

Holy Trinity Finance Council Meeting
Special Meeting Regarding Parish Center
March 10, 2016

Members Present: Fr. Ed, Jim Leister, Jim Hawig, Tom Tobin, Frank Beesten

Members Excused: Jeff Buechel, Tim Rohlinger

By Invitation: Joel Fleischman – Holy Trinity Building Committee (a new subcommittee of Finance Council)

The meeting was called to order. The meeting began with a prayer.

Discussion took place regarding the status of the Parish Center and We Believe Capital Campaign. The following motion was made by Jim Leister and seconded by Frank Beesten, and unanimously approved by all:

It is recommended that Holy Trinity Finance Council approve construction of the Parish Center that is part of the We Believe campaign. Preliminary construction cost limit is \$2,500,000. The Building Committee is instructed to keep Finance aware of change orders and cost revisions so we can modify the \$2,500,000 limit as needed. Finance understands that the \$2,500,000 number is preliminary as CD Smith has not yet finished the bid process.

Regarding the process of approving vendor invoices during the construction process the following motion was made by Jim Leister, seconded by Tom Tobin, and unanimously approved by all:

The Building Committee will approve change orders and all invoices related to construction of the Parish Center. This includes the Building Committee on-sight representatives who are on a daily basis monitoring the arrival of materials and the progress of construction. The vendor invoices will also be approved by CD Smith. The Building Committee will appoint an individual with accounting knowledge to also approve the invoices as an ad-hoc member of Finance. Finally, all vendor invoices will be scanned into PDF format and sent to the Finance chairperson for circulation to all Finance members for review. After this final review the invoices will be submitted to the Parish Office for payment.

Special Meeting adjourned at 7:30.



Thomas Tobin
Finance Council Chair
March 10, 2016