine their interest in serving on the PPC
 - c) Interested nominees will be asked to submit a photo and a short biography no later than April 30. These will be published in the Sunday bulletin the weekends of May 14 and May 21.

Old Business

None.

Commission Updates

1. Athletic Commission – Tim Carter

- a) Boys' basketball is over; girls' volleyball season has almost concluded
- b) Spring soccer and boys' volleyball are currently enrolling
- c) Friday Lenten Fish Fries are going well

2. Building and Finance Commission – Dan Eifert

- a) January 2016 Profit & Loss Summary
 - Total income was \$22,000 less than budget due primarily to lower than budget tuition collections
 - YTD total income is \$12,000 (approx. 1%) less than budget
 - The annualized increase in online Sunday collections is not a significant amount (see New Business item 2a)
 - Cash balance at end of January was \$204,000
 - Expenses were \$22,000 less than budget in January due primarily to timing issues. YTD expenses are \$53,000 less than budget – projected to be at budget at fiscal year-end
 - Net operating income:
 - \$26,000 below budget for January
 - After debt service, projected to be marginally below budget at fiscal year-end

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- b) Review of a draft 2016-2017 budget projected a \$25,500 deficit before debt service. A few key assumptions are as follows:
 - Enrollment of 143 students in the school
 - 6% increase in collections over 2014-2015 actuals.
 - \$70,000 reimbursement from the One Faith, One Hope, One Love campaign
 - See also New Business item 2c

3. Education – No update

4. Festival – Jodi Kastner

- a) Jodi announced she will remain on as Festival Chair for one more year. She recommends that someone shadow her this year to allow for a smooth transition to the Festival Chair position beginning in 2017. Jenny Powers and Chris Homan will support Jodi in her role as Chair for the 2016 festival.
- b) Proposed dates are September 23-25. Consideration is being given to holding a 2-day festival vs a 3-day festival, which has been the custom in the past.
- c) Eimee Donbar is heading up the Grand Raffle. The cost of the Grand Raffle tickets is still under review. Most likely the cost will be less than last year's raffle ticket.
- d) Joe and Anne Falci are chairing Bid n' Buy again this year. They are exploring the possibility of a Silent Auction on Saturday evening.

5. Parish Life – Chris Homan

Some of the administrative tasks of the Turkey and Meatball Ministry have fallen to the staff in the Parish Office. Chris would like to explore ways to remove this added burden from the staff.

6. Stewardship – Susan Aloisio

- a) Members were informed of the ongoing discussions by Building & Finance concerning the parish financial status. The CSC services will be reviewed with consideration of reducing CSC's services as a cost saving measure.
- b) All Ministry reports have been received by CSC
- c) Stewardship members plan to resume their outreach visits to the other commission meetings in March

7. Worship – Susan Aloisio

- a) Karen Schaefer agreed to remain on as Chairperson for another 3 year term
- b) Susan has agreed to remain on as the commission representative to the PPC for another 3 year term
- c) There is a critical need to identify a replacement Art & Environment Coordinator
- d) Evening of Renewal for Extraordinary Ministers of Communion: registration information is available on the Archdiocesan website under the Worship Office. The dates are as follows:
 - Thursday, April 14, 7:00 pm – 9:00 pm, Good Shepherd
 - Thursday, April 21, 7:00 pm – 9:00 pm, St. James of the Valley
- e) Volunteers are still needed for the Holy Thursday Feet Washing. Please directly contact Fr. George for information.

8. Mustard Seed Committed report – Jodi Kastner

The last meeting was held February 11. All of the suggestions/recommendations of the group were summarized into a single document. Each idea will be discussed for merit and potential. The goal is

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to complete the review of all suggestions/recommendations put forth thus far and develop a plan of action. The next meeting is March 11.

Other Business

Jodi Kastner received an email on February 4, 2016 from Tom Shoop (Member-at-Large) expressing his thoughts on the school financials. Please contact Jodi Kastner or Marianne Hird for the details of Tom's email.

Action Items

Item	Responsible Party	Status	Completion Date
Confirm the status constitutions for all parish commissions	J. Kastner	New	
Email Members-at-Large regarding their role in the upcoming PPC elections	J. Kastner	Complete	2/25/2016
Obtain Job Description for Art & Environment Chair position.	S. Aloisio	New	
Research if rental of SVF gym is possible and what is involved	T. Carter	New	

The next meeting will be Wednesday, March 16, 2016, 7:30 pm Room B, immediately following Evensong.