

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

**Thursday, June 28, 2018**

**7:00 p.m.**

**St. Mark Club**

**PRESENT**

Father Brent Brennan  
Deacon Mark Mawson  
Brent Laton, Financial Administrator  
Wayne Boisvenue  
Glenna Bonneau  
Steve Dillabough  
Tara Marchand  
Richard Patry  
John Vanderzyde

**ABSENT**

Renata Kimmerly

**GUESTS**

Lois Boisvenue  
Mimi Garrah  
Len Marchand

1. **CALL TO ORDER:** Father Brennan called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **APPROVAL OF MINUTES OF THE JUNE 7<sup>TH</sup> IN-CAMERA AND REGULAR MEETINGS:**

**RECOMMENDATION**

*It was moved by Wayne Boisvenue, seconded by Richard Patry that the minutes of the June 7<sup>th</sup> In-Camera meeting be approved as presented. **Motion Carried***

*It was moved by John Vanderzyde, seconded by Wayne Boisvenue, that the minutes of the June 7<sup>th</sup> Regular meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:** NONE
5. **UNFINISHED BUSINESS:**
  - 5.1 **Catch the Ace Fundraiser** - Brent Laton noted that Draw #16 was held today. The prize today was the highest it has been this round at \$110.00. The jackpot now stands at \$1,975.50.
  - 5.2 **Campus Buildings Restructuring Analysis** - No update
6. **PASTOR'S REPORT:**

Father Brennan noted that he will put the date and time of the Finance and Property Committee meeting in the bulletin.

Father Brennan reported that \_\_\_\_\_ will provide information on replacing the flat roof on the North Porch of St. Mark Rectory. The cost will be less than \_\_\_\_\_

Father Brennan mentioned that the Archdiocese of Kingston has determined that the Rectory Renovations were subject to the Archdiocesan approval process for capital projects. As a result, the Archdiocesan Finance Committee has imposed some conditions on the replacement of the Rectory roof. Approval must be sought from the   
in respect to replacing the asphalt shingles with a metal roof. It must be determined if a Building Permit is required for the roof replacement. Any outstanding items from the Pinchin Building Condition Report must be completed as part of the Rectory renovations. Brent Laton will inquire with the   
regarding the metal roof material. He reported that a Building Permit is not required for a roof replacement. Brent Laton also reported that all outstanding items from the Pinchin Building Conditions Report have been completed.

Father Brennan reported on masonry work that is necessary on St. Mark Rectory. Other Masonry needs around the Parish Campus were also noted, including St. Mark Club, the Accessibility Ramp on St. Mark Church and the step at St. Mark Parish Centre. Father Brennan will seek three quotations for all of the masonry work to be completed.

Father Brennan reported that work on the Rectory Bedroom / Office / Bathroom project will begin in October. A Parishioner has earmarked funds for this project. John Vanderzyde emphasized the need to have the funds in hand before beginning the project, to which Father Brennan agreed.

Father Brennan asked for Committee Members to look at the buildings on the Parish Campus to determine capital repair requirements. Wayne Boisvenue and Richard Patry volunteered to review St. Mark Club and St. Mark Rectory. Steve Dillabough and Tara Marchand volunteered to review St. Mark Church and St. Mark Parish Centre. Brent Laton will provide members with a copy of the Parish's Long Range Plans which already lists projects to be completed. The Pinchin Buildings Condition Report is also available on the Parish Website. All items on the report are also included in the Long Range Plans.

## **7. FINANCIAL ADMINISTRATOR REPORT:**

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

The operating account book balance as at May 31<sup>st</sup> was \$76,749.99. The Campus Building Maintenance Fund Collection for the year (included in Operating Account Balance) as at May 31<sup>st</sup> was \$7,227.25.

The balance in the Archdiocesan Central Development Fund as at May 31<sup>st</sup> was \$300,000.00. At May 31<sup>st</sup>, the Parish also held a locally developed investment in the amount of \$20,000.00.

