

**St. Mark Parish Property and Finance Committee Meeting**

**Thursday, November 24, 2016**

**1:00 p.m.**

**St. Mark Club**

**PRESENT**

Father Brent Brennan  
Deacon Mark Mawson  
Mike Perles, Chair  
Brent Laton, Financial Administrator  
John Vanderzyde

**REGRETS**

Renata Kimmerly  
Judie Martin

**GUESTS**

Mimi Garrah  
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 OCTOBER 27<sup>TH</sup> MEETING:**

**RECOMMENDATION**

*It was moved by John Vanderzyde, seconded by Mike Perles that the minutes of the October 27<sup>th</sup> meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**
  - 4.1 **Renata Kimmerly** - A letter was received from Renata Kimmerly indicating her resignation from the Committee. Mike Perles expressed his appreciation to Renata for her valuable contribution to the Committee.
5. **UNFINISHED BUSINESS:**
  - 5.1 **Crane House - Property Sale** - Brent Laton reported that the Surveyor has submitted the Registered Plan to the Registry Office for pre-approval and was hoping to have a response by the end of the week.
  - 5.2 **Pre-Authorized Donations by Parishioners** - Brent Laton reported that there are now 20 Parishioners enrolled in the plan. Two were received through the mail-out campaign and nine were received after Judie Martin's presentation at Mass.
  - 5.3 **Catch the Ace Fundraiser** - Mike Perles reported that Judie Martin, Brent Laton and himself continue to meet with representatives of the  
to discuss the lottery details. He mentioned that finding suitable space to hold the lottery may be a challenge. Brent Laton is in dialogue with OLG officials to determine options available.

- 5.4 **Roof Repairs - St. Mark Parish Centre** - Brent Laton reported that our insurer will not cover the repairs to the roof. An estimate was provided in the amount of \$147,000.00 through the adjusters. Brent reported that information from the CDSBEO indicated that the average cost is \$15.00 - \$20.00 per square foot for commercial roofing of this nature. The square footage of St. Mark Parish Centre is approximately 8500 square feet, so the range of cost may be \$125,000.00 to \$150,000.00. There aren't any leaks at the present time, so this project will be explored in the Spring of 2017. Brent Laton recommended undergoing a cost-benefit analysis regarding the use of the building as a priority in 2017, including the cost of the roof replacement and other necessary improvements to the building.
- 5.5 **Mail-out Letter Fundraising** - Brent Laton reported that the campaign has raised \$9,525.00 plus \$130.00 in monthly pre-authorized donations so far.

6. **PASTOR'S REPORT:**

Father Brennan reported on the historical problems with the Accessibility Ramp on St. Mark Church, in that it must be closed in the Winter due to the potential of falling snow and ice from the roof of the Church. A discussion took place regarding the construction of a cover for the ramp. It was suggested that be approached to provide a possible design to alleviate the problem.

7. **FINANCIAL ADMINISTRATOR REPORT:**

- 7.1 A report for the period from September and October, 2016 was presented.

The operating account bank balance as at October 31<sup>st</sup> was \$28,154.06. After Accounts Receivable and Accounts Payable are reconciled, the book balance for the operating account is \$12,711.16 as at October 31<sup>st</sup>.

The Campus Building Maintenance Fund Balance (included in Operating Account Balance) as at October 31<sup>st</sup> was \$12,250.60.

The balance in the Archdiocesan Central Development Fund as at October 31<sup>st</sup> 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.

- 7.2 **Campus Maintenance Fund Recap** - Brent Laton presented a report on the Revenue generated from the Campus Maintenance Fund and the related Capital Expenses from 2004 - 2016. He noted that the Revenue column included Estates and Bequests funds that were used for Capital Expenses. It was noted that in past years, since there were funds on deposit with the Central Development Fund, that Parishioners were not asked through a fundraising campaign to contribute to Capital Projects that were undertaken in the Parish. However, since there is presently only \$20,000.00 in unrestricted funds in the Central Development Fund, this is no longer possible. Brent also circulated correspondence which was presented to Parishioners at various times from 2005 to 2010 regarding the Campus Maintenance Fund and the use of Central Development Funds for projects.

