

St. Mark Parish Property and Finance Committee Meeting

Thursday, June 7, 2018

7:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Brent Laton, Financial Administrator
Renata Kimmerly, Acting Chair
Wayne Boisvenue
Glenna Bonneau
Steve Dillabough
Tara Marchand
Richard Patry
John Vanderzyde

ABSENT

Deacon Mark Mawson

GUESTS

Sue Daigle
Mimi Garrah
Alice Laushway
Len Marchand
Judie Martin
Peter Martin
Sharon Schoemaker

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 APRIL 26TH MEETING:**

RECOMMENDATION

*It was moved by John Vanderzyde, seconded by Steve Dillabough that the minutes of the April 26th Regular meeting be approved as presented. **Motion Carried***

Wayne Boisvenue commented on Item #10.1 regarding the Parish Maintenance Person. Renata Kimmerly reported that Father Brennan had resolved the issues given that there were extenuating circumstances.

John Vanderzyde asked about the Parish Meeting which was scheduled for Saturday, June 2nd but did not occur. Father Brennan reported that he decided not to have the meeting.

4. **CORRESPONDENCE:** NONE

5. **UNFINISHED BUSINESS:**

- 5.1 **Catch the Ace Fundraiser** - Brent Laton noted that Draw #13 was held today. The sales are lower by 86 tickets than in the first round of this raffle, which represents reduced sales of \$430.00 or approximately 7 tickets per week.
- 5.2 **St. Mark Church Ceiling / Wall Repairs** - Brent Laton reported that the engineer's report indicated that the horizontal cracks are associated with the spaces between the wooden lathes in the wall. Sample bore holes discovered a dry grey silty sand materials. The sand is believed to be aggregate residual from the lime-based mortar that has fallen and is collecting in the bottom of the wall. The lateral force of the

debris can be considerable enough to cause the bowing of the wall. Based on this assessment, the distress observed is due to the dis-bonding of the scratch coat plaster from the lathe.

Brent Laton reported that Catholic Mutual has indicated that this damage is not covered by insurance. The ceiling repairs were covered because a portion of the ceiling collapsed, which is an insurable incident. The estimate to repair the entire length of the wall from the floor to under the window is \$36,838.00.

5.3 St. Mark Rectory Renovations

a) Budget Update

Brent Laton presented the Renovations budget update. It shows a construction cost of \$22,341.69, furniture cost of \$2,498.96 and the budgeted roof replacement cost of \$25,000.00. The revised cost of the roof is \$12,995.00.

b) Fundraising Update

To date, the envelopes placed in the pews at St. Mark Church have generated \$11,493.75, which includes donations from the Catholic Women's League and the Catholic Girl's League. There has also been funds allocated from money not used for toilet replacement (\$400.00), the proceeds from the Spring Plant Sale (\$1,272.35) and the Welcome Brunch (\$338.20). The Knights of Columbus have pledged \$1,000.00 and a Parishioner has pledged to transfer \$2,000.00 worth of their investments to the Parish. This leaves a deficit in fundraising of \$8,336.35. Brent Laton noted that Father Brennan has indicated that a Parishioner is prepared to cover any shortfall with a transfer of investments to the Parish.

c) Office / Bedroom / Bathroom Plan Revision

Father Brennan reported that the work on the North Office / Bedroom / Bathroom will only proceed when sufficient funds are raised. David Annable will provide a sketch of the room to be used for quotations.

6. PASTOR'S REPORT:

Father Brennan welcomed the new members of the Committee, Wayne Boisvenue, Steve Dillabough, Tara Marchand and Richard Patry.

Father Brennan reported that _____ performed their safety inspection on June 1, 2018. It was noted in the report that the exit light in the Knights of Columbus quarters was not working and the bulb needed to be replaced. Some preventive maintenance was also noted on St. Mark Club and the necessary repairs to the South-West steps on St. Mark Parish Centre. Father Brennan noted that a Parishioner had attempted to repair the steps but the work was unsuccessful. It was noted that the brick repairs on St. Mark Club and the step repairs on St. Mark Parish Centre should be included on quotations being received for stonework repairs to St. Mark Rectory and the Accessibility Ramp on St. Mark Church. The Committee indicated that these repairs would be completed before November 30, 2018.

Father Brennan noted that a well was found at the back porch of St. Mark Rectory and is going to be filled in with gravel.

7. **FINANCIAL ADMINISTRATOR REPORT:**

7.1 A report for the period of March and April, 2018 was presented.

The operating account book balance as at April 30th was \$70,893.36. The Campus Building Maintenance Fund Collection for the year (included in Operating Account Balance) as at April 30th was \$6,320.00.

The balance in the Archdiocesan Central Development Fund as at April 30th was \$300,000.00. At April 30th, the Parish also held a locally developed investment in the amount of \$20,000.00.

RECOMMENDATION

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

8. **PARISH CENTRE REPORT:**

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

June 24, 2018	Parish Pig Roast
June 25, 2018	St. Mark Catholic School Grade Eight Graduation
July 15, 2018	Surprise Birthday party
August 12, 2018	Knights of Columbus Seminarian Dinner
August 20-24, 2018	Summer Bible Camp

Brent Laton noted that St. Mark Catholic School will be in the Parish Centre to decorate late afternoon on Sunday, June 24th for the Grade Eight Graduation so the Parish Pig Roast will have to be cleaned up by that time.

9. **NEW BUSINESS:**

9.1 **Minutes of Meetings** - Wayne Boisvenue suggested that copies of the Finance and Property Committee meeting minutes be printed for the back of the Church. Brent Laton reported that the minutes are available online and that when minutes were left at the Church they were often not picked up. He will print a few copies and monitor if they are being picked up by Parishioners.

10. **QUESTION PERIOD FROM GUESTS:**

10.1 asked if the Parish was going to continue with the Catch the Ace fundraiser after this round. Brent Laton reported that the bulk of the work is being done by about six Parishioners including two that are present at the draw each week. It is a vast amount of work to prepare for the raffle, sell tickets, pick up tickets from various locations for the draw, stage the draw each week, file reports with the Town and advertise the draw each week. Brent Laton noted that there are probably other fundraisers which would net at least the same profit with much less work involved. He noted John Vanderzyde's suggestion of a 50/50 draw extended over a longer time period.

asked about the Campus Building Restructuring project. She noted the work that her had put into the project drawing up various options and asking contractors to provide estimates. Peter said that he is waiting on one contractor to provide estimates. Father Brennan felt that work on the project should continue because it was important to know the cost of the options, even if simply to rule them out. Brent Laton suggested that this project be added as a regular Agenda item so that we will not lose track of progress on it.

asked about the Parish meeting that was scheduled but Father Brennan decided not to have. She asked when the meeting would happen. Father Brennan reported that the former Pastoral Council was being transformed into a Pastoral Team.

questioned why personnel matters were being discussed at an open meeting. She noted privacy legislation (PIPEDA) which outlines how personnel matters are to be addressed. Renata Kimmerly noted that the personnel matters should not have been discussed in the open meeting and reminded Committee members that this will not happen in the future.

questioned why there were four new members of the Committee when she had volunteered to join the Committee but was denied.

11. **DATE OF NEXT MEETING:** Thursday, June 28, 2018
St. Mark Club
7:00 p.m.

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

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