

**ST. THOMAS MORE PARISH  
PARISH COUNCIL MEETING  
Monday, September 17, 2012**

**Council Members in Attendance:** Fr. Bill Wagner, Kathy Hornschemeier, Larry Bush, Sam DeBonis, John Duncan, and Janet Tate.

**Council Members Absent:** Vic Ivers, Jim Conrady.

**Others in Attendance:** Mike Gennett.

The St. Thomas More Parish Council meeting was called to order by Kathy Hornschemeier at 7:00 PM EDT. Fr. Bill Wagner opened with a prayer.

**Business Manager Report:** Mike Gennett gave the report. A lot took place over the summer months.

On August 22, the parish Finance Commission certified **the annual results for 2011-2012**. The parish had a surplus of \$27,580.43. Our objective each year is to break even. All our bills were paid and there were no financial obligations as of June 30<sup>th</sup>. Our budget for 2012-2013 has a small deficit of \$15,148.55. The deficit can be attributed to the reduction in the number of students enrolled in the school for this year. The bottom line is we need to fill more seats.

**Library-Computer Lab:** The School Library and Computer lab were combined. The old library was completely gutted and rebuilt. A new ceiling, carpet, and paint were added along with a wall separating the computer lab from the library. The computer lab was wired for the Internet. The final cost of the project was \$40,175.05. The PTO donated nearly \$13,000 to the project and a former parishioner donated \$500 in memory of her mother who died in 1957. The parish paid the difference and the cost was not in our budget. The good news is we added a classroom without adding on to any of our buildings.

**Parish Hall Ceiling & doors** – The Parish Hall ceiling tiles were replaced this summer. All the smoke filled tiles were removed. All the gridding was painted white, the tape and other items left from events was removed. The green sliding doors in rooms B and C were either re-papered or scrubbed eliminating 14 years of dirt and grime. The total cost was \$6,709.06. Most of the cost was labor.

**Virtus:** We have made the transition to the Virtus Child Protection program. Virtus replaces the old child protection class. Virtus is a national program and the Archdiocese of Cincinnati is the 129<sup>th</sup> diocese in the United States to make the transition. Every volunteer and employee must take the new class by June 30, 2014 in order to retain employment and continue to volunteer. The Virtus program is not optional. We would like to see as many parishioners become certified as soon as possible in order to avoid a rush before the cut off.

Larry Bush has been hired as our primary facilitator. In early August, Fr. Bill, Larry Bush, Michael Thomas, Becky Ready, and Linda Bader were all certified as Virtus Facilitators for our parish. Each classes lasts about 3 hours. We have held two Virtus classes to date and 40 have been certified including the Deanery class in August. (There were 4 registered no-shows at the parish classes this month.) The class takes up to three hours and very professional materials are utilized. Registrations must be made in advance on the Virtus web site. Instructions were in the September 2 bulletin and are on our parish web site.

Mike Gennett has been names the Safe Environment Coordinator (SEC) and is responsible for compliance to the program. The diocese requires an SEC and Facilitators at each location.

John Duncan stated there was a lot of concern about Virtus especially being a burden on volunteers. He stated communication is needed to let parishioners know it is good program without a lot of time consuming elements. Everyone responded that there has already been a lot of communication in the bulletin and there is a full page on the parish web site about the program. John stated the bulletin is not always read and

maybe this needs to be addressed from the pulpit. It was also stated by the other council members that those who have attended the class so far have been impressed with the content. Once more and more parishioners take the Virtus class the positive feedback will be more common and widespread. Fr Bill pointed out the monthly exercise only takes a couple of minutes and you can't fail the one question quiz. It was also pointed out that John as a member of Parish Council can be a positive influence on Virtus with others. Mike Gennett stated he has had a couple of conversations with Dan Hornback the Booster President and he has been very supportive of Virtus. Mike also stated there was rumor in the spring that neighboring parishes were not going to implement Virtus. That is the furthest from the truth. Every parish around us has not only implemented the program, but was conducting classes before we did. A comment was made that the Boosters have been encouraging their members to get their Virtus certification as soon as possible. Larry Bush stated there are coaches already registered for upcoming Virtus classes.

