



Minutes from QAC Community Meeting January 29th,2018

Attendees of meeting:

Father Tom	Bill Fecher	Katy Keenan
Terri Blanken	Bohrer Family	Mike & Sharon Herbert
Dan and Pat Huser	Linda Folmar	Kristi & Dave Jennings
Don Potter	JoAnna Ganger	Bob Brookey
Becky Cherry	Pam Brown	Marti Quackenbush
Tim Connair	Ken Moran	Kevin & Linda Skinner
Ruby and Chuck Bauer, Frances	Sharon McKinney	Peggy and Gary Cashero
Arvin Nanda	Ron Versic	Charlette & Bob Buescher
Cathy & Gary Adler	Linda & Kevin Murnane	Nimfa & Jack Simpson Glenn
& Gina Greet	Erica & Logan Rudemiller	

Opening Prayer: Fr Tom

Approval of Nov 2017 Meeting Minutes: Motioned/Seconded/Approved (Available on QAC Website)

Old Business: Shelved to allow time for presentation and discussion on Financial Reserves.

New Business: Overview of Archdiocese Review from 2017 with recommended 3-months' worth of our annual budget in cash reserve (see attached)

The Steering Committee recommends 6-12-month cash reserves

• **Community member suggestions:**

- ✦ 6 months Reserve – Being that we are a Faith Community
- ✦ 12 months Reserve – A full year of our budget
- ✦ Keep all funds - Unsure of Facility use in future/Needed for possible move

• We need to have money to show we are a viable community if we need to move/build ✦ A combination of our budget plus additional for any capital equipment emergency

• **Community Concerns and Questions:**

Q: How do get funds back from Archdiocese investments

A: Archdiocese has stated that Pastor (Fr Tom) writes letter, monies sent no questions asked, no penalties

Q: Does Accrued interest stay with our Funds invested with Archdiocese?

A: Yes

Q: Can we use reserve funds for Capital improvements

A: Yes, the funds are ours on loan to the Archdiocese in notes

Wrap Up:

As of 1/15/18 QAC currently has a total of \$320,000 in reserves in various Cash and Investments

This is distributed among our PNC Checking Account, an Annuity Fund and in a Marianist investment fund.

We are deciding on how much of that \$320,000 we need/should retain for our future needs.

These needs consist of:

- **Emergency Operating Reserves** (to cover any budget deficits) ○ The Steering and Finance Committees recommend 6-12 months of our annual Budget which currently is \$240,000/year. Based on the Steering Committee recommendation we would need to maintain \$180,000 - \$240,000 in reserves.
- **Emergency Capital Requirements** (to cover any substantial breakdown of equipment) ○ The only substantial items that QAC owns are the piano and our sound system. A new piano can cost upwards of \$15,000 for a top of the line Yamaha Avantgard. And we just upgraded the sound system for \$25,000 and that should be good for another 20+ years.
- **Other Future Needs** (down payment on land/building construction should that need ever arise) ○ There is slim chance that the Marianist will ever tear down and not replace our chapel. A much better chance that happens to Sieben Hall (Si Lounge). Should the latter happen, the plan would be to move all meeting/classroom/gathering activities to the Madeleine Room. If the worst case were to happen, having more cash available to build a new chapel would speak volumes to the Marianists and the Archdiocese. Yet in the end, there are never any guarantees.

Fr Tom suggested at the Nov Steering Committee that the Community considers donating some funds to the Marianist Capital Campaign- possibly \$1000+ for every year we have been on property- \$45,0000+. The Steering Committee supports this recommendation and this donation would be taken from our current reserves if the situation allows after deciding on the above situation. A separate discussion and vote will be held at a future Community meeting on this topic.

