

*CHURCH OF ST. VINCENT PALLOTTI
FINANCE COUNCIL MEETING
RECTORY/ADMINISTRATION MEETING ROOM*

*November 10, 2009
7:00p.m.*

Present: Rev. Msgr. Louis A. Marucci
John Hargrave, Chairperson
Gerald DeFelicis
Joseph Dougherty
Ann Marie Flamini
Richard J. Hatch, CPA, Trustee
John J. Master, Jr.
John Wilson

Absent: Daniel Farrell, Trustee

Meeting commenced at 7:10p.m.

Msgr. Marucci began the meeting with a prayer.

Approval of Minutes – Meeting of September 10, 2009

Motion to Accept and Approval of Minutes – Mr. DeFelicis

Motion Seconded – Mr. Wilson

Unanimous Approval

Motion Carried

Old Business – Administration and Finance Subcommittee – Follow-up on contents of letter in response to Budget Preparation for Good Shepherd Regional School for Upcoming School Year - Meeting of July 14, 2009 – Ann Marie Flamini

Mrs. Flamini advised that she was unable to speak with the appropriate individual at the school regarding the budget. It is her intention to make further contact tomorrow. Discussion ensued and it was recommended that Mrs. Flamini and Mr. Hatch request and review the current financial records of the school. After which time, they would formulate their concerns and questions, meet with school representatives to obtain their responses and report back to the Finance Council.

Old Business – Review and Recommendation of the Standard Internal Controls Related to Parish Finance Report – Meeting of July 14, 2009 and September 10, 2009 – Gerald DeFelicis and Richard Hatch

Messrs. DeFelicis and Hatch reviewed the Standard Internal Controls and offered their thoughts. Following an extensive discussion, it was agreed that the guidelines, as provided, be adopted. Also, it was determined that Debra Farrell, the Office Manager, be responsible to ensure the implementation of the Standard Internal Controls.

Old Business – Request of Holy Saviour School for contribution to pay deficit from prior year – Meeting of March 10, 2009

Following discussion, it was determined that no further action be taken at this time.

Church of Saint Vincent Pallotti
Finance Council Meeting
November 10, 2009
Page Second

New Business –

Resignation of John Bond as a Member of the Finance Council

Chairperson Hargrave stated that John Bond had expressed that he no longer was able to serve on the Finance Council.

Appointment of Michael Gross as a Member of the Finance Council

Msgr. Marucci offered the name of Michael Gross as a possible member of the Finance Council. It was advised that he possessed a financial background that would be of assistance to the Council.

Expiration of Terms of Office for Joseph Dougherty and Ann Marie Flamini, effective December 31, 2009

Mrs. Flamini stated that she desired to pursue other endeavors, but would remain as a member for a six-month period. Mr. Dougherty expressed that he desired to continue as a member of the Finance Council, if the parish was NOT merged in the future. It was agreed that future Finance Council member prospects would continue to be pursued.

The consensus revealed that Ann Marie Flamini would fill the unexpired term of John Bond, expiring on December 31, 2010. Joseph Dougherty's term was renewed, expiring on December 31, 2012. Mr. Michael Gross' term will begin January 1, 2010 and expire on December 31, 2012.

Report from Subcommittees

Administration and Finance – Gerald DeFelicis, Chairperson

Check Detail, September-October 2009, Profit and Loss Budget Performance Document, July-September 2009, Profit and Loss Previous Year Comparison, July-September 2009 and Trial Balances as of September 30, 2009

Mr. DeFelicis stated he had reviewed the documents and found them acceptable with no further action required.

Administration and Finance – Policy Review Regarding Check Detail and Profit and Loss Budget Performance

Msgr. Marucci reiterated that the Check Detail and Profit and Loss Budget Performance Documents would be reviewed by this subcommittee. The full Finance Council would receive the Profit and Loss Budget Performance Documents at regular meetings, as applicable. The subcommittee would provide to the full Finance Council any concerns or findings, as necessary. Msgr. Marucci offered a clarification that said financial documents would be reviewed on a fiscal year, quarterly basis. The entire Finance Council would review the year's Profit and Loss Previous Year Comparison document at their July meetings.

Annual Report to the Parish

Chairperson Hargrave stated that the annual report to the parish was overdue. It was agreed that the report be presented to the parish on the weekend of November 21st and 22nd, 2009, with Finance Council members addressing the parishioners at that time. It was agreed that financial reports would continue to be available on the parish website.

Facilities Management – Chairperson Joseph Dougherty

Mr. Dougherty advised that the Preventive Maintenance Committee was addressing the maintenance needs within their financial parameters. Msgr. Marucci explained that said committee was presently

taking leadership in the critical need to repair the boiler system. The future point of action and the amount of any costs was undetermined at this time.

Church of Saint Vincent Pallotti
Finance Council Meeting
November 10, 2009
Page Third

Stewardship and Development – Chairperson Daniel Farrell

Chairperson Hargrave offered a report in the absence of Chairperson Farrell. He stated that various fundraisers had been identified, but still seeking chairpersons for them. The subcommittee would meet next week, designate the goals and identify the chairpersons of said events and provide a report at the January 2010 meeting.

ParishPay Implementation

Msgr. Marucci expressed the desire for continued promotion and on-going enrollment of ParishPay. It was recommended that the Stewardship and Development Subcommittee pursue this undertaking.

Parish Financial Governance – Memorandum from the United States Conference of Catholic Bishops

This document, which is self-explanatory, was given to all members to read at their convenience.

Lynn Cummings Development Consultants

Msgr. Marucci advised that this company has been engaged for the Stewardship of Treasure Appeal and are formulating the services for the parish at this time.

Pastor Remarks

Contract - Sr. Jeanne Williams, OSF

Msgr. Marucci advised that Sr. Jeanne Williams, OSF was hired on a trial, part-time basis, several months ago. Since that time, she has been performing her services without a contract. Discussion transpired with regard to remuneration and work schedule. Msgr. Marucci and those present agreed that Sr. Jeanne was offering invaluable assistance to the parish. Sr. Jeanne's remuneration would consist of 2/5 salary for women religious, as designated annually by the New Jersey Conference of Bishops.

Motion authorizing the execution of a contract with Sr. Jeanne Williams, OSF – Mr. Wilson
Motion Seconded – Mr. Hargrave
Unanimous Approval
Motion Carried

Michael Weiglein

Msgr. Marucci stated that Michael Weiglein had tendered his resignation, but would remain for a week or two. Thus, the parish is seeking to hire a part-time maintenance person.

Comments

Mr. DeFelicis offered that Msgr. Bernard P. Hewitt, the original Pastor of St. Vincent Pallotti Parish had passed away and his services are to be held tomorrow in Ventnor, NJ. Msgr. Marucci advised that a notice would be in the upcoming weekend's bulletin.

Motion to Adjourn – Mr. Wilson
Motion Seconded – Mrs. Dougherty
Unanimous Approval
Motion Carried

Meeting adjourned 10:05p.m.

Next Meeting – Tuesday, January 12, 2010 at 7:00p.m., Rectory/Administration Meeting Room

~~~~~