**AOC Parish Soft accounting transition:** We have successfully completed the transition to the new on line, centralized diocese Parish Soft accounting program. Our old QuickBooks system is no longer being used except for Accounts Receivable and JulyFest. We were one of the first parishes to complete this transition. There is now a full push to get other parishes onto the system. The entire process will take a couple of years. Fr. Bill stated his concern that small parishes without a business manager may be a problem in getting this program in place and utilized.

The **JulyFest results** will be released this Sunday in the bulletin (*copies of the results were passed out and are included in the minutes*). Our sales and profits both dropped 2%. We are fortunate because our festival was held during some of the hottest days of this past summer. We completed an electrical upgrade which entailed burying all the electrical wiring in the ground. This is a major safety improvement and also allows for ease in setting up and taking down the festival. This one time capital cost was \$13,016.14. This year, the festival folks broke out the tent and furniture rental costs to each booth as utilized. There is also a \$500 beer rebate check that has yet to be paid. It is not included in the results.

On July 18<sup>th</sup>, we had a **lightning strike**. There was some damage to various parts of the parish that included the church sound system, the parish office alarm system, the school fire system, a computer server, and one of the church air-conditioner units. As most know, we installed a rental sound system for about 10 days. The total cost of the repairs and replacements was \$11,803.64. Our insurance deductible is \$2,000.00. The insurance claim will be filed later this week now that all the work is done and the bills have been paid.

New bids are in the process of being obtained for the **handicap ramp** in the front of church. There are many variables involved because of the ADA requirements. We have already applied for a construction permit. Hopefully one of the bids will be something we can afford to do yet this fall. That is our objective. We hope to have this resolved by the end of this week.

The **diocese school office released their study “Lighting the Way”** in August. It will involve more hands on assistance for the schools by the diocese. There will be marketing, financial aid, and support for the Principals to name just a few. Both the Executive Summary and the full report are available on our parish web site.

Some of the future trends in the diocese include the **centralized/cooperative buying concept**. This would entail pooling like vendors for multiple locations for extensive savings. This is a common practice in the corporate world. We have seen substantial savings by being part of the diocese Paycor program and the Rumpke contract. These cost savings were over 50% from what we paid on our own. Any implementation would probably be gradual as our contracts expire and the cooperative vendor made sense for the parish. As of now, this program will not be mandatory but I would think anyone passing on large “behind the scenes” savings would be hard pressed to explain why they passed.

We have an all-day diocese wide Business Managers meeting on Tuesday, September 18<sup>th</sup>. Pastors have been invited to attend.

**Pastor's Report:** Fr. Bill gave his update.

Fr. Bill asked Council about **New Year's Day Masses**. This year the holiday is on a Tuesday. The consensus was that a 5:30 PM Monday December 31 and a 10:00 AM Tuesday Mass should be the holiday schedule.

**Funeral visitations** at the church were discussed. The parish is seeing more and visitations being planned at the church in addition to the funerals. We current charge \$250 for a funeral and this includes the Mass and the music. Many parishes are now charging anywhere from \$50-\$175 extra for visitation at the church. Funerals are staffed with volunteers and that requires one extra hour of their time. Fr. Bill stated he was proposing we start charging an additional \$50 fee for visitation at the church. He will institute the policy if no one objects. Comments made were the \$50 fee was "generous" and might have to be increased. The policy would go into effect January 1, 2013.

Around the diocese, future insurance costs are unknown as the Affordable Health Care Act moves toward implementation. Also, a few priests have died recently.

The athletic initiative is still being worked on and plans are to do so through May of next year. Far more work needs to be done. Everyone agrees that faith has to be part of this initiative. The athletic charter will be presented at the end of the planning process. Fr. Bill stated that some substantive points will come out of this. There will be a diocese wide ban on all athletic practices and games on Sunday mornings. Sports must be about our faith.

