

St. Mark Parish Property and Finance Committee Meeting

Thursday, October 26, 2017

4:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Brent Laton, Financial Administrator
Mike Perles, Chair
Judie Martin, Vice-Chair
Glenna Bonneau
Rick Johnston
John Vanderzyde

ABSENT

Renata Kimmerly

GUESTS

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 SEPTEMBER 28TH MEETINGS:**

RECOMMENDATION

*It was moved by John Vanderzyde, seconded by Glenna Bonneau that the minutes of the September 28th regular meeting be approved as presented. **Motion Carried***

*It was moved by Judie Martin, seconded by John Vanderzyde that the minutes of the September 28th In-Camera meeting be approved and incorporated into the minutes of the regular meeting. **Motion Carried***

4. **CORRESPONDENCE:** NONE
5. **UNFINISHED BUSINESS:**
 - 5.1 **Catch the Ace Fundraiser** - Brent Laton reported that the draw is now at Week 25. The jackpot has reached over \$3,100.00. Each week the draw continues, the charities earn approximately \$250.00, combined.
 - 5.2 **St. Mark Church Ceiling** - Brent Laton reported that he met with a representative from . They will provide a quotation to perform the work. Brent Laton reported that there are in fact four panels which require work. This company will address them all and while a boom truck or scaffolding is available, they will inspect the other areas of the lower ceiling to determine if there is additional damage. It appears that the damage is due to deterioration and/or vibration and not water infiltration. Brent Laton reported that the stenciling is original to approximately 1906 and was simply cleaned and/or retouched during the Restoration project of 1983-84.

6. **PASTOR'S REPORT:**

Father Brennan reported that a teacher from St. Mark Catholic School has volunteered to complete the weekly Parish Bulletin. Therefore, two hours per week would be required for a Secretarial position to perform office organization and updating Sacramental Registers. Additional hours would be required periodically such as at year-end to assist in completing the Annual Spiritual Report for the Archdiocese. St. Mark Catholic School staff would be approached to perform tasks surrounding First Eucharist and Confirmation in terms of producing certificates, etc. The hourly wage for the Secretarial position would be

Father Brennan suggested looking into having Wifi available in the Church. Brent Laton reported that the challenge would be the thick stone walls in both the Rectory (where the service is located) and the Church. The Rectory utilized a "dry loop" connection, which is less expensive than having a regular phone line. Brent Laton will look into extending the Wifi signal as well as the possibility of tapping into the "dry loop" connection for the Church. It was suggested that St. Mark Catholic School could be used for presentations requiring an Internet connection since the gymnasium, library and classrooms are equipped with the proper equipment.

Father Brennan thanked Chris Laton for installing the newly fabricated downspout on the Church. He also reported that is not able to clean the Rectory gutters and install the shield, but suggested another person who could do the job.

Brent Laton reported that Chris Laton is looking for the Parish's lawn tractor in order to cut the grass another time before Winter. Father Brennan reported that it is at St. Mark Cemetery and he would arrange to have it returned to the Church.

7. **FINANCIAL ADMINISTRATOR REPORT:**

7.1 A report for the period of September, 2017 was presented.

The operating account book balance as at September 30th was \$85,799.10. The Campus Building Maintenance Fund Balance (included in Operating Account Balance) as at September 30th was \$12,490.05.

The balance in the Archdiocesan Central Development Fund as at September 30th was \$300,000.00.

8. **PARISH CENTRE REPORT:**

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

October 2, 2017	South Grenville Food Bank (<i>kitchen only</i>)
October 6, 2017	St. Mary CHS Grade Nine Retreat
October 14, 2017	Catholic Women's League Craft Sale

9. **NEW BUSINESS:**

9.1 **St. Mark Church Rose Window Cleaning and Main Door Refinishing** - Father Brennan reported that _____ had submitted a quotation to clean the Rose Window on St. Mark Church. Flies, etc. have gotten trapped in some areas between the stained glass and the protective covering. The cost would be \$2,500.00 plus HST. He stated that it wasn't necessary to perform the work at this time.

_____ also submitted a quotation to refinish the Main Doors on St. Mark Church. The cost would be \$1,500.00 plus HST. The Committee discussed the proper materials and method to be used to refinish the door, since several methods have been tried previously, with varying results. Rick Johnston will inquire into the best method and materials to use. At this point, the work would not be performed until the Spring.

9.2 **In-Camera Meeting Date** - The Committee decided to meet on Wednesday, November 22nd at 4:00 p.m. in St. Mark Club.

9.3 **St. Mark Rectory Roof** - Father Brennan reported that the roof on St. Mark Rectory will likely need to be replaced in the Spring. Brent Laton reported that it was last replaced in 2004. John Vanderzyde suggested pricing a metal or aluminum roof as well as asphalt shingles for comparison purposes.

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

11. **DATE OF NEXT MEETING:** In-Camera Meeting
Wednesday, November 22, 2017
St. Mark Club
4:00 p.m.

Regular Meeting
Thursday, November 23, 2017
St. Mark Club
4:00 p.m.

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

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