

St. Mark Parish Property and Finance Committee Meeting

Thursday, March 10, 2016

3:00 p.m.

St. Mark Club

PRESENT

Deacon Larry Judge
Mike Perles, Chair
Brent Laton, Financial Administrator
Dan Cook
Renata Kimmerly
John Vanderzyde

REGRETS

Father Brent Brennan
Judie Martin

GUESTS

Ross Batstone
Mimi Garrah
Marion Laton
Brenda Wardrop

1. **CALL TO ORDER:** Mike Perles called the meeting to order.
2. **OPENING PRAYER:** Deacon Larry Judge led the group in prayer.
3. **APPROVAL OF MINUTES OF THE JANUARY 28TH MEETING:**

RECOMMENDATION

*It was moved by Renata Kimmerly, seconded by John Vanderzyde that the minutes of the January 28th meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**
 - 4.1 **Marion Laton - St. Mark Breakfast Program** - A thank you note was received from the St. Mark Breakfast Program for the Parish's donation.

5. **UNFINISHED BUSINESS:**

- 5.1 **Crane House - Property Sale**

Larry Judge reported

- 5.2 **Pre-Authorized Donations by Parishioners**

Brent Laton reported that the enrolment form has been created and approved by the Bank of Montreal representative. He circulated a copy of the form to committee members. The form will be included with the Parish Bulletin on Easter Sunday. The committee will have to determine, based on interest level of Parishioners, whether the program is feasible.

5.3 Fundraising Committee

Brent Laton reported that he and Judie Martin had attended a meeting of the Fundraising Committee. There were seven interested Parishioners who attended the meeting. Judie Martin presented the committee guidelines to the members present. Brent Laton presented information on the "Chase the Ace" and "Gift Card" fundraising ideas. Some members had some suggestions for fundraising events and seemed eager to proceed to organize them. Judie Martin asked for someone to Chair the committee, but none of the members present agreed to take on this role. It was stressed that the Chair of the committee would not have to organize events, but simply facilitate the work of the committee members. Given that a Chair was not appointed, individual members agreed to proceed to organizing their own fundraising events.

- 5.4 Pastor's Food / Restaurant Expenses - As a result of questions during the review of the Annual Parish Financial Report at the last meeting, a spreadsheet was presented to members outlining grocery purchases and restaurant meals over the past ten years. Discussion took place and the following recommendation was made.

*It was moved by John Vanderzyde, seconded by Dan Cook, that when it is necessary for the Pastor to partake in meals at a restaurant, that details be provided on the back of the receipt regarding the purpose of the meal and names of participants. Further, that when it is necessary for the Pastor to be away from the Parish, that the per-diem for restaurant meals be set at \$50.00 per day. **Motion Carried.***

6. FINANCIAL ADMINISTRATOR REPORT:

- 6.1 A commentary on activities for January and February was presented.

The operating account bank balance as at February 29th was \$20,527.83. After Accounts Receivable and Accounts Payable are reconciled, the book balance for the operating account is \$14,691.56 as at February 29th.

The Campus Building Maintenance Fund Balance (included in Operating Account Balance) as at February 29th was \$2,297.65.

The balance in the Archdiocesan Central Development Fund as at February 29th was \$259,106.63. Included in this amount, \$239,106.63 are externally restricted Crane House insurance funds, \$20,000.00 are unrestricted Parish funds.

7. **PARISH CENTRE REPORT:**

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

April 6, 2016	Canadian Blood Services Blood Donor Clinic
April 10, 2016	Parish Family Pot-Luck
April 30, 2016	South Grenville Food Bank Dinner (<i>insurance</i>)
May 6, 2016	Family Dance (<i>non-alcoholic</i>)
May 7, 2016	Confirmation Reception
May 29, 2016	Corpus Christi Barbeque (<i>rain venue only</i>)
June 14, 2016	Canadian Blood Services Blood Donor Clinic
June 15, 2016	St. Mark Catholic Women's League Pot-Luck
August 19, 2016	Canadian Blood Services Blood Donor Clinic
October 19, 2016	Canadian Blood Services Blood Donor Clinic
December 14, 2016	Canadian Blood Services Blood Donor Clinic
February 15, 2017	Canadian Blood Services Blood Donor Clinic

*It was moved by Larry Judge, seconded by Dan Cook, to establish a policy regarding instances where alcohol is present at a non-licensed function in St. Mark Parish Centre. Dan Cook and Brent Laton are to investigate best practices in the province and present their findings to the committee. **Motion Carried.***

*It was moved by John Vanderzyde, seconded by Renata Kimmerly, to ask the Chair of the Finance / Property Committee to write a letter to the Knights of Columbus and Catholic Women's League outlining the guidelines of the Alcohol and Gaming Commission in terms of alcohol being consumed in the Parish Centre. **Motion Carried.***

8. **NEW BUSINESS:**

8.1 **Committee Members - Period of Service** - Brent Laton will provide a chart outlining the current members period of service at the next meeting.

8.2 **Parish Pastoral Council** - Discussion took place regarding the relationship between the Parish Pastoral Council and the Parish Finance / Property Committee. It was noted that items of a financial nature discussed at the Pastoral Council meetings are required to be approved by the Finance / Property Committee. The committee recommended that a representative from the Finance / Property Committee participate in meetings of the Pastoral Council. The committee nominated the Chair of the Parish Finance / Property Committee to be the liaison with the Parish Pastoral Council.

9. **QUESTION PERIOD FROM GUESTS:**

9.1 Brenda Wardrop reported that the initial donation of 20% of net proceeds from Catholic Women's League funeral luncheons to the Parish for January through March would be \$590.00. The committee thanked the CWL once again for their stewardship towards the Parish.

9.2 Ross Batstone reported on the upcoming Parish Family Dance on May 6, 2016. This is a non-alcoholic event aimed at bringing Parish families together in a social atmosphere. Ross would like to form a Parish Social Committee to organize some events in the Parish. The committee recommended that this new committee be formed as a sub-committee of the Parish Fundraising Committee in order that their guidelines can be followed in terms of filtering ideas back through the Parish Finance / Property Committee. Ross indicated that he would like to organize events such as concerts in St. Mark Parish Centre. He understands that the operating costs of the Parish Centre must be covered in order for events to be feasible.

10. **DATE OF NEXT MEETING:** Wednesday, May 11, 2016
St. Mark Club - 3:00 p.m.

11. **CLOSING PRAYER:** Deacon Larry Judge led the group in prayer.

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