**New Business:** - Larry Bush asked if there was any thought about delivering donated food for the families requesting a meal after a funeral. A discussion took place that this probably is not something we want to get into. We would have to find volunteers to deliver the food. Kathy Hornschemeier pointed out that due to her recent experience was friends jump in and helped to get the food delivered.

Kathy Hornschemeier made a motion to adjourn. John Duncan seconded it. The meeting ended at 8:15 PM.

Fr. Bill closed the meeting with a prayer.

Council members toured the new Library/Computer Lab complex. Some stayed after and looked the plans for the handicap ramp.

**NEXT SCHEDULED MEETING IS MONDAY OCTOBER 15<sup>TH</sup>.**

ST. THOMAS MORE  
JULYFEST 2012 VS 2011



	Julyfest 2012	JulyFest 2011	\$ Change	% Change
<b>BOOTH SALES, EXPENSES, &amp; PROFIT</b>				
Beer Sales	\$ 27,446.50	\$ 31,524.00	\$ (4,077.50)	-13.0%
Beer Expenses****(Y)	\$ 8,957.73	\$ 7,547.36	\$ 1,410.37	18.7%
Beer Profit	\$ 18,488.77	\$ 23,976.64	\$ (5,487.87)	-22.9%
Beverage Sales	\$ 5,282.40	\$ 6,578.60	\$ (1,296.20)	-19.7%
Beverage Expenses****	\$ 3,568.75	\$ 3,376.65	\$ 192.10	5.7%
Beverage Profit	\$ 1,713.65	\$ 3,201.95	\$ (1,488.30)	-46.5%
Casino	\$ 10,263.01	\$ 11,804.00	\$ (1,540.99)	-14.0%
Casino Expenses****	\$ 758.00	\$ 100.00	\$ 658.00	758.0%
Casino Profit	\$ 9,505.01	\$ 11,704.00	\$ (2,198.99)	-18.8%
<b>Childrens:</b>				
Childrens Ticket Sales	\$ 6,764.25	\$ 6,513.99	\$ 250.26	4.9%
Necklaces, Face Painting	\$ 1,206.00	\$ 684.00	\$ 522.00	76.3%
Total Childrens Sales	\$ 7,970.25	\$ 7,197.99	\$ 772.26	10.7%
Children's Expenses****	\$ 4,136.69	\$ 2,452.37	\$ 1,684.32	68.7%
Children's Profit	\$ 3,833.56	\$ 4,745.62	\$ (912.06)	-19.2%
<b>Food:</b>				
STM Burger & Hot Dogs Sales	\$ 3,376.00	\$ 3,237.25	\$ 138.75	4.3%
STM Burger & Hot Dogs Expenses****	\$ 1,901.72	\$ 1,881.26	\$ 20.46	1.1%
