

St. Mark Parish Property and Finance Committee Meeting

Thursday, September 22, 2016

3:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Mike Perles, Chair
Brent Laton, Financial Administrator
Judie Martin
John Vanderzyde

REGRETS

Renata Kimmerly

GUESTS

Marion Laton
Brenda Wardrop

1. **CALL TO ORDER:** Mike Perles called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **APPROVAL OF MINUTES OF THE JUNE 23RD MEETING:**

RECOMMENDATION

*It was moved by Judie Martin, seconded by John Vanderzyde that the minutes of the June 23rd meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**

4.1 **South Grenville Food for All Food Bank** - A request was received from the Food Bank for the use of St. Mark Parish Centre for their fundraising dinner on April 29, 2017. Brent Laton will send a letter granting permission as well as the agreement of conditions to be signed.

5. **UNFINISHED BUSINESS:**

5.1 **Crane House - Property Sale**

5.2 **Pre-Authorized Donations by Parishioners**

Brent Laton reported that the first withdrawal for the nine Parishioners who have enrolled in the program will be on September 25th. There was a considerable amount of work involved in registering these contributors in the banking system. This will continue to be the case as new participants enrol, but regular monthly transactions can be performed fairly easily. Separate accounting must also be performed in addition to the regular Sunday collection entries. Judie Martin made a presentation at Masses in Prescott on September 17th and 18th in hopes to encourage more participants.

- 5.3 **Roof Repairs - St. Mark Church** - Brent Laton reported that he met with a contractor to assess the condition of the West porch on St. Mark Church. The joints in the panel closest to the Church wall have deteriorated and there are missing and loose screws. There is also evidence of damage to the roof section itself in past years. The roof can be repaired by patching holes in the panel by soldering and also re-soldering joints. A quote on the repairs cost will be received shortly. Brent outlined the difficulty in finding a qualified contractor to do the work required.
- 5.4 **Fundraiser** - Mike Perles reported that he met with Judie Martin and Brent Laton to discuss the lottery details. It was determined that the Parish must partner with another charitable organization in order to have the sufficient number of volunteers. We are waiting to hear from a local organization regarding their participation. It was also indicated that the prizeboard threshold must be determined in advance in order to obtain the license for the event. Brent Laton is communicating with the Alcohol and Gaming Commission to clarify what options are available.
- 5.5 **Fundraising** - Judie Martin suggested that we should approach some of the Parishioners who were interested in fundraising to proceed with activities. It was suggested that perhaps a Craft Sale be held with Parishioners who operate home businesses displaying their products and donating proceeds to the Parish from that day. It was also noted that we can use Facebook to promote these fundraising activities.

6. **PASTOR'S REPORT:**

Father Brennan noted the Archdiocese's suggestion for Parishes to formulate an annual budget. The committee recommended meeting in April, 2017 to review an annual budget.

7. **FINANCIAL ADMINISTRATOR REPORT:**

- 7.1 A report for the period from June, July and August, 2016 was presented.

The operating account bank balance as at August 31st was \$15,370.57. After Accounts Receivable and Accounts Payable are reconciled, the book balance for the operating account is \$2,037.43 as at August 31st.

The Campus Building Maintenance Fund Balance (included in Operating Account Balance) as at August 31st was \$9,611.05.

The balance in the Archdiocesan Central Development Fund as at August 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.

September 22, 23, 24, 2016	Knights of Columbus Yard Sale
October 14, 2016	CWL Craft Sale (<i>insurance</i>)
October 19, 2016	Canadian Blood Services Blood Donor Clinic
November 20, 2016	CWL / K of C Turkey Dinner
November 26, 2016	Knights of Columbus Christmas Party
December 14, 2016	Canadian Blood Services Blood Donor Clinic
February 15, 2017	Canadian Blood Services Blood Donor Clinic
April 5, 2017	Canadian Blood Services Blood Donor Clinic

9. **NEW BUSINESS:**

9.1 **Alcohol Commission Signs** - Mike Perles inquired about signs outlining the requirements of the Alcohol Commission regarding alcohol in St. Mark Parish Centre. Brent Laton indicated that he will discuss with _____ to develop proper language for signs to be posted in the hall and kitchen.

9.2 **Committee Members** - Judie Martin recommended names for new committee members. _____ were recommended. _____ was also recommended as a potential member. Father Brennan will follow up to secure additional members for the committee.

9.3 **Gift Card Fundraising** - Brent Laton indicated that a flyer will be placed in the bulletin outlining how Parishioners can purchase gift cards online for various merchants and support the Parish in the process.

9.4 **Crane House Condominium** -

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

11. **DATE OF NEXT MEETING:** Thursday, October 27, 2016
St. Mark Club - 3:00 p.m.

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

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