Date and time of next meeting – Sunday, February 18, 2018 following Liturgy (Moved up a week due to Day of Caring Breakfast)

//SIGNED//

David M. Jennings

Lay Community Coordinator, Queen of Apostles February
3, 2018

Minutes from QAC Community Meeting November 26th,2017

Attendees of meeting:

Deacon Greg	Mary Lou	Katie Keenan
Father Tom	Bohrer Family	Mike Herbert
Dan and Pat Huser	Linda Folmar	Kristi & Dave Jennings
Judy and Don Potter	JoAnna Ganger	Jean Brookey
David Neer Family	Pam Brown	Marti and Tom Quackenbush
Tim Connair	Joan Ivory	John Fay
Ruby and Chuck Bauer	Sherri McKinney	Peggy and Gary Cashero

Old Business:

- \$20,000 Gift for Lauer Family
Donation to be given to Social Justice - \$15,000 Malawai Project
Donation to be given to Mt St John as a permanent Memorial on the Grounds
- New Blinds all Hung
- New Floors: Carpet bids are incoming

New Business:

- Live Stream our Liturgy - Differing Views PROs vs CONs ○
Pros
 - ✦ Shut ins/Possibly new members participate in our weekly celebrations
- Cons
 - ✦ Others seeing our Mass
 - ✦ Micro Phone issues a possibility
 - ✦ Children altar servers – safety issues being online
- Church Security Concerns ○ Possible Ideas to Address
 - ✦ Locked Doors- Chapel and Si Lounge while children are in class?
 - ✦ Security cameras?
 - ✦ Active shooter training- Wright State has ALICE training
- Possibly a small group get trained ✦ Local law enforcement options?

Date and time of next meeting – Sunday, January 28, 2018 following Liturgy (No December Meeting)

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David M. Jennings

Lay Community Coordinator, Queen of Apostles

December 3, 2017

QAC COMMUNITY MEETING FINANCIAL AGENDA TOPICS

BACKGROUND

In April 2017, the Archdiocese of Cincinnati Finance Office conducted a financial review to assist QAC in our responsibility to be good stewards of the material resources entrusted to the Church, to proclaim the Gospel and make tangible the love of Jesus Christ. Their review identified mostly minor procedural findings which were satisfactorily addressed in the final report. One finding stated that we had “surplus funds” in our checking account that was only earning .01% interest. Their definition of surplus funds is “considered to be any amount in excess of three month’s normal or average operating expenses.”

CURRENT FUNDING SITUATION

As of 1/15/18, Cash and Investments = \$320,000.00

RESOLUTION BEFORE THE COMMUNITY

There are two actions we as a community need to take.

1. Determine the total number of months that we should maintain as operating reserves and the appropriate break out between the PNC checking account and an interest-bearing account (e.g. savings, money market). *(January 2018 Community Meeting)*
2. Determine the distribution of funds beyond the amount that we decide to maintain as our operating reserves. *(February 2018 Community Meeting)*

These two topics will be presented at two different Community meetings and voted at the March Community meeting.

COMMUNITY MEETING AGENDA TOPIC for 1/28/18

1. Determine the total number of months that we should maintain as operating reserves and what the appropriate break out should be between the PNC checking account and an interest-bearing account (e.g. savings, money market).

The Finance Committee recommended that we maintain at least 6 months of operating reserves. At the 11/8/17 Steering Committee meeting, it was recommended that we maintain at least 12 months of operating reserves. There is also an option to maintain 9 months of operating reserves. The Steering Committee further recommended that we maintain 6 months of operating reserves in the PNC checking account and the remaining 6 months in an interest-bearing account that is readily accessible. The April 2017 Financial Review recommended that we invest our funds in notes issued by the Archdiocese. The Archdiocese notes earn a rate at 2.3% (as of 1/15/18). These funds become available as loans to other parishes in need. **Operating Reserve Alternatives**

As of 1/15/18	3 Month	6 Month	9 Month	12 Month
Cash and Investments	\$320,000	\$320,000	\$320,000	\$320,000
Operating Reserves	\$60,000	\$120,000	\$180,000	\$240,000
Surplus	\$260,000	\$200,000	\$140,000	\$80,000