STM Burger & Hot Dogs Profit	\$ 1,474.28	\$ 1,355.99	\$ 118.29	8.7%
Corn/Potato Booth Sales	\$ 2,265.50	\$ 2,065.00	\$ 200.50	9.7%
Corn/Potato Booth Expenses****	\$ 481.01	\$ 436.34	\$ 44.67	10.3%
Corn/Potato Booth Profit	\$ 1,784.49	\$ 1,628.66	\$ 155.83	9.5%
Italian Sausage Booth Sales	\$ 3,725.00	\$ 3,966.00	\$ (241.00)	-6.1%
Italian Sausage Booth Expenses****	\$ 3,287.09	\$ 2,783.81	\$ 503.28	18.1%
Italian Sausage Booth Profit	\$ 437.91	\$ 1,182.19	\$ (744.28)	
Dessert Booth Sales	\$ 662.15	\$ 618.45	\$ 43.70	7.1%
Dessert Booth Expenses****	\$ 106.00	\$ 37.20	\$ 68.80	286.0%
Dessert Booth Profit	\$ 768.15	\$ 655.65	\$ 112.50	17.2%
Pizza Sales	\$ 3,632.75	\$ 3,454.20	\$ 178.55	5.2%
Pizza Expenses	\$ 1,565.16	\$ 1,296.00	\$ 269.16	20.8%
Pizza Profit	\$ 2,067.59	\$ 2,158.20	\$ (90.61)	-4.2%
Sunday Dinner Sales	\$ 2,108.25	\$ 2,624.00	\$ (515.75)	-19.7%
Sunday Dinner Expenses	\$ 1,686.86	\$ 1,404.63	\$ 282.23	20.1%
Sunday Dinner Profit	\$ 421.39	\$ 1,219.37	\$ (797.98)	-65.4%
Speciality Foods Sales	\$ 933.60	\$ 763.00	\$ 170.60	22.4%
Speciality Foods Expenses****	\$ 569.85	\$ 650.94	\$ (81.09)	-12.5%
Speciality Foods Profit	\$ 363.75	\$ 112.06	\$ 251.69	324.6%
Contractor-Ice Cream Net Profit	\$ 700.00	\$ 700.00	\$ -	Even
Contractor-Snowie Sno Cones Net Profit	\$ 592.50	\$ 918.84	\$ (326.34)	-35.5%
Contractor-Funnel Cakes Net Profit	\$ 1,550.00	\$ 1,671.00	\$ (121.00)	-7.2%
Ice & Shared Food Expenses****	\$ 2,902.97	\$ 2,109.14	\$ 793.83	37.6%
Total Food Sales	\$ 19,545.75	\$ 20,017.74	\$ (471.99)	-2.4%
Total Food Expenses	\$ 12,500.66	\$ 10,599.32	\$ 1,901.34	17.9%
Total Food Profit	\$ 7,045.09	\$ 9,418.42	\$ (2,373.33)	-25.2%
<b>Midway Sales</b>				
Big Six Wheel	\$ 2,228.45	\$ 1,956.60	\$ 271.85	14.0%
Money Wheel	\$ 2,447.85	\$ 2,739.50	\$ (291.65)	-10.7%
Split the Pot	\$ 1,957.00	\$ 2,489.00	\$ (532.00)	-21.4%
Show Down Poker #1	\$ 402.00	\$ 932.00	\$ (530.00)	-56.8%
Show Down Poker #2	\$ 599.00	\$ 551.00	\$ 48.00	8.7%

