

St Basil's Finance Council Meeting –Minutes November 28th 2023 meeting

Attendance: Father Daryold and Andre St Jacques (part of meeting), Peter Veselovsky, Jim Shields, Rod Noakes, Qing Yang, Patricia Marrs, Michelle Gleeson, Mary-Lou Daze, Jean-Paul Ruszkowski

	Topic	Lead	Current Status	Next Steps Required (Lead Person) Record of Decisions	Completion Date
1	Opening Prayer	Fr Daryold			
2	Approval of minutes of End of October 2023 meeting	Michelle	Minutes were approved and posted on parish website. No further action required.		
3	Standing Agenda Items				
3a	Review of end of October 2023 Financial documentation.	Michelle	Michelle briefed council members on the end of October 2023 Financial Situation. There were significant changes in the parish's financial situation from the month of September.		
3b	Update on parish submission to Archdiocese re Covid-19:	Mary-Lou	Status of Salary Wage subsidy rebate – no changes		
3c	Property Report Status Update	Jim Qing	<p>Any Updates on any property.</p> <ul style="list-style-type: none"> Update on residual electrical work outstanding. Contractor CQS. An observation was made that there may be some overlap with this residual work and the "Re-wiring electrical main cable" work that was submitted as part of the short terms work requirements for 2024. Status update on generator/sump pump Status on installation of Rogers slim tower 	<p>Jim/Qing/Peter are to review the listing of outstanding CQS work and the "Re-wiring main cable" work to identify and cost out any overlaps.</p> <p>Costing of Sump pump and backup power is estimated at \$11K. This requirement is included as part of 2024 budget.</p> <p>Jim to inquire on timing of installation in order to better reflect forecasted revenue in 2024 budget.</p>	Provide status update on overlaps at the December FC meeting

				Jim/Qing/Peter to investigate if there are any possible synergies and cost reductions related to the excavation / digging costs with Rogers (their costs), and re-wiring electrical main cable (our costs).	Status update to be provided at December FC meeting
4	Update on previous action items				
4a	Detailed review of the proposed 2024 budget	Michelle & Mary Lou	FC members reviewed all line items of the 2024 draft budget. Feedback/decisions from FC members will be incorporated into updated 2024 proposed budget for review and approval at December FC meeting. Proposed budget estimates an additional \$11K in collection revenues from 2023 budget. Pastoral Council requests were all included with the exception of audio visual/laptop request re: choir. Premises committee submitted a multi-year listing of estimated costs for property. Large dollar items will require the College of Consultors submission/approval and fundraising.	Peter referenced possible alternate sources for telephone costs which could reduce expenses. Peter to work with Mary Lou on possible cost savings.	Status update at December FC meeting
5	New Agenda items		Andre had suggested modifying the presentation of our briefing materials by “business lines”; Operations, Capital/Property, Designated funds and Fund Raising. This would allow for a more focused and easier to understand review of specific business line activities		
5a					
6	Closing Prayer	Fr Daryold	Michelle closed the meeting with prayer.		

Minute Takers for 2023/24 Finance Council year

Scribes of Finance Council Meeting	Tag team of record keepers	Scribes of Finance Council Meeting	Tag team of record keepers
September 26 th 2023	Patricia and Qing	February 27 th , 2024	Andre and Rod
October 24 ^h , 2023	Rod and Andre	March 26 th , 2024	Qing and Patricia
November 28th 2023	Jim and Michelle	April 23 rd , 2024	Michelle and Jim
December 19th, 2023 (informal)	Michelle	June 25 ^h , 2024** <i>Usually combined with Pastoral Council</i>	Michelle

Signing for cheques 2023/2024 Finance Council year

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