COMMUNITY MEETING AGENDA TOPIC for 2/25/18

1. Determine the distribution of funds beyond the amount that we maintain as our operating reserves.

During the 11/8/17 Steering Committee meeting, it was recommended that we provide a gift from our surplus funds (funds not being set aside for operating reserves) to the Marianist “Join Her Mission” endowment campaign that seeks to create a reserve to ensure quality care for the elderly brothers, continue the Marianist spirit at sponsored ministries, and provide education for the poorest of the poor in India and Eastern Africa. This will be/was presented to the Community during the 1/21/18 Liturgy.

Religious Education/LIFE Committee Report

January 2018

- **Logan & Erica Rudemiller** <lerudemiller@gmail.com>

Today at 10:29 AM

To David Jennings

Hey Dave,

Here's some notes on what the R.E. and Youth Ministry have been up to.

In December the Middle School had a fun Christmas party and decorated the beautiful Christmas tree in Si Lounge!

LIFE raised over \$1,000 from their bake sale to be donated to the families in San Jose affected by the Hurricanes. Many of the youth in LIFE know the youth in Puerto Rico affected as they have met and became friends during LIFE week in the summer.

The R.E. Committee met and have decided to move forward with merging the LIFE/CrossRoads groups. LIFE meets Sunday nights and CrossRoads meets Sunday morning during R.E. class time. Starting next year (school year) LIFE will meet in the morning during R.E. time and will replace CrossRoads as the Faith Formation offered to our high school youth. It is still a learning experience for High School youth, just a slightly different approach. This was decided as the best interest for the size of our Community and the challenges that have been presented in sustaining multiple programs. If you have questions or concerns you can ask me!

Lastly, planning is underway for our big Spaghetti Dinner scheduled for March 10th, so save the date, and get your Silent Auction items to me (Erica)!

Not RE related but Si Lounge upgrades related. Deacon Greg mentioned to me that there has been talk about getting the bathrooms repainted and rust removed from the stalls. Logan (LPR Painting) would be interested in giving a quote and doing this for us. I'm not sure I can say too much in moving this forward as it is a conflict of interest, but thought it was worth mentioning he would give us a good price and would nice in continuing with our Si Lounge upgrades.

Thanks, Erica

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Social Justice Report - January 23, 2018

Social Justice Ministry had a successful Advent Giving Tree and Special Collection Campaign. David Jennings announced thank you to the community at liturgy on January 21, 2018.

Social Justice Ministry held their first quarterly meeting of the year on January 14, 2018. The minutes will be sent to you. Tom Mc Crate reported that all agencies that we support received their quarterly funding allocation. Social Justice is gearing up for the following activities:

- Day of Caring Pancake Breakfast fund raising for homeless shelters and food pantries. This will be on February 25, 2018.
- Social Justice will partner with Adult Faith Formation to organize a Seder Meal that will have a social justice angle relative to flight of people for political, social and religious reason.
- Social Justice is working with Leah Ceperly who coordinated the Climate Change Discussion in October 2017 to encourage QAC to be a parish that is committed to environmental sustainability. An Advent Calendar providing guidelines on how to achieve this will be on the QAC Calendar.

Social Justice Ministry serves as the administrative arm for Change and Be Changed. Jack Simpsons manages donations and collections of funds while the Hangartners are in Malawi supervising the completion of the renovation of the Surgical Room. We also continue to collect used computers.

Submitted by:
Nimfa Simpson and Chris Sitko

Community Ministry Report – January 2018 Community Meeting terri

blanken <terriblanken723@gmail.com> Today at 1:28 PM

To

Nimfa Simpson

CC

David Jennings Tom Mccrate Logan & Erica Rudemiller Kevin & Linda Skinner Katie Hamilton and 7 more...

