

St. Mark Parish Property and Finance Committee Meeting

Thursday, October 4, 2018

2:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Deacon Mark Mawson
Brent Laton, Financial Administrator
Renata Kimmerly, Acting Chair
Wayne Boisvenue
Glenna Bonneau
Richard Patry
John Vanderzyde

ABSENT

Steve Dillabough
Tara Marchand

GUESTS

Judie Martin

1. **CALL TO ORDER:** Renata Kimmerly called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **APPROVAL OF MINUTES OF THE JUNE 28TH REGULAR MEETING:**

RECOMMENDATION

*It was moved by Glenna Bonneau, seconded by Wayne Boisvenue that the minutes of the June 28th Regular meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**

- 4.1 **Archdiocese of Kingston** - Father Brennan presented a letter from the Archdiocese of Kingston regarding the current Sacramental Stipend Schedule.
reminded Pastors that Parishes must adhere to the schedule. Renata Kimmerly noted that if Father Brennan wished to augment the remuneration from his own personal account, he may do so. However, paying more than the schedule permits may place smaller Parishes at a disadvantage since they may be expected to pay more as well. Brent Laton asked Father Brennan to ensure that he receives information on the Relief Clergy so that the proper calculations can be made when he is absent from the Parish.

5. **UNFINISHED BUSINESS:**

- 5.1 **Catch the Ace Fundraiser** - Brent Laton noted that Draw #30 was held today. The jackpot now stands at \$4,165.50.
- 5.2 **Campus Buildings Restructuring Analysis** - Brent Laton reported that Peter Martin has found that _____ will perform Cost Estimates for the project models, based on a fee structure. The Committee agreed that without these cost estimates that it is difficult to determine the path forward. Father Brennan thanked Peter Martin for the work he has done on this project.

*It was moved by Glenna Bonneau, seconded by Wayne Boisvenue to obtain the fee structure for Cost Estimates from _____ regarding the restructuring projects identified by Peter Martin. **Motion Carried***

6. **PASTOR'S REPORT:**

Father Brennan reported the work on removing the dormer on St. Mark Rectory has delayed the necessary stonework on this building. Brent Laton reminded Father Brennan that other Masonry needs around the Parish Campus have also been identified, including St. Mark Club, the Accessibility Ramp on St. Mark Church and the step at St. Mark Parish Centre. It would be prudent to combine the masonry work into one quotation.

Father Brennan reported that work has been done in the bathroom at St. Mark Church. It has been painted and a new towel dispenser and garbage can has been installed.

Father Brennan reported that the Knights of Columbus have removed the Christmas Float from the Parish garage. Therefore, grounds equipment has been moved back there.

7. **FINANCIAL ADMINISTRATOR REPORT:**

7.1 A report for the period of June, July and August, 2018 was presented.

The operating account book balance as at August 31st was \$83,346.35. The Campus Building Maintenance Fund Collection for the year (included in Operating Account Balance) as at August 31st was \$10,822.20.

The balance in the Archdiocesan Central Development Fund as at August 31st was \$300,000.00. At August 31st, the Parish also held a locally developed investment in the amount of \$20,000.00.

RECOMMENDATION

It was moved by Wayne Boisvenue, seconded by John Vanderzyde to approve the Financial Report as presented.

Brent Laton reported that the insurance premiums for Parish properties has increased significantly, due to the recent property appraisals that were completed by _____. It was noted that the increase is \$4,173.83 over the previous year with a total invoice of \$19,284.48.

The Committee recommended sending a letter to the Archdiocese outlining our concerns over the increase, especially considering experience at _____ and Crane House in terms of how insurance settlements are calculated. It was noted that in these cases only half of the insured value was paid out. Brent Laton noted that it would be impossible to rebuild our heritage structures again so perhaps creating benchmark values for properties such as Churches, Rectories and Halls to be used for rebuild or settlement purposes is more appropriate and would result in premium savings. Brent Laton will provide more detailed information at the next meeting regarding the change in insured values and premiums to allow members to consider what should be outlined in the letter.

8. **PARISH CENTRE REPORT:**

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

October 19, 2018	St. Mary Catholic High School Grade 9 Retreat
October 27, 2018	CWL Craft Sale
December 1, 2018	Knights of Columbus Christmas Social

9. **ST. MARK RECTORY RENOVATIONS:**

9.1 **Budget Update** - Brent Laton reported that there is currently a surplus in fundraising of \$1,173.41. This surplus will be used towards the expense of the stonework on St. Mark Rectory. Father Brennan is waiting for North Office quotations and will present at the November meeting. He reported that _____ is available to do plumbing work at a reduced rate. He asked the Committee if it would be permissible to proceed with this work now.

*It was moved by Richard Patry, seconded by Glenna Bonneau to proceed with plumbing work related to the Rectory Office / Bedroom / Bathroom project. **Motion Carried***

9.2 **Rectory Roof Update** - Father Brennan reported that the roof work is ongoing. The dormer has been removed from over the Housekeeper's Quarters. He thanked John Vanderzyde for recommending _____. This company has been very good to work with and the quality of work is excellent.

10. **NEW BUSINESS:**

10.1 **Date of Meeting** - Father Brennan reported that the new Bible Study will be using St. Mark Club on Thursday evenings so the space will not be available to the Committee on that day. It was recommended that the meeting date be changed to the Second Monday of the month.

11. **QUESTION PERIOD FROM GUESTS:**

11.1 Judie Martin noted that in the Financial Administrator Report that 150 envelope packages have been ordered for 2019. She asked how this related to the previous year. Brent Laton reported that the number of envelope packages have been reduced by 25 boxes. The average number of envelopes being used each week has reduced by approximately 16 each week over the previous year.

12. **DATE OF NEXT MEETING:** Tuesday, November 27, 2018
St. Mark Club
7:00 p.m.

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

ADJOURNMENT: Hearing no further business, Renata Kimmerly adjourned the meeting.