



**DIOCESE OF SANTA ROSA
CHANCERY OFFICE**

P.O. BOX 1297
SANTA ROSA, CALIFORNIA
95402-1297

PHONE (707) 545-7610

FAX (707) 542-9702

**Diocesan Finance Council Highlights-Approved
Thursday, March 10, 2016
Chancery Office – 4:00 p.m.**

Present were Bishop Robert Vasa, fourteen members of the Finance Council and two staff members. Following the opening prayer, the agenda was approved at written.

1. The **Minutes** and **Highlights** from the January meeting were approved with a spelling correction.
2. **Comments of Bishop Vasa:** The Bishop introduced the new members: Leo Pimentel, Joseph Pandolfo, Dennis Magatelli and Daniel Catone. The Bishop thanked all of the members of the Diocesan Finance Council for their assistance and dedication.
3. **Report of Diocesan Finance Officer:** Dave Adams reviewed the balances listed in the Finance Officer's Report, noting an overall decrease of \$300,000, resulting from paying the workers compensation invoice for the Diocese. Dave also reviewed the Accounts Receivable Summary. He also mentioned that on the year to date Budget versus Actual Cash Flow there was a surplus overall, as is the normal circumstance each year. Dave reported that the Bishop and he had been working on adhering to canonical requirements, one of which was to review the parish financial situation.

At the January meeting the Annual Parish Report Summary for the fiscal year ending June 30, 2015 was given to the council members for their review. Dave asked if there were any questions. Paul Le Sage stated that it was a good document, with good information. John Moynier mentioned that there are parish funds which should be earning money. Janet Hagen asked about the funds at St. Bernard Parish. Dave replied that the funds were the proceeds of the sale of a portion of their cemetery property and were invested in a Christian Brothers fund. **Paul LeSage made the motion that the Diocese of Santa Rosa Annual Parish Report Summary for the Fiscal Year Ending June 30, 2015 be accepted. John Moynier seconded the motion and all approved.**

Dave said that the handout of school financial information was not complete and would be mailed to the members before the May meeting. We would like to present a similar picture as the parish information. In May we will have questions on the schools and also a presentation of Catholic Charities and Catholic Cemeteries financial information as canonically required. The Chancery financial statements and audit are reviewed by the Audit Committee and the Finance Council each year. Dave Adams reported that he had received a call from Father McSweeney at St. Joseph in Middletown indicating that the parish no longer needed the monthly subsidy received as a result of the Lake County fires.

4. **Report of Legal Counsel:** Dan Galvin reported that there was no new litigation. The wrongful termination suit is moving forward. The attorneys are working on Catholic Charities employee matters. They are also working on an air ambulance invoice negotiation. The schools are moving to a ten month payroll year, as a result of changes in minimum wage limits. The attorneys have been working on two trusts, one resolved and one needing more work. Several construction contracts are being reviewed. Bishop Vasa stated that the priests need to be prudent with employees and there is a new employee handbook to review with the priests at the June clergy week.

5. Committee Reports

- A. **Budget and Cash Flow Committee:** Dan Prince reported that the committee had met and reviewed the reports for January and February. The committee should have a budget to approve at the meeting of the Finance Council on May 12.
- B. **Membership:** In the absence of Father Shaw, Bishop Vasa reported that six people are terming off the Council. After the May meeting we will have a dinner to thank these dedicated members for their excellent service.
- C. **Communications:** No report. George Ortiz stated that 55% of the Catholics are Latinos and approximately half do not speak English. George would like more content in Spanish in the NCC. Bishop Vasa had celebrated the mass at St. Eugene in Spanish on the Feast of Our Lady of Guadalupe and was very well received by the Spanish speaking community. Daniel Catone asked about social media in communications and the Bishop replied that it was moving forward, although slowly. The Bishop has received a request by a staff writer of the Press Democrat to be interviewed before Easter. George Ortiz mentioned that Richard Ybarra, a religion writer at the Press Democrat, would be a good contact.
- D. **Investment:** John Moynier reported that the three Diocesan Bond Portfolios had been moved to the BNY Mellon accounts from Charles Schwab.
- E. **Audit:** No report. The Bishop Vasa mentioned that the Audit Committee is working on developing a program for parish audits by an outside CPA firm.
- F. **Property:** Clem Carinalli reviewed the history of the Fountaingrove property. The easement and access issues have been addressed. The property is currently in escrow.
- G. **Building and Construction:** Dave Adams reported that there was a meeting and the first phase of the project to stabilize the old St. Rose Church was approved. St. Rose School is replacing their temporary classrooms. St. Elizabeth Seton in Philo project is still under discussion. Some of the Sacristy windows at St. Eugene have been updated and look very nice. The fire damage at St. Catherine Mission in Monte Rio is currently estimated at \$75,000.
- H. **Insurance and Human Resources:** In the absence of Bob Fish, Dave Adams reported that the Diocesan Benefits Committee had voted to move to the Reta Trust for health insurance and will offer two Anthem plans and a Kaiser plan. The lower priced Anthem plan will be the basic plan. The higher priced Anthem plan will be for the Priests and be offered as a buy-up plan for the other employees. Open enrollment begins April 17 and

cards should be sent to participants in the middle of May for the June 1st plan date. Anthem offers wider coverage in our Diocese, should have a better discount structure and save money for our employees.

I. **Development:** Dave Adams announced that Deacon John Norris, who had been hired as Director of Stewardship, is going to be the Director of the Development Department. Deacon John is currently working on revising the Annual Ministry Appeal goals and possibly going paperless. Russ Ferreira has been hired as the Director of the new Major Gifts Program and will start on Monday, March 14th. Monsignor Whelton reviewed the Annual Ministry Appeal 2015 handout as of February 29, 2016, noting that pledges were \$925,123, payments totaled \$857,903, and \$46,470 has been paid to the parishes that have exceeded their targets. Monsignor also reviewed the Annual Ministry Appeal 2016 handout and noted that the target had increased to \$993,500, and as of February 29th pledges were \$396,748, payments received were \$256,369. Monsignor also reviewed the Capital Campaign handout as of February 29th, stating that funds received totaled \$8,436,953. Monsignor said that the pastors all receive this summary information on the appeal and campaign and he hopes they share this with their parishioners. Leo Pimentel asked about the procedure for collecting past due pledges. Monsignor mentioned that Deacon John Norris could work on this. Bishop Vasa called attention to the Capital Campaign Cash Receipts, Expenditures and Distribution worksheet showing the total monies paid to the parishes and the CCF on behalf of the parishes. The report also showed the distributions to the case elements and restricted donations.

6. **Other Business:** Bishop Vasa gave letters to Clem Carinalli, Janet Hagen, Mary Leitem-Thomas, Paul LeSage, John Moynier and George Ortiz and thanked them for their extensive, tireless service to the Diocese and Church in Santa Rosa. He said that their work had helped strengthen the trust of the parishes in the Diocese. He invited the members to a farewell dinner.

7. **Tentative Dates for meetings were set and the meeting adjourned.**