### **RECOMMENDATION**

*It was moved by Steve Dillabough, seconded by Richard Patry to approve the Financial Report as presented.*

8. **PARISH CENTRE REPORT:**

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

July 15, 2018	Surprise Birthday party
August 12, 2018	Knights of Columbus Seminarian Dinner
August 20-24, 2018	Summer Bible Camp

Father Brennan mentioned the Welcome Brunch and Parish BBQ. A goodwill offering covered the cost of the meat for the BBQ.

9. **ST. MARK RECTORY RENOVATIONS:**

Brent Laton reported that the North Office expense was removed from the Construction subtotal at this time because it will be separately funded, similar to the roof replacement. At this time, Fundraising revenue has exceeded Renovation expenses by \$290.97. The roof replacement will begin in July, once Archdiocesan conditions are met. Father Brennan will send out updates on the Roof and North Office progress.

10. **NEW BUSINESS:**

- 10.1 **Rectory and Parish Centre Telephone** - Father Brennan proposed that the telephone service be removed in these buildings, due to the high cost of business lines. He proposed using his cell phone as the Rectory telephone. The Committee agreed with this recommendation. They advised Father Brennan to inform the Catholic Women's League and Knights of Columbus councils of this decision and to have them advise their members to bring a cell phone when using the Parish Centre.
- 10.2 **Garage Doors** - Father Brennan mentioned the need to replace the garage doors. He mentioned that the doors are an irregular size so are more expensive than regular garage doors. Brent Laton mentioned that if the Buildings Restructuring plan proceeds, irregularly sized doors would not be useful on a new building. Richard Patry agreed to replaced the rotten panels with new plywood at this time.
- 10.3 Steve Dillabough mentioned updating the Parish Directory to list Renata Kimmerly as the Acting Chair of the Finance and Property Committee. Brent Laton will update the information.
- 10.4 Steve Dillabough mentioned a conversation he had with \_\_\_\_\_, the new Archdiocesan Financial Administrator. He asked Brent Laton to forward previous versions of the Rectory Renovations spreadsheet. Brent Laton reported that he had already had a discussion with Mr. Hall and sent him the latest version of the spreadsheet, but would follow up with the earlier versions.
- 10.5 Wayne Boisvenue mentioned that if St. Mark Rectory Kitchen renovations are to move forward that a plan should be made first so that the same difficulties that were encountered with the Rectory renovations do not occur again.
- 10.6 Wayne Boisvenue asked about a key to unlock the Defibrillator. Brent Laton reported that the box is left unlocked so that it can be accessed at all times.

- 10.6 A question was asked about First Aid Kits. Brent Laton will obtain kits for all buildings.
- 10.7 Richard Patry asked about a railing for the Sanctuary in St. Mark Church. The Committee agreed that an unobtrusive railing installed beside the pillar would be beneficial. The railing must not be attached to the pillar in order to avoid damaging it. A Parishioner will donate the material and Richard Patry will install it.
- 10.8 Wayne Boisvenue asked about washroom accessibility if the Rectory was being used by visitors, especially the Collection Counters. Father Brennan advised that they could use the washroom in St. Mark Club, if necessary.
- 10.9 Richard Patry asked about the possibility of installing a raised toilet in St. Mark Church. Father Brennan mentioned that perhaps Richard had an extra toilet that he would be willing to donate and install for this purpose. Richard agreed.

11. **QUESTION PERIOD FROM GUESTS:**

- 11.1 Len Marchand asked about the disconnection of the landline at St. Mark Rectory and what a potential secretary might use. Father Brennan mentioned that there wasn't any intention to hire a secretary at this time and that the savings were more beneficial at this time than keeping a landline. If something is required in the future it will be investigated.

12. **DATE OF NEXT MEETING:** Thursday, October 4, 2018  
St. Mark Club  
2:00 p.m.

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

**ADJOURNMENT:** Hearing no further business, Father Brennan adjourned the meeting.