

St. Basil's Finance Council Meeting—Minutes Sept 26, 2023

In attendance: Michelle Gleason, Qing Yang, Mary-Lou Daze, Patricia Marrs, Rod Noakes, Jim Shields

Guests: Jean-Paul Ruszkowski - Operation Manager, Gar Knutson - Pastoral Council Chair

Regrets: Father Darolyd Winkler, Andre St-Jacques

| Topic | Lead | Current Status | Next Steps Required (Lead Person) Record of Date Decisions | Completion |
|---|----------|--|---|------------|
| 1 a Opening prayer b Introduction of guests | Michelle | Gus Knutson, Chair of Pastoral Council Jean-Paul Ruszkowski, Operation Manager (pilot project) | | |
| 2 Approval of minutes, end June 2023 meeting (No minutes from special meeting in August 2023.) | Michelle | Minutes were approved and posted on parish website. | No further action required. | |
| 3 Standby agenda items | | | | |

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|---|--|----------|--|---|
| a | Review end of August 2023 financial documentation. Summer month financial statements were sent out secretarially. | Michelle | Financial statements(B/S, I/S, CoA) Analysis report are tabled, reviewed and discussed. - End of August 2023, the parish is reporting an operation deficit of just under \$63,000. - From a collection perspective, the end of August was \$1,400 higher than the same time last year. - The parish expenses, as at the end of August 2023, are \$46,400 higher. This was due to various maintenance projects. - \$3,800 in repairs to sump pump, lawn mowers and remaining asbestos from pipes. - Additional \$4,000 in paving/repairs of West parking lot. (Note: \$22,600 was paid in July with balance owed in August. - Insurance payment of \$9,900 - The estimated loss in interest revenue as a result (-\$73,000) which is projected for year end. Meaning, we are drawing down on our equity account by the \$73,000. This is approximately \$2,900 in lost interest revenue, assuming a 4% rate of return. | Further discussions by council on debt reduction are required. |
| b | Update on parish submission to Arch diocese re-COVID 19 | Mary-Lou | Status of Salary Wage subsidy rebate. - Mary-Lou spoke with CFO at the June 6 Arch diocese meeting and resent materials and emails. | On going issue. Mary-Lou to follow up and report status at the next meeting. |

c Property report status

Jim
Qing

Updates on Property

- Some electrical work outstanding.
 - 10% more lighting
 - 30% plug and switches
 - 30% Emergency lighting
 - New sound system equipment (no price yet).
- Electrical Distribution from Hydro One to Rectory
 - Noted deficiencies and non conforming items to code.
 - Hydro pole end of driveway at rectory to be replaced. Estimated cost of over \$46,500.
 - estimate from electrical contractor of generator is \$44,700.

Installation of Rogers Slim Tower

Parish and archdiocese are awaiting status update from Rogers.

Rectory repairs discussed and approved.
Meeting to be held to discuss and prioritize requirements for expenses for generator and electrical work, with Peter, Jim, Qing and Jean-Pierre Sunday Oct 1.
Will let us know the results at the next meeting.
A submission for approval to the College of Consultors may be required.

Jim to continue to contact archdiocese for progress updates and brief Financial Council at next meeting.

4 **Review/Update on action items on previous meeting**

a Protocol review

Mary-Lou

- Protocol #16 Fundraising
- any fundraising has to be for church operations & capital.
 - Anything beyond that has to be approved by the Archdiocese

Mary-Lou: in compliance

Gar discussed the formation of a committee from both Pastoral Council and Finance Council to consider fundraising ideas.

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|---|--|----------|---|---|
| b | Refugee Fund Raising | Michelle | Target goal of fundraising was \$40,000. Fundraising target has been exceeded by \$3,484. | Bill or Terry are to be invited to next Financial Council meeting to provide a status update. |
| c | Youth Formation Coordinator, Choir Director and Operations Manager hires | Michelle | Youth Foundation Coordinator: Still open Choir Director: Chantal Balthazar Operations Manager: Jean-Paul Ruzkowski (3 month pilot project) | Father Darolyd to comment next meeting. |
| d | Follow up on #15: (Employment and Contracts concerning related persons) | Michelle | From end of June meeting, discussion was made to proceed with the development of a draft contract for a maximum limit of \$5,000. Michelle indicated that there was one outstanding contract clause to be finalized related re: WSIB type clause. Financial Council members agreed to proposal to use current Operations manager position as the Financial Council delegates reporting manager. | Final contract to be completed. Michelle will circulate to Financial Council. Operations Manager to hire person for this contract should it be required. |
| 5 | New agenda items | | | |
| a | Development of parish policy on maximum draw on funding reserve. | Michelle | Preliminary discussion with the Finance Council on the possibility drafting a policy/position paper on parish funding. | Michelle will discuss further with Finance Council next meeting. |
| b | Repair of Defibrillator | Mary-Lou | Needs to be inspected. | Mary-Lou: City of Ottawa coming Sept 27 to repair. |
| c | Multi year planning | Michelle | Michelle briefed Financial Council members on recent discussion with Operations Manager re: modifying our upcoming budget process to take | Michelle to work with Operations Manager on process and present to |

Financial Council members at next meeting.

6 Closing prayer

Minute takers for 2023/2024 Finance Council year

| Scribes of Finance Council Meeting | Tag team of record keepers | Scribes of Finance Council Meeting | Tag team of record keepers |
|---|----------------------------|--|----------------------------|
| September 26th, 2023 | Patricia and Qing | February 27th, 2024 | Andre and Rod |
| October 24th, 2023 | Rod and Andre | March 26th, 2024 | Qing and Patricia |
| November 28th, 2023 | Jim and Michelle | April 23rd, 2024 | Michelle and Jim |
| December 19th, 2023 (<i>informal</i>) | Michelle | June 15th, 2024 ** <i>usually combined with Pastoral Council</i> | Michelle |

Signing of cheques 2023/2024 Finance Council year

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|------------------------|-----------------|-----------------------|-----------------|
| July, 2023 | Rod | January, 2024 | Patricia |
| August, 2023 | Rod | February, 2024 | Rod |
| September, 2023 | Michelle | March, 2024 | Michelle |
| October, 2023 | Patricia | April, 2024 | Patricia |
| November, 2023 | Rod | May, 2024 | Rod |
| December, 2023 | Michelle | June, 2024 | Michelle |