

St. Mark Parish Property and Finance Committee Meeting

Wednesday, June 3, 2017

4:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Brent Laton, Financial Administrator
Mike Perles, Chair
Glenna Bonneau
Rick Johnston
Renata Kimmerly
John Vanderzyde

REGRETS

Judie Martin

GUESTS

Marion Laton
Brenda Wardrop

1. **CALL TO ORDER:** Mike Perles called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **APPROVAL OF MINUTES OF THE MARCH 16TH MEETING:**

RECOMMENDATION

*It was moved by Renata Kimmerly, seconded by Glenna Bonneau that the minutes of the March 16th meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**

4.1- **Boy Scouts** - Mike Perles presented a letter from the local Boy Scouts group regarding the use of St. Mark Parish Centre on Sunday, June 25, 2017 to distribute their Chicken BBQ dinner. The Committee agree with the stipulation that the hall be left in the same condition as which it is found.

4.2 - has requested an increase in remuneration for at St. Mark Church. This item will be discussed as part of the Capital Planning meeting on June 26, 2017.

4.3 **Fragrance-Free Environment** - Mike Perles brought up the topic of the Church being a fragrance-free environment. It was suggested that a notice be placed in the Sunday Bulletin asking people to refrain from using perfumes and colognes at Mass and directing people who are sensitive to fragrances to sit in the vestibule of the Church. Caution was given that we cannot be overly assertive in this area since incense is used at various times through the Liturgical Year.

5. **UNFINISHED BUSINESS:**

5.1 **Catch the Ace Fundraiser** - Mike Perles stated that we have experienced three draws and the Ace of Spades is still hidden. Brent Laton reported that the following weekly prizes were won - Week One - \$54.00, Week Two - \$41.00 and

Week Three - \$73.00. The Progressive Jackpot stands at \$252.00. To date, there has been \$840.00 in gross ticket sales.

6. **PASTOR'S REPORT:**

Father Brennan explained the Screening in Faith process and that Parish files were being updated. Committee members were provided with packages to complete. Father Brennan reported on the damage to a section of ceiling in the West portion of St. Mark Church. Committee members looked at the damage and recommended that the insurance company be notified. Brent Laton will follow up with the insurance company so that they can locate artisans suitable for the necessary repairs.

Father Brennan mentioned the insurance company's annual check list for property maintenance. Brent Laton reported that this has been completed and forwarded to the insurance company.

7. **FINANCIAL ADMINISTRATOR REPORT:**

7.1 A report for the period of April, 2017 was presented.

The operating account book balance as at April 30th was \$79,795.36. The Campus Building Maintenance Fund Balance (included in Operating Account Balance) as at April 30th was \$4,492.50.

The balance in the Archdiocesan Central Development Fund as at April 30th was \$300,000.00. Brent Laton noted that the entire balance was unrestricted and that the balance had been topped-up to \$300,000.00 using proceeds from the sale of Crane House as previously recommended by the Committee.

Brent Laton explained the St. Anthony Fund investment. The fund was established by the late _____ with a principal contribution of \$10,000.00 which is to remain invested. The investment consists of corporate bonds. The interest from this investment, along with the money collected through the "St. Anthony Box" and the Missions at Home and Abroad collections are used for annual Parish donations to various charities. The Catholic Women's League and the Knights of Columbus are consulted prior to donations being made so that duplication does not take place.

7.2 **Parish Annual Budget** - Brent Laton presented the annual budget for 2017. He noted that in 2016, there was an operating surplus of \$13,942.68 while previous to that there were annual operating deficits averaging \$4,000.00 per year. The 2017 budget is a healthy budget with a projected surplus of \$1,250.00. Brent noted that this was an operating budget and does not include any major Capital Expenditures.

8. **PARISH CENTRE REPORT:**

8.1 **Bookings Report** - Brent Laton reported the following bookings.

June 21, 2017	Catholic Women's League Pot Luck Dinner
June 25, 2017	Boy Scouts Chicken BBQ
August 21 - 25, 2017	Parish Summer Bible Camp
September 9, 2017	Knights of Columbus Giant Indoor Yard Sale
October 14, 2017	Catholic Women's League Craft Sale

Brent Laton noted that Blood Donor Clinics will not longer be held in Prescott. Donors are being directed to clinics in either Brockville or Kemptville.

9. **NEW BUSINESS:**

9.1 **Preserving our Nest Egg** - Mike Perles encouraged the Committee to be prudent regarding expenses in order that investment proceeds and fundraisers can be used for Capital Expenditures.

9.2 **Church Kneelers** - Mike Perles reported that _____ has been volunteering to repair the kneelers in St. Mark Church. The Committee thanked Ross for this work.

9.3 **Regularity of Meetings** - Mike Perles requested that the Committee consider meeting nine times during the year, which would mean meeting during the month in which Easter occurs, which is a month the Committee has not traditionally met. The Committee would also meeting in December, which is normally does not do in order to discuss the Budget for the following year.

10. **QUESTION PERIOD FROM GUESTS:**

10.1 **Archdiocesan Expenses** - _____ commented on the Archdiocesan Expenses. Brent Laton reported that these include Cathedraticum, Priest's Retirement Fund (Parish levy) and various Clergy expenses.

11. **DATE OF NEXT MEETING:**

Capital Meeting
Monday, June 26, 2017
St. Mark Club
4:00 p.m.

Regular Meeting
Thursday, September 28, 2017
St. Mark Club
4:00 p.m.

12. **CLOSING PRAYER:** Father Brennan led the group in prayer.

ADJOURNMENT: Hearing no further business, Mike Perles adjourned the meeting.