

**Thank You!**  
TO OUR GENEROUS SPONSORS!!!



**Diocese of Des Moines**  
**BUSINESS OFFICE FORUM**

St. John's Catholic Church, Adel

Tuesday, August 27, 2019



8:30 - 8:45 Coffee and Donuts

8:45 - 8:55 Welcome and Opening Prayer

*Paul Carlson*

9:00 - 9:45 Site Breach Demonstration

*Main Hall - General Session*

Steve Healey, a Certified Ethical Hacker at Pratum, will present on technology security and will also give a live demonstration of a computer website security breach. Pratum is a cybersecurity consulting firm that provides custom technology security services, including penetration testing, social engineering assessments, and IT audits.

*Steve Healey -  
Pratum*

9:50 - 10:20 Breakout Sessions (Choose One)

**Don't Take the Bait!: Phishing Email Detection**

*Main Hall - Breakout Session 1*

Learn the basics of phishing scams! We will cover some of the most common tactics used in online phishing attempts and identify how to spot them.

*Greg Miller*

**Insurance Coverage Review**

*Downstairs - Breakout Session 2*

Questions, questions, questions! Hey, the fridge just quit! Is there any coverage for that? The Finance Council asked if they have any liability coverage. Do they? Father spilled coffee on his personal computer and now it won't turn on. Any coverage for that? Find out the answers to these questions and more as we highlight our group Property and Liability coverage, and other ancillary coverages.

*Traci Zuk - CMG  
& Christie Rice*

10:20 - 10:30 Break

10:30 - 11:15 Schools Strategic Plan Update

*Main Hall - General Session*

You've heard about the strategic plan for the Catholic schools in the Des Moines Diocese. This session will bring you up-to-date on the steps being taken to implement the plan and the steps proposed for the near future. Catholic education is a ministry of the Church that will involve ALL of us. Listen and ask questions!

*Donna Bishop &  
Dr. Jerry Deegan*

11:20 - 11:50 A Deer in the Headlights: Pastor Transition Tips

*Main Hall - General Session*

Have you experienced a change in pastors during your time as a parish staff member? Did you feel like a deer in the headlights? You can bet your pastor has felt that way, too! Listen to some real-life examples from years of experience by our Vicar General, Fr. Amadeo, and discover some ideas on how to reduce the anxiety and quickly become a healthy-functioning parish staff.

*Father Michael  
Amadeo,  
Vicar General*

11:55 - 12:05 On-Site Inspections

*Main Hall*

*Melanie Tyree -  
CMG*

12:05 - 12:10

West Bank

*Main Hall*

*Kinsey  
Bodensteiner  
& Bryan Freund -  
West Bank*

12:10 - 1:00

Lunch from Jethro's provided courtesy of West Bank

*Main Hall*

1:00 - 1:30

Charitable Giving Trends

*Main Hall - General Session*

During this session, we'll take a look at faith-focused trends for charitable giving from the *Giving USA 2019* publication, the longest running report of charitable giving in the United States. Then, we'll discuss what the trends mean for your parish and how you can address them, starting with online/electronic giving.

*Peter Johnson -  
Vanco &  
Maureen Kenney*

1:35 - 1:45

Catholic Foundation of Southwest Iowa Update

*Main Hall*

*Brooke Pulliam -  
Catholic Foundation  
of Southwest Iowa*

1:50 - 2:20

Breakout Sessions (Choose One)

**Internal Review Findings**

*Main Hall - Breakout Session 1*

We have reviewed 52 locations to date. What are the three most important areas to get right? What findings have been repeated most often? What regulatory issues continue to badger us? What is the one finding cited most often that parishes/schools perceive as too complicated, but really isn't? Come to this session to hear an overview of what we have learned so far!

*Christie Rice*

**Bookkeeping 101**

*Downstairs - Breakout Session 2*

Come to this session if you are a new parish/school bookkeeper or if you are looking for a refresher on something specific. We will briefly discuss financial statements, chart of accounts, and other diocesan policies. Bring your questions!

*Laura Hofstrand*

2:20 - 2:30

Break

2:30 - 3:15

Just Practices of Compensation

*Main Hall - General Session*

*Eileen Valdez*

3:15 - 3:25

Emergency Operations Plans Update

*Main Hall*

*Paul Carlson*

3:25 - 3:30

Closing Announcements & GRAND PRIZE DRAWING for an iPad provided courtesy of LMC (*must be present to win*)

*Main Hall*