



Holy Martyrs | St. Jude | St. Gregory the Great | Sacred Heart

## Meeting Minutes from November 18, 2025

Attendees: Father Steven Cartwright (Pastor), Nicole Clavette (Business Coordinator), Tim Winkeler (Chair), Steve Mitchell, Steve Carrier, Fran Fedrizzi, John Giberti, John Olson, Jim O'Connell, Don Talbot, Chris Pierce.

1. Meeting commenced at 6:30pm
2. Father Cartwright led the opening prayer.
3. Minutes from the last meeting (9/23/25) were accepted and approved.
4. Nicole presented the parish financial reports as of 10/31/2025. Notes and comments from review of financials below.

### OPERATING SECTION

- Average weekly total offering was \$24,402 in October and is \$21,834 fiscal YTD, both figures exceeding budget.
- October entry for \$51,595.83 into Donations Operating bringing YTD total for that account positive to budget
- YTD Rental income of \$23,295 is \$2,000 below budget, with Father Cartwright noting that the budget will be anticipating Sacred Heart 1st Floor Rectory income later this fiscal year -no confirmed tenant yet.
- TOTAL Operating Income YTD \$487,949 which is approx. \$18,000 over budget and \$25,000 over prior YTD.
- October Total Staffing costs \$50,747 were \$7,500 below budget and YTD Total Staffing costs of \$238,936 are \$22,500 below budget. (Note that Steve Tuttle's position was not filled when he retired, and that Steve expressed a desire to return in a part-time role, which Father Cartwright has approved).
- Total Operating Expenses (other than staffing) were \$105,653 in October and \$249,991 YTD, both figures below their respective budgeted numbers.
- Total Operating Net Income / (loss) is (\$978.76) YTD vs budgeted loss of (\$80,868).

### CAPITAL PROJECTS SECTION

- It was noted that there are no budget figures in the Capital Projects section, with significant current year and prior year activity. The council agreed that it would be beneficial to begin budgeting monthly figures for these accounts, knowing that they will not be very accurate or precise, but will allow the council to see capital projects spend vs expected spend, which will be helpful for cash flow projection purposes.

### CASH POSITION

- It was noted that the Cash, Operating account is still in a negative balance situation, while the Cash, Capital Campaign and Cash, Other Parish Activity accounts have somewhat larger positive balances. Nicole noted that she still has some more funds that need to be moved between these accounts.
- Jim O'Connell presented a page titled 'Cash Flow Projection' as a potentially helpful tool for Nicole and Father Cartwright to use in projecting the cash flow position based on expected income and expenses.

### CHARTS

- It was noted that the TREND LINES on the 13-month charts in the FC packet do not agree with some of the data that Father Cartwright showed in the records. Charts to be reviewed, lengthened, and checked for accuracy.



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- Similarly, Chris P. noted that the small chart that is included in the parish bulletin is difficult to interpret, and suggested that a change in axis could be helpful for parishioners to see the offertory trends compared to budget requirements.

5. Father Cartwright brought the council up to speed on various projects around the parish (SGtG Narthex completion, mass with Bishop Ruggieri and celebration dinner, SJ steps ADA accessibility, HM fence, and SH rental situation). Father and the council also discussed at length the next potential large capital project - new cabins for the SGtG campground, which have the potential to create a strong rental income stream for the parish. Father visited Lancaster Log Cabins in Lancaster PA to see where these cabins are made, and to get more details and documentation for a project proposal. \$233,000 is the estimate to get phase 1 of the project funded, including 6 basic furnished cabins (no plumbing), demo of existing, site prep work, electrical, etc. The council discussed the option that we might want to explore/consider fewer cabins but WITH plumbing (bathrooms) due to market demand factors. More to come. *add: it was suggested that the FC be provided with what the start-up costs would be under various scenarios (e.g., 6 cabins versus possibly a less number with plumbing) plus a proforma of what the operating revenues and expenses would be once up and running*

6. Father Cartwright closed with a prayer.

7. Meeting adjourned. **Next Meeting is scheduled for TUESDAY JANUARY 27, 2026 at 6:30PM at SG Hall.**