

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

**July 14, 2009  
7:00p.m.**

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

Absent: John Bond

Meeting commenced at 7:14p.m.

Msgr. Marucci began the meeting with a prayer.

**Approval of Minutes – Meeting of May 12, 2009**

Motion to Accept and Approval of Minutes – Mr. DeFelicis

Motion Seconded – Mr. Wilson

Unanimous Approval

Motion Carried

**Old Business – Request of Holy Saviour School for Contribution to Pay Deficit from Prior Year – Meeting of March 10, 2009**

The Administration and Finance Subcommittee provided a proposed letter of response to Rev. James J. Durkin, Administrator, Church of the Holy Saviour. It was agreed that the letter be formally provided to Msgr. Marucci for his forwarding to Rev. Durkin.

Motion of Approval and Sending of Response Letter – Mr. Wilson

Motion Seconded – Mr. DeFelicis

**Old Business – Letter of Response Regarding Balance Due The Diocese Revolving Fund – Meeting of March 10, 2009**

After extensive discussion, it was agreed that due to the issue with the merger, until a decision is rendered, there would be no payment on the loan and a letter of response would be discussed at a later time, at the discretion of the Chairperson of the Finance Council.

Mr. Dougherty joined meeting at 7:21p.m.

**New Business – Report from Subcommittees**

**Administration and Finance – Chairperson Gerald DeFelicis**

Mr. DeFelicis offered his review of the parish budget for the period of 2009-2010, which was provided to the full Council, and extensive discussion ensued.

Mr. Master joined meeting at 7:35p.m.

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Motion to approve the Parish Budget for the period of 2009-2010 – Mr. DeFelicis  
Motion Seconded – Mr. Farrell

**Follow-up on contents of letter in response to Budget Preparation for Good Shepherd Regional School for Upcoming School Year**

Mrs. Flamini advised that she had received no communications from Good Shepherd Regional School. Msgr. Marucci read his response letter dated May 14, 2009 to Donald Garecht, Principal, Good Shepherd Regional School. At the time of this meeting, no response had been received. Mrs. Flamini was asked to meet with Mr. Garecht and offer a report at the September Finance Council Meeting.

**Facilities and Management – Chairperson Joseph Dougherty**

Mr. Dougherty stated that all requests made of this subcommittee were noted and funding provided within the new parish budget. Msgr. Marucci distributed the two reports provided by the Preventive Maintenance Committee of the Pastoral Council with recommendations for immediate and long-term maintenance of the church, parish buildings and grounds, and asked that all members become familiar with their contents. Msgr. Marucci offered his appreciation for the extensive time and effort given to the reports. Msgr. Marucci asked that Mr. Dougherty speak with Dave Thompson, Chairperson of the Preventive Maintenance Committee, in order to obtain the status of their progress. Mr. Dougherty stated that immediate items should be addressed. Msgr. Marucci concurred and asked that action be implemented.

**Stewardship and Development – Chairperson Daniel Farrell**

Mr. Hargrave stated that the subcommittee had discussed various fundraising ideas to be considered during the Fall and Winter of 2009 and throughout 2010, which was distributed to those present. In particular, they included the Calendar Raffle, which is scheduled for the months of September, October and November 2009. Additionally, the Christmas Bazaar, Pallottery Raffle and Golf Outing were discussed, as well as some new ventures. Msgr. Marucci stated that by the next meeting the Calendar Raffle would be taking place and asked that information be provided as to the leadership of this project and its status. Msgr. Marucci suggested that the subcommittee meet and prepare a proposal outlining the dates for said events and present their plan to the full Council at the next meeting. Chairperson Farrell stated that cell phones had been sent to the company and he had contacted them with regard to remuneration. At this time, the company had received the shipment, but was delayed in the processing. He added that upon receipt of a check, the ink cartridges which had been collected would be sent to the company.

**ParishPay Implementation**

Msgr. Marucci stated that the ParishPay program, which had been adopted, is available on-line for anyone interested in participating. The regular collections, including the Second Collections, can be designated with a contribution amount. It is password protected and the participant may make changes to their offering, as necessary. Collection envelopes will be provided, upon request. Presently, information on this has been made available through the weekly Bulletin. It was agreed in the Fall, that the parishioners will be informed publicly of all information on this program.

**Pastor Remarks**

Msgr. Marucci advised that some immediate maintenance needed to be addressed, particularly, the cleaning of the Memorial Hall carpet and the replacement of the parish Paul VI/St. Vincent Pallotti sign. Msgr. stated that the school would be addressing their portion and would be inquiring about the company used by them in order that the signs would be similar. Presently, potholes are being repaired and paid for by the

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school, at this time. The parish and school alternate on the payment of these repairs, as needed. Msgr. Marucci prepared and distributed a set of Standard Internal Controls Related to Parish Finance to all present and asked that the Administration and Finance Subcommittee review them and offer their changes and/or recommendations at the next meeting.

Msgr. Marucci added that budgetary trial balances would be provided at all meetings, in addition to the quarterly review of the budget by members of the Administration and Finance Subcommittee. Also, due to a special meeting, the next Finance Council Meeting could not be held on September 8<sup>th</sup>, and inquired whether Thursday, September 10<sup>th</sup>, 2009 would be agreeable. The members were in agreement with the change of date. Msgr. opened the floor to those present for questions.

Mr. Dougherty inquired about the present heating and air conditioning maintenance contracts. Msgr. Marucci explained that they are in the budget, with various vendors to provide various services. Msgr. Marucci asked that the Preventive Maintenance Committee review the contracts, and also inquire of other vendors, regarding services offered for the amount being requested.

Motion to Adjourn – Mr. Master  
Motion Seconded – Mr. Wilson  
Unanimous Approval  
Motion Carried

Meeting adjourned 8:40p.m.

**Next Meeting** – Thursday, September 10, 2009 at 7:00p.m. in the Rectory/Administration Meeting Room  
(Date changed due to scheduling conflict.)

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