

## St Basil's Finance Council Meeting – Minutes October 24th 2023 Meeting

**Present:** Father Daryold, Michelle Gleeson, Jim Shields, Qing Yang, Patricia Marrs, Andre St-Jacques

**Guests:** Jean-Paul Ruskowski - Operations Manager; Terry Tunney – Co-chair, Refugee Committee

**Regrets:** Rod Noakes, Jim Shields

	Topic	Lead	Current Status	Next Steps Required (Lead Person) Record of Decisions	Completion Date
<b>1</b>	Opening Prayer	Fr Daryold			
<b>2</b>	Approval of minutes of September 2023 meeting	Michelle	Minutes were approved and posted on parish website. No further action required.		
<b>2A</b>	<b>Refugee Committee Update</b>	Terry Tunney	Latest refugee family is settling well in Ottawa. Funding is assured for commitment to family, with significant surplus to be used for the next refugee family. New reporting requirements have been introduced by Immigration, Refugees and Citizenship Canada.	Committee to provide updated information at mass and/or on parish website	
<b>3</b>	<b>Standing Agenda Items</b>				
<b>3a</b>	Review of end September 2023 Financial documentation.	Michelle/ Peter	Michelle presented summary of month end financial statements (B/S, I/S, CoA) and overview of salient points document. A few points of clarification were raised and responded to.		
<b>3b</b>	Update on parish submission to Archdiocese re Covid-19:	Mary-Lou	Status of Salary Wage subsidy rebate.	CFO to investigate and get back to us.	
<b>3c</b>	Property Report Status Update	Jim Qing	Any Updates on any property. <ul style="list-style-type: none"> <li>Update on residual electrical work outstanding.</li> <li>Status update on generator/sump pump The option of battery back-up rather than generator has been retained to ensure that the sump pump remains operational at all times. This option has been established as the lowest cost one.</li> </ul>	Final work awaits replacement of hydro pole by Hydro Ottawa  No final cost estimate or timeframe have been determined as yet.	

			<ul style="list-style-type: none"> <li>Repair to church eavestroughs Replacement/repair to take place before Winter Roof and roof drains to be cleaned Contractor has been on-site to evaluate costs</li> <li>Status on installation of Rogers slim tower</li> </ul>	<p>Cost and date yet to be determined</p> <p>Rogers has not yet provided a date</p>	
<b>4</b>	<b>Update on previous action items</b>				
<b>4a</b>	Protocol Review	Michelle	<p>Michelle reviewed two protocols:</p> <p>Protocol #10 Reporting to Parish:</p> <ul style="list-style-type: none"> <li>- Semi-annual report to Parish Council</li> <li>- Annual report to the parish community</li> </ul> <p>Protocol #14 Remuneration of Members of Councils and Committees:</p> <ul style="list-style-type: none"> <li>- No remuneration financial or in kind</li> <li>- Reimbursement of reasonable expenses supported by original invoices or receipts from third-party suppliers</li> </ul>	<p>Parish is compliant with annual reporting requirement, but needs to put in place a process for the semi-annual reporting to Parish Council</p> <p>Parish is compliant with both provisions</p>	
<b>4b</b>	Youth Formation coordination	Fr Daryold	<p>No job posting as yet for Youth Formation coordinator.</p> <p>Looking for volunteers for children and youth liturgy and for confirmation</p>	<p>Fr. Daryold to complete job description.</p> <p>Call for volunteers to be announced at masses and posted in Bulletin</p>	
<b>4c</b>	Progress from Ops Manager	Jean-Paul	<p>Continued progress on rationalising the use of various spaces in the basement, including removal of items of no use (decluttering)</p> <p>Conference room below sacristy has been cleaned up and painted</p>	Need to allocate space for sump pump battery	
<b>4d</b>	Development of parish policy on funding reserve	Michelle	Policy in development.		

<b>4e</b>	Update on 2024 budgeting process	Michelle	Looking at multi-year budget planning process (2 years for 2024 process and 3 years for subsequent years	Call to go out to committees on financial requirements based on new multi-year framework and on financing activities (fund-raising options)	
<b>5</b>	<b>New Agenda items</b>				
<b>5a</b>	Costing of snow removal	Michelle	Following call for tenders, contract awarded to last years' service provider for \$10K		
<b>5b</b>	Raising the maximum amount in petty cash	Michelle	Michelle proposes to increase the maximum amount of the petty cash to \$600 to allow for the purchase of required goods and services of higher value than currently possible	Proposal accepted	
<b>5c</b>	Tax receipt for donation in kind	Mary Lou/ Michelle	The parish can issue tax receipts for expenditures by parishioners for goods and services pre-approved for purchase	A communication to be prepared to volunteers on tax receipt for donation in kind supported by proof of payment (receipts)	
<b>6</b>	<b>Closing Prayer</b>	Fr Daryold			

### **Minute Takers for 2023/24 Finance Council year**

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

### **Signing for cheques 2023/2024 Finance Council year**

<b>July 2023</b>	<b>Rod</b>	<b>January 2024</b>	<b>Patricia</b>
<b>August 2023</b>	<b>Rod</b>	<b>February 2024</b>	<b>Rod</b>
<b>September 2023</b>	<b>Michelle</b>	<b>March 2024</b>	<b>Michelle</b>

<b>October 2023</b>	<b>Patricia</b>	<b>April 2024</b>	<b>Patricia</b>
<b>November 2023</b>	<b>Rod</b>	<b>May 2024</b>	<b>Rod</b>
<b>December 2023</b>	<b>Michelle</b>	<b>June 2024</b>	<b>Michelle</b>