

St. Mark Parish Property and Finance Committee Meeting

Thursday, April 26, 2018

2:15 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Brent Laton, Financial Administrator
Renata Kimmerly, Acting Chair
Wayne Boisvenue
John Vanderzyde

ABSENT

Glenna Bonneau

GUESTS

Lois Boisvenue
Mimi Garrah
Mildred Murray
Larry Sauve
Pat Sauve
Sharon Schoemaker

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 MARCH 22ND MEETING, APRIL 9TH IN-CAMERA MEETING AND APRIL 19TH RECTORY RENOVATIONS MEETING:**

RECOMMENDATION

*It was moved by John Vanderzyde, seconded by Renata Kimmerly that the minutes of the March 22nd Regular meeting, April 9th In-Camera Meeting and the April 19th Rectory Renovations meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:** NONE

5. **UNFINISHED BUSINESS:**

- 5.1 **Catch the Ace Fundraiser** - Brent Laton noted that Draw #7 was held today. The sales are lower than in the first round of this raffle.

- 5.2 **St. Mark Church Ceiling / Wall Repairs** - Brent Laton reported that we are waiting on the engineer's report regarding the wall repairs to determine if the work is covered by insurance.

- 5.3 **St. Mark Rectory Renovations**

- a) **Budget Update**

Brent Laton presented the Renovations budget update. It shows a construction cost of \$22,238.66, furniture cost of \$500.00 and the budgeted roof replacement cost of . Father Brennan reported that we are waiting on a third quote for the roof. Father Brennan also indicated that a third quote for the office space would be sought. Renata Kimmerly asked that the purchase of new mattresses be put on hold since Father Brennan has indicated there are two mattresses in good condition at this time. A futon will be purchased instead of a Murphy Bed as well.

b) Fundraising Update

To date, the envelopes placed in the pews at St. Mark Church have generated \$3,557.00. There has also been funds allocated from money not used for toilet replacement (\$500.00) and the anticipated proceeds from the Spring Plant Sale (\$900.00). This leaves a deficit in fundraising of \$17,781.66.

A portion of the funds were pledged by some Parishioners to cover the costs of the bedroom flooring, paint and varnish remover in the amount of \$5,451.08 to date. Father Brennan will remind the donors to honour their pledge.

c) Office / Bedroom / Bathroom Plan Revision

The Committee recommended a design that included a smaller bathroom footprint and a pre-fabricated fibreglass/acrylic shower stall. Father Brennan indicated that the shower stall will be installed below the floor surface to allow for easy access. The design will be presented to the Committee prior to quotes being sought from companies. It was noted that it is important that this room be designed to be multi-purpose since future Pastors may see another use for this space.

6. **PASTOR'S REPORT:** Father Brennan welcomed Wayne Boisvenue to the Committee. He indicated that other new members will join as well.

7. **FINANCIAL ADMINISTRATOR REPORT:**

- 7.1 A budget comparison report for the First Quarter of 2018 was presented.

The Sunday Offering shows a decrease of approximately \$500.00 or almost \$50.00 per week over the previous year.

Bank interest has more than tripled over this period last year due to the healthier bank balance.

Electricity costs have decreased and Natural gas costs have increased over this period last year. In the first three months, half of the annual budgeted amount has been used but the remainder of the year should see lower utilities usage.

The category of Clergy Relief is the only category which has exceeded the annual budgeted amount at this time by \$200.00.

Brent Laton mentioned that following the departure of several Parishioners from the Parish, we will most likely see a decrease of upwards of \$10,000.00 in revenue this year. This will put pressure on other revenue categories to compensate.

The Budget Report also showed the Capital Budget approved for 2018.

Renata Kimmerly mentioned that there should be a liaison member from the Parish Finance and Property Committee sit on the Parish Pastoral Council so that information can be shared between the two groups.

RECOMMENDATION

It was moved by John Vanderzyde, seconded by Wayne Boisvenue to approve the Financial Report as presented.

7.2 Long Range Plans Update

Brent Laton presented the Parish Long Range Plans update. The reports shows the needs identified in all four of our buildings including the priority year and the projected costs. The total of all of the long range plan projects is \$241,163.00.

8. **PARISH CENTRE REPORT:**

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

May 12, 2018	Confirmation Reception
May 27, 2018	Reception for Baptism, First Eucharist, First Reconciliation recipients and RCIA candidates
August 12, 2018	Knights of Columbus Seminarian Dinner
August 20-24, 2018	Summer Bible Camp

9. **NEW BUSINESS:**

9.1 **Meeting Time** - It was suggested that the meeting time be moved to 7:00 p.m. to allow members who are not available during the day to attend.

9.2 **Town Hall Meeting** - It was suggested that a Town Hall meeting be held to discuss Pastoral issues currently being experienced in the Parish. Everyone in attendance thought that it was a good idea to host this meeting. Father Brennan will announce to Parishioners that the meeting will be held on Saturday, June 2nd at 1:00 p.m.

10. **QUESTION PERIOD FROM GUESTS:**

10.1 mentioned various maintenance items that she thought needed to be addressed. The items included items to be cleaned, repairs to damage to the Church lawn and trimming of the grounds. The Committee suggested that perhaps maintenance hours may need to increase to accommodate work to be completed. Father Brennan is to discuss these items with the Maintenance Person.

11. **DATE OF NEXT MEETING:** Thursday, June 7, 2018
St. Mark Club
7:00 p.m.

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

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