

St. Mark Parish Property and Finance Committee Meeting

Thursday, February 16, 2017

3:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Brent Laton, Financial Administrator
Judie Martin, Vice-Chair
Glenna Bonneau
Renata Kimmerly
John Vanderzyde

REGRETS

Mike Perles

GUESTS

Mimi Garrah
Brenda Wardrop

1. **CALL TO ORDER:** Judie Martin called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **APPROVAL OF MINUTES OF THE JANUARY 19TH MEETING:**

RECOMMENDATION

*It was moved by John Vanderzyde, seconded by Glenna Bonneau that the minutes of the January 19th meeting be approved as presented. **Motion Carried***

Judie Martin inquired about new committee members. Father Brennan replied that since Renata has rejoined the committee along with Glenna that he felt there was a sufficient number on the committee. Judie mentioned that there is sometimes difficulty having sufficient numbers when people are away on holidays. Father Brennan was not opposed to having Committee members approach prospective members.

4. **CORRESPONDENCE: NONE**
5. **UNFINISHED BUSINESS:**
 - 5.1 **Crane House - Property Sale** - Brent Laton reported that the lawyers are moving through the process towards the sale closing. The lawyer for the Archdiocese has requested that titles for all Parish properties be aligned with the Roman Catholic Episcopal Corporation of the Diocese of Kingston in Canada as part of the Crane House sale process. The Crane House property is currently registered under that title. Renata Kimmerly suggested that perhaps title insurance would be sufficient at this stage to be able to proceed with the sale. Brent Laton will inquire as to this possibility with the Archdiocese.
 - 5.2 **Pre-Authorized Donations by Parishioners** - Brent Laton reported in 2017, we will receive approximately \$3,500.00 more in Offertory and Campus Maintenance Fund donations than we did in 2016, through Parishioners using this program.

- 5.4 **Mail-out Letter Fundraising** - Brent Laton reported that we received a pre-authorized monthly donation of \$125.00 from the letter that was inserted in the Christmas bulletin. Brent also reported that we will received approximately \$4,000.00 in pre-authorized donations resulting from this campaign in 2017. Judie Martin mentioned that the next stage is to reach out to families who have moved away. She referenced the list of Parishioners in the three Photo Directories that have been produced. Brent mentioned that we did reach out to a few of those families in our last mail-out campaign and there was some positive responses received.

Judie Martin suggested that envelopes be placed in pews when there are Baptisms, Weddings and Funerals taking place in the Church. Brent Laton reported that there are several "Campus Maintenance Fund" envelopes available for this purpose. Judie will ask Peter Martin to produce a poster to be placed in the Main Vestibule during these functions encouraging visitors to make donations.

6. **PASTOR'S REPORT:**

Father Brennan commented on snow removal around the Parish Campus. It would be beneficial to attempt to keep piles of snow away from the building foundations. Brent Laton mentioned that it would be possible to have piles of snow taken away when they get too large. A price for this is included in the snow removal contract. Brent also mentioned that Parishioners have parked on the grassed area on the West side of the Church, which has created damage. Judie Martin asked Brent to put a notice in the Parish Bulletin asking Parishioner to not park in this area.

7. **FINANCIAL ADMINISTRATOR REPORT:**

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

The operating account bank balance as at January 31st was \$42,185.50. After Accounts Receivable and Accounts Payable are reconciled, the book balance for the operating account is \$38,416.37 as at January 31st.

The Campus Building Maintenance Fund Balance (included in Operating Account Balance) as at January 31st was \$1,577.15.

The balance in the Archdiocesan Central Development Fund as at January 31st 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.

8. **PARISH CENTRE REPORT:**

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

March 19, 2017	Knights of Columbus St. Patrick Dinner
April 20, 2017	Canadian Blood Services Blood Donor Clinic
April 27 - 29, 2017	South Grenville Food Bank Fundraising Dinner

9. **NEW BUSINESS:**

9.1 **Employee Performance Reviews** - Judie Martin reported that the Committee has conducted Performance Reviews and that performance remains highly satisfactory and letters were sent to Parish Employees. She noted that increases in wages were last provided in 2017 for the Rectory Housekeeper (12 years experience), 2013 for Relief Organist (4 years experience), 2011 for the Parish Maintenance Person (15 years experience), 2009 for Parish Organist (30+ years experience) and 2008 for the Parish Financial Administrator (21 years experience). She noted that the Committee is in the process of obtaining salary comparisons.

Moved by John Vanderzyde, seconded by Glenna Bonneau that following the in-camera meeting of January 20, 2017 to review performance of all Parish employees, wherein performance was found to be highly satisfactory in all cases, that salary remain at the present levels, until the next performance review in January, 2018.

9.2 **Parish Financial Report Questions** - Judie Martin distributed notes from the meetings held for Parishioners to ask questions about the Annual Financial Report.

9.3 **History Books** - Brent Laton will place some Parish History Books at the back of St. Mark Church with a box asking for a donation of \$5.00 per book.

9.4 **Pastoral Council** - Judie Martin mentioned the recent Parish Pastoral Council presentation. She suggested that a "Parish Town Hall Meeting" would be appropriate to discuss Pastoral issues, similar to the one held to discuss Financial issues.

10. **QUESTION PERIOD FROM GUESTS:**

10.1 **Parish Properties** - wondered about the difference in costs between the present Rectory and an alternative location.

11. **DATE OF NEXT MEETING:** Thursday, March 6, 2017 (Long Range Plan review)
St. Mark Club - 3:00 p.m.

Thursday, March 16, 2017 (Regular Meeting)
St. Mark Club - 3:00 p.m.

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

ADJOURNMENT: Hearing no further business, Judie Martin adjourned the meeting.