8. **PARISH CENTRE REPORT:**

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

November 26, 2016	Knights of Columbus Christmas Party
December 5, 2016	Ladies Ecumenical Dinner
December 14, 2016	Canadian Blood Services Blood Donor Clinic
December 15, 2016	Knights of Columbus, Kinsmen Seniors Light Tour
January 14, 2017	Knights of Columbus Special Olympics Flag Relay
January 15, 16, 2017	Food Bank Luncheon ( <i>insurance</i> )
February 15, 2017	Canadian Blood Services Blood Donor Clinic
April 5, 2017	Canadian Blood Services Blood Donor Clinic

9. **NEW BUSINESS:**

- 9.1 **Meeting Times** - Mike Perles presented the proposal by Judie Martin that Committee meetings be held in the evening, to enable working Parishioners the opportunity to serve. The Committee recommended that the meetings continue to be held during the day so that current members can continue to serve on the Committee. However, when there is a prospective member that is unable to attend daytime meetings, that the meetings be rescheduled to evenings.
- 9.2 **Committee Membership** - Mike Perles presented the proposal by Judie Martin that the Committee prepare a list of Parishioners who have the necessary skills to serve on the Committee. Examples given were diplomacy, real estate, construction / engineering, fund raising, events coordination, accounting, communication and/or business management. Prospective members are to be approached by Committee Members and/or the Pastor to invite them to serve on the Committee. The Committee and Father Brennan recommended proceeding with this proposal.
- 9.3 **CWL / K of C / Pastoral Council Liaison** - Mike Perles presented the proposal by Judie Martin that a member or members of the Finance and Property Committee be designated to report business to the Parish Catholic Women's League and Knights of Columbus Councils as well as the Pastoral Council. The Committee agreed that this sort of communication was important and that in addition to reminding these groups that our minutes are posted on the Parish website, that approved minutes will be circulated directly to the CWL President, K of C Grand Knight and the Chair of the Pastoral Council. Members of the Finance and Property Committee who are also members of these Parish groups will then have the opportunity to speak to business that arises at their meetings through their Agendas..
- 9.4 **Pinchin Report / Long Term Plans Review 2017** - Mike Perles presented the proposal by Judie Martin that the Parish long-range Capital Plans, which contain all of the Report recommendations be revisited in 2017 in order to continue setting direction for capital projects in future years. The Committee recommended making this a priority for 2017.

- 9.5 **Clergy Relief** - Mike Perles asked Father Brennan for a report on Clergy Relief for the time that he will be absent from the Parish in January and February of 2017. Father Brennan outlined that Father \_\_\_\_\_ will be available for Wednesday evening Masses and that various priests will cover the Weekend Masses, including Father \_\_\_\_\_ and Father \_\_\_\_\_.
- 9.6 **Year-End Financial Report - planning ahead** - Mike Perles presented a proposal that the Finance and Property Committee members be available following the distribution of the Parish Annual Financial Report in order to answer questions that Parishioners may have regarding Parish Finances. The Committee recommended approving the Financial Report at a meeting on Thursday, January 19, 2017 and publishing the report in the Parish Bulletin on January 21<sup>st</sup> / 22<sup>nd</sup>. The following weekend, January 28<sup>th</sup> / 29<sup>th</sup>, the Committee members and the Financial Administrator will be available in St. Mark Club following the two weekend Masses to answer questions.
- 9.7 **Weekly and Monthly Financial Reporting** - Mike Perles presented a proposal that instead of presenting quarterly financial reports to Parishioners, which have been viewed by some as confusing, that a brief report of revenue and expenses be provided in the Parish Bulletin each month. Brent Laton indicated that in order for the information to be relevant that it may have to be published in the bulletin before being reported to the Committee. He also reported that the information would not be available until at least the fourth week of the following month. The Committee approved of this process and recommended that it be implemented. The publishing of the Sunday Offertory collection each week will continue as well. A quarterly report will continue to be presented to the Finance and Property Committee and included in the minutes published online if Parishioners would like more information.

10. **QUESTION PERIOD FROM GUESTS:**

- 10.1 **Parish Properties** - \_\_\_\_\_ commented that she felt the Committee was too focused on selling property and instead should look at upgrading properties.
- 10.2 **Fundraising** - \_\_\_\_\_ suggested operating bingos as a fundraising activity. It was pointed out that 25 people at the meeting suggested bingo as a fundraiser. When the Parish has operated bingo in the past, there were approximately 35 volunteers who gave over 50 hours of their time each per year. Since it was a commercial bingo hall, the bulk of the management work during the bingo games was completed by paid staff at the bingo hall (at least three additional people). It was also pointed out that a prizeboard must be set during the licensing process and prizes awarded regardless of the attendance and sales at the bingo session.

11. **DATE OF NEXT MEETING:** Thursday, January 19, 2017  
St. Mark Club - 1:00 p.m.

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

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