

St. Mark Parish Property and Finance Committee Meeting

Thursday, March 22, 2018

1:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Brent Laton, Financial Administrator
Renata Kimmerly, Acting Chair
Glenna Bonneau
John Vanderzyde

ABSENT

Rick Johnston

GUESTS

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 FEBRUARY 22ND MEETING AND MARCH 16TH EMERGENCY MEETING:**

RECOMMENDATION

*It was moved by John Vanderzyde, seconded by Glenna Bonneau that the minutes of the February 22nd Regular meeting be approved as presented. **Motion Carried***

RECOMMENDATION

*It was moved by John Vanderzyde, seconded by Glenna Bonneau that the minutes of the March 16th Emergency Meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**

Father Brennan noted that he had received resignation letters from Mike Perles and Judie Martin. The Committee noted that it was very unfortunate to see these two valuable members leave the Committee.

Renata noted that during the Emergency Meeting held on March 16th it was noted that Pastoral Issues should not be an area of concern for the Parish Finance and Property Committee. She pointed out that there is a "dotted line" between Pastoral Issues and Financial Issues in that when Parishioners leave the Parish over Pastoral Issues, they take their financial contributions with them and so it becomes a Financial matter when the Finance and Property Committee has to attempt to compensate for lost Offertory revenue.

5. **UNFINISHED BUSINESS:**

5.1 **Catch the Ace Fundraiser** - Brent Laton noted that the first draw of the third round of Catch the Ace was last week. The draw began with higher sales than the first round did so this is encouraging. The second draw is being held at 5:30 p.m. today.

5.2 **St. Mark Church Ceiling** - Brent Laton reported that the work on the ceiling has been completed. The Parish will pay the restoration company and be reimbursed for the cost from the insurance company. An engineering firm was in the Church testing the wall in order to report to the insurance company regarding whether the work is covered under our insurance policy. The red patches on the wall are where the engineering firm inspected the wall. The cost of repairing the entire wall is \$36,838.00 including HST.

6. **PASTOR'S REPORT:**

Father Brennan reported that he received a letter from Archbishop O'Brien stating that any changes in the Church are to be submitted to the Archdiocesan Liturgical Commission for approval. He questioned whether this pertained to the removal of pews and the repair work to the Church ceiling. Brent Laton reported that the work on the Church ceiling was reported through the Archdiocesan Financial Administrator and it was not indicated that the work needed to be approved by the Liturgical Commission. Brent noted that it was likely unnecessary given that the project was a restoration and nothing was being changed. The question remained whether approval was necessary for the removal of the Church pews.

7. **FINANCIAL ADMINISTRATOR REPORT:**

7.1 A report for the period of February, 2018 was presented.

The operating account book balance as at February 28th was \$78,922.96. The Campus Building Maintenance Fund Collection Balance for the year (included in Operating Account Balance) as at February 28th was \$2,917.30.

The balance in the Archdiocesan Central Development Fund as at February 28th was \$300,000.00. At February 28th, the Parish also held a locally developed investment in the amount of \$20,000.00.

Brent Laton spoke about the fact that since the Parish Offertory Collection increased in 2017 due to monthly pre-authorized donations, the amount of Cathedraticum also increased as a result. The increase for 2018 was included in the 2018 Budget approved by the Finance and Property Committee.

8. **PARISH CENTRE REPORT:**

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

May 27, 2018	Reception for Baptism, First Eucharist, First Reconciliation recipients and RCIA candidates
August 12, 2018	Knights of Columbus Seminarian Dinner

Brent Laton noted that he has not heard of a date for the annual Food for All Food Bank gala dinner for 2018 and whether they wish to use St. Mark Parish Centre.

9. **NEW BUSINESS:**

9.1 **Rectory Renovations**

Father Brennan reported on the reason for the renovation in St. Mark Rectory. He stated that the toilet replacement amount of \$150.00 budgeted by the Committee was not necessary because replacing the mechanism inside the toilets fixed the problem, which cost \$45.00. Therefore, the balance of funds remaining of \$105.00 was to be re-allocated to pay for the materials purchased for the flooring in the Master Bedroom, paint and varnish remover. Father Brennan also noted that proceeds from the upcoming plant sale sponsored by the Catholic Women's League was to be earmarked for the flooring in the Master Bedroom, paint as varnish remover as well. In 2016, the proceeds from this sale were \$900.00. Father Brennan noted that a Parishioner has volunteered to do the work and is working now that he is available. The cost of the flooring (re-purposed now to the "Housekeeper's Quarters"), the paint and the varnish remover is \$4,776.21 at the present time. Father Brennan reported that the remaining amount of \$3,771.21 was being donated.

Father Brennan reported that all of the furniture from the Rectory is packed away in the storage trailer. All of this furniture will be returned to the Rectory when the renovation is completed, therefore additional furniture will not be needed.

The Committee stressed that it is important that projects of this nature are considered and planned through the Parish Finance and Property Committee. At present, the Committee is playing "catch-up" with work already underway. It was noted that a clear plan should have been established through the budget process that occurred in December and that without establishing a plan and budget prior to work commencing that often costs increase very easily.

Renata Kimmerly noted that when the next budget is developed that if possible, a line for minor repairs in the amount of \$2,000.00 to \$3,000.00 be included.

A special contribution envelope will be placed in the pews for Easter weekend. Father Brennan will explain the Rectory renovations and include a notice in the Parish bulletin. An outline of the costs involved will be included in the Parish Bulletin once all quotations are received and the Committee decides on the successful quotation.

10. **QUESTION PERIOD FROM GUESTS:** NONE

11. **DATE OF NEXT MEETING:** Thursday, April 28, 2018
St. Mark Club
1:00 p.m.

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

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