

St. Mark Parish Property and Finance Committee Meeting

Thursday, October 27, 2016

3:00 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
Marion Laton
Mildred Murray
Brenda Wardrop

1. **CALL TO ORDER:** Mike Perles called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer. A special prayer was said for the repose of the soul of Father Appelman, who died this morning.
3. **APPROVAL OF MINUTES OF THE SEPTEMBER 22ND MEETING:**

RECOMMENDATION

*It was moved by Mike Perles, seconded by John Vanderzyde that the minutes of the September 22nd meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**

- 4.1 **Prescott Boy Scouts** - A request was received from the Prescott Boy Scouts for the use of St. Mark Parish Centre for their fundraising Chicken dinner distribution on October 30, 2016. Brent Laton reported that the advertisement indicates "take-out or eat-in". Mike Perles will be present during the entire time. The committee agreed to allow the Boy Scouts the use of the hall.

5. **UNFINISHED BUSINESS:**

5.1 **Crane House - Property Sale**

Brent Laton reported that the appeal period has ended, without any appeals being filed. We are now waiting on the Surveyor to register the severance.

5.2 **Pre-Authorized Donations by Parishioners**

Brent Laton reported that there are 17 Parishioners enrolled in the plan. Two were received through the mail-out campaign and six were received after Judie Martin's presentation at Mass.

- 5.3 **Roof Repairs - St. Mark Church** - Brent Laton reported that the contractor doesn't have liability insurance, which is required. He is awaiting information from the Archdiocese and Insurance Company to see if there can be a specific policy purchased for the time period that the work is being done.
- 5.4 **Fundraiser** - Mike Perles reported that the _____ has agreed to partner with the Parish in this fundraiser. Mike, Judie Martin and Brent Laton met with representatives to discuss the lottery details.
- 5.5 **Mail-out Letter Fundraising** - Brent Laton reported that the letter was mailed before the Thanksgiving weekend. He thanked _____ for assisting with the preparation of the packages to be mailed. So far the campaign has raised \$3,000.00 plus \$130.00 in monthly pre-authorized donations.
- 5.6 **Gift Card Program** - Brent Laton reported that the company prefers to run paper and online campaigns concurrently instead of online only. A paper campaign would require order forms to be printed and distributed, collected with payment, orders placed online and orders distributed when received. It was felt that the amount of work for a paper campaign was too involved for an anticipated profit of less than \$1,000.00 for a Christmas campaign.

6. **PASTOR'S REPORT:**

Father Brennan presented the appraisal report regarding St. Mark Rectory. The appraised value is \$230,000.00. Brent Laton will scan and distribute the report to committee members. Brent Laton will contact the Crane House developers to see if they have established purchase prices for the units.

7. **FINANCIAL ADMINISTRATOR REPORT:**

- 7.1 A report for the period from July 1, 2016 to September 30, 2016 was presented. The commentary presented by Brent Laton is attached to these minutes.

8. **PARISH CENTRE REPORT:**

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

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
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

It was noted that the Food Bank will pay the Catholic Women's League \$100.00 for their luncheon in January, which the CWL will donate to the Parish. The Food Bank is paying for the supplies for the luncheon.

Mike Perles wondered if the gas should be turned off on the Parish Centre stove in order to save money by not having pilot lights burning. It was felt that it would be too dangerous to have the gas turned off and on and lighting the pilot lights.

9. **NEW BUSINESS:**

- 9.1 **Roof Repairs - St. Mark Parish Centre** - Brent Laton reported that there has been damage to the roof after a recent wind / rain storm. He has contacted the insurance company to see if the damage would be covered. The contractor looked at the roof today.
- 9.2 **Campus Maintenance Fund** - The Committee discussed how to report on the uses of the donations to the Campus Maintenance Fund to the Committee. Brent Laton will provide an analysis at the next meeting.
- 9.3 **St. Mark Parish Centre Outdoor Lights and Refrigerator** - Brent Laton reported that the bulbs in the outdoor lights need to be replaced and we are waiting for the specialty bulbs to be delivered. Father Brennan reported that the breaker for the refrigerator was turned off and the food inside spoiled and was discarded. It was recommended that a sign be placed on the fuse panels indicating "do not touch".
- 9.4 **Billets for** _____ - Mike Perles reported that Judie Martin had suggested using the upstairs storage room for accommodations. The committee felt that the space was not conducive to having people stay there. It was suggested that we could advertise in the Parish Bulletin for Parishioners who might be willing to billet actors.

10. **QUESTION PERIOD FROM GUESTS:**

- 10.1 **Mail-out Campaign** - Mimi Garrah commented that people are not pleased with receiving the recent mail-out campaign letter. She suggested that the Parish was always asking for money.
- 10.2 _____ **Fundraiser** - Mimi Garrah did not think the Committee should have approached the _____ to partner on this fundraiser. She suggested that other Churches in Town should have been approached.
- 10.3 **Parish Meeting 2015** - Mimi Garrah commented that nothing has been mentioned about the suggestions made at the Parish Meeting in 2015. She suggested that a presentation should be made at Mass in "simple terms". The Committee recommended that Mike Perles make a presentation on the Quarter Three Financial Report as well as what the Committee has done regarding the suggestions from the Parish Meeting. Mike Perles and Brent Laton will put together a presentation to be delivered before Masses this weekend.

10.4 **Online Fundraising** - Mimi Garrah suggested that the Parish should be doing online fundraising through "crowd funding". When the Committee indicated that there wasn't a volunteer to do this, Mimi said that she would approach her nephew about organizing this fundraiser.

10.5 **Crane House Sale** - Mildred Murray asked the selling price of Crane House. Mike Perles reported that it was \$.

11. **DATE OF NEXT MEETING:** Thursday, November 24, 2016
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.