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JULYFEST 2012 VS 2011



	Julyfest 2012	JulyFest 2011	\$ Change	% Change
Beat the Dealer	\$ 1,081.00	\$ 932.00	\$ 149.00	16.0%
Pop Ring Toss	\$ 581.70	\$ 613.40	\$ (31.70)	-5.3%
Corn Hole-Split the Pot	\$ -	\$ 261.00	\$ (261.00)	
High Low	\$ 646.00	\$ 609.00	\$ 37.00	6.1%
\$.25 Pull Tab #1	\$ 2,778.23	\$ 3,327.71	\$ (549.48)	16.5%
\$1.00 Pull Tab	\$ 3,439.75	\$ 3,150.00	\$ 289.75	9.2%
Total Midway Sales	\$ 16,160.98	\$ 17,561.21	\$ (1,400.23)	-8.0%
Total Midway Expenses****	\$ 2,882.40	\$ 3,305.87	\$ (423.47)	12.8%
Total Midway Profit	\$ 13,278.58	\$ 14,255.34	\$ (976.76)	-6.8%
Total Bid-N-Buy Sales	\$ 15,965.00	\$ 13,850.00	\$ 2,115.00	15.3%
Total Bid-N-Buy Expenses****	\$ 4,909.55	\$ 3,327.43	\$ 1,582.12	47.6%
Total Bid'n Buy Profit	\$ 11,055.45	\$ 10,522.57	\$ 532.88	5.1%
Total Raffle Sales: Grand & Tuition	\$ 25,225.00	\$ 24,410.00	\$ 815.00	3.3%
Total Raffle Payouts: Grand & Tuition****	\$ 14,352.50	\$ 13,150.00	\$ 1,202.50	9.1%
Total Raffle Profit: Grand & Tuition	\$ 10,872.50	\$ 11,260.00	\$ (387.50)	-3.4%
<u>Other Income:</u>				
Amusement Rides	\$ 6,524.00	\$ 6,913.00	\$ (389.00)	-5.7%
Sponsorships	\$ 7,800.00	\$ 5,200.00	\$ 2,600.00	50.0%
Donations, Misc	\$ 125.00	\$ 152.60	\$ (27.60)	-18.0%
<b>TOTAL JULYFEST SALES:</b>	<b>\$ 142,307.89</b>	<b>\$ 145,209.14</b>	<b>\$ (2,901.25)</b>	<b>-2.0%</b>
<b>GENERAL FESTIVAL EXPENSES</b>				
Printing	\$ 1,111.46	\$ 1,190.27	\$ (78.81)	93.4%
Postage	\$ 262.50	\$ 158.40	\$ 104.10	65.7%
Entertainment****	\$ 6,349.87	\$ 3,590.00	\$ 2,759.87	76.9%
Dues	\$ 500.00	\$ 797.00	\$ (297.00)	-37.3%
License Fees	\$ 534.20	\$ 534.20	\$ -	EVEN
Volunteer Badging****	\$ 180.98	\$ -	\$ 180.98	
Signage	\$ 1,459.52	\$ 1,379.50	\$ 80.02	5.8%
Marketing	\$ 59.00	\$ 1,175.00	\$ (1,116.00)	-95.0%
Transporation	\$ 491.50	\$ 1,454.00	\$ (962.50)	-66.2%
Overnight Security	\$ -	\$ 1,680.00	\$ (1,680.00)	0.0%
Union Twp Police	\$ 5,617.50	\$ 6,877.50	\$ (1,260.00)	-18.3%
Communications	\$ -	\$ 296.03	\$ (296.03)	0.0%
Booths/Tents/Furn	\$ 100.00	\$ 6,755.50	\$ (6,655.50)	-98.5%
Volunteer Food-Dinners	\$ -	\$ 69.36	\$ (69.36)	0.0%
T-Shirts	\$ 3,659.96	\$ -	\$ 3,659.96	
General Festival Exp - Other	\$ 837.00	\$ 696.50	\$ 140.50	20.2%
Total General Festival Exp	\$ 21,163.49	\$ 26,653.26	\$ (5,489.77)	79.4%
<b>FACILITIES EXPENSES</b>				
Port-o-Lets/Trash Bins	\$ 2,839.66	\$ 2,739.44	\$ 100.22	103.7%
Electrical Expenses (X)	\$ 13,016.14	\$ 678.96	\$ 12,337.18	1917.1%
Parking Lot (Z)	\$ 400.00	\$ 1,270.00	\$ (870.00)	31.5%
Trash Clean-Up	\$ 88.97	\$ 2,104.94	\$ (2,015.97)	4.2%
Misc (Z)	\$ 624.12	\$ 363.09	\$ 261.03	171.9%
Total Facilities Expenses	\$ 16,968.89	\$ 7,156.43	\$ 9,812.46	237.1%
<b>TOTAL JULYFEST EXPENSES:</b>	<b>\$ 90,198.66</b>	<b>\$ 77,668.69</b>	<b>\$ 12,529.97</b>	<b>116.1%</b>
<b>PROFIT-LOSS</b>	<b>\$ 52,109.23</b>	<b>\$ 67,540.45</b>	<b>\$ (15,431.22)</b>	<b>-22.8%</b>
Excluding one time electrical improvements	\$ 13,016.14			
<b>YEAR TO YEAR COMPARABLE PROFIT</b>	<b>\$ 65,125.37</b>	<b>\$ 67,540.45</b>	<b>\$ (2,415.08)</b>	<b>-3.6%</b>

\*\*\*\*Booths, tents, furnishings costs charged

to each booth based upon square footage in 2012.

(X) One time electrical expenses to bury all wiring to ensure safety.

(Y) \$500 beer rebate outstanding ~ reduces expenses by \$500 when paid.

(Z) Expense invoice and receipt reimbursement turned in late