David,

Community Ministry has sent get well cards and sympathy cards. Handmade cards have been replenished. Phone contact has been ongoing to offer support for one family dealing with health issues. Many calls have been completed for this cycle of the Calling to Care Ministry. Ministry of Consoling conducted a Consoling Circle in early December. They sent Remembrance Christmas cards to all families who lost loved ones this past year. In addition, they also held six Storytelling sessions, with the final session planned for February 7th. Because of the overwhelming response, they have decided to have another set of Storytelling sessions later this year. Another Consoling/Loss Circle is planned for late April or early May.

Submitted by Terri Blanken, Community Ministry Coordinator



ARCHDIOCESE OF CINCINNATI FINANCE OFFICE
REPORT ON PARISH FINANCIAL REVIEW
FOR QUEEN OF APOSTLES
REPORT DATE: May 18, 2017

Department of
Financial Services

100 East Eighth Street
Cincinnati, Ohio 45202

513-421-3131
513-421-6225 Fax

Reverend Thomas Schroer, Pastor
Kevin Skinner, Parish Finance Committee Chair
Dave Jennings, Community Coordinator
Tom McCrate, Business Manager

Dear Father Schroer,

We would like to thank you and your staff for the assistance provided to us in our financial review of your parish. The work was performed at Queen of Apostles, in April 2017.

PARISH BACKGROUND

The parish community was founded in 1973 and has had October counts for 2016, 2015 and 2014 of 146, 145, and 163 respectively. Father Schroer has been assigned Pastor since August 2005 and is assisted by Deacon Gregory Cecere. The parish employs four administrative staff and has a part-time volunteer Business Manager. The parish uses various software programs as accounting management tools, including ParishSOFT (general ledger), PDS (contributions), Paycor (payroll processing) and Excel. We have performed the review procedures enumerated below, which were agreed to by the Pastor and Business Manager/ Bookkeeper. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below for any specific purpose.

Scope

The objective was to review the reliability and integrity of the financial information and the operation of the controls and procedures currently in place. A good system of internal control provides for a proper segregation of the accounting functions. The basic premise is that no one employee should have access to both physical assets and the related accounting records or to all phases of a transaction. When segregation of duties is inadequate, there is a risk that intentional fraud or unintentional errors could occur and go undetected.

In order to accomplish the above objectives, the Parish Auditor preformed testing in the following areas:

- Offertory
- Cash Disbursements
- Cash Receipts
- Accounting
- Payroll

- Banking & Investments
- Auxiliary Accounts
- Benefits
- Finance Committee
- Other concerns expressed by Parish Management

Audit Work Performed

The financial review covered activities for April 2016 through March 2017. This testing involved inquiry, corroborative inquiry, and examination of supporting documentation including invoices, checks, bank statements, general ledger reports, payroll reports, time sheets and offertory records. Based on our work, we believe there are the following strengths:

- Dedicated clergy, staff and volunteers.
- Monthly reconciliation of all bank accounts.

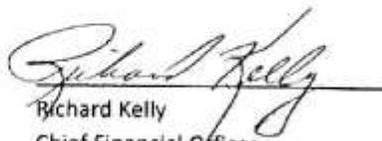
Conclusion

We would like to thank Father Schroer, Pastor, and Tom McCrate, Business Manager for their cooperation during our visit. Without their assistance this review would not have been accomplished. We would also like to commend the Parish on its dedicated involvement and responsiveness throughout this review. A closing meeting was held to discuss the results of the review on April 21, 2017, with Father Schroer and Debbie Walt, Parish Auditor.

Internal controls appear reasonable in all areas tested, except for those identified in the Findings, Recommendations and Response section attached hereto.

We did not perform an audit. We limited our procedures to items discussed in the above paragraphs. Had we been engaged to perform additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the Parish, the Parish Finance Committee, the Pastor and the Archdiocese of Cincinnati and should not be used for any other purpose.


Richard Kelly
Chief Financial Officer
Archdiocese of Cincinnati


Joseph Riede
Senior Auditor
Archdiocese of Cincinnati