

St Basil's Finance Council Meeting – Minutes June 27th 2023 meeting

Present: Father Daryold, Qing Yang, Patricia Marrs, Rod Noakes, Andre St Jacques, Michelle Gleeson

Regrets: Jim Shields, Nick Ogrondick, *Peter Charbonneau – stepped down in June from FC.

	Topic	Lead	Current Status	Next Steps Required (Lead Person) Record of Decisions	Completion Date
1	Opening Prayer	Fr Daryold			
2	Approval of minutes of May, 2023 meeting	Michelle	Minutes were approved and posted on parish website. No further action required.		
3	Standing Agenda Items				
3a	Review of end May 2023 Financial documentation.	Michelle/ Peter	Financial Statements (B/S, I/S, CoA); analysis reports are tabled, reviewed and discussed.	Michelle presented summary of month end financial statements and overview of salient points document	
3b	Update on parish submission to Archdiocese re Covid-19:	Mary-Lou	Status of Salary Wage subsidy rebate. MG spoke with CFO at June 6 th Archdiocese meeting. Mary Lou resent materials/emails.	CFO to investigate and get back to us.	
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 has stated that the electrical work will be completed by the 3rd week of March. Status update on Contractor for repairing the potholes on the parking lots is coming to review the condition. Status update on generator/sump pump 	<p>Jim was scheduled to meet with electrician first week of July.</p> <p>Financial estimate of \$22K was presented and approval to proceed by FC. It was also agreed that after paving new lines would be painted in west lot.</p> <p>Qing gave briefing on electrical engineer summary assessment. Options of stand-alone, battery and solar panel were explored. There was some discussion in regards to what is the</p>	Fr Daryold to write to Ed and Peter and integrate and connect Ed/Peter/Jim

			<ul style="list-style-type: none"> • <u>New topic</u> – general discussion took place on considerations of possibility selling some of property of east parking lot. Father Daryold raised the issue of possible consideration of selling part of the east parking lot property. He briefed FC with feedback that he had received by real estate section of archdiocese on what would be required for readiness to sell parish property. • Need for arborist to remove two dead trees on church property. <ul style="list-style-type: none"> ○ cost estimate to be provided to Finance council. 	<p>scope of requirements. This needs to be determined before moving forward. Priority is to ensure that sump pumps does not fail and remains operational at all times. * no cost estimates or timeframes have been determined as yet.</p> <p>Preliminary general discussion on real estate sale options. It was agreed that for any of this type of major project to ever get launched would need to be part of a longer term strategic plan and would require a separate team of individual with specialized skill sets (ex: real estate, legal etc.).</p> <p>Fr Daryold indicated that he would explore possibility of trees are on MOT property and cover costs.</p>	/Qing for next steps *
4	Update on previous action items				
4a	Protocol Review	Mary Lou	Protocol #8 Parish Financial Reporting; #17 Parish Financial Review	Mary Lou was absent. Michelle reviewed both protocols. Parish is compliant with #8. Protocol #17 relates to archdiocese conducting review of parish financial reports. This has not yet taken place.	

			Additional topic. Under protocol #8 the point was raised re: returning to a structured regular parish bulletin briefing to parishioners on financial situation.	Michelle to prepare short summary posting for parish bulletin. We will start with quarterly postings and consider in future possibly moving to monthly briefings.	
4b	Refugee Fund raising	Peter	Status update on Fundraising. Target was \$40K.	Michelle briefed FC that the fundraising target has been met. Further communications/status updates would come from the Refugee committee.	
4c	Youth Formation coordinator and Choir Director hires	Fr Daryold/ Andre St J	Status update	Father Daryold provided updates. No job posting as yet for Faith Formation. Andre and Fr Daryold to complete job description. Job posting will then be published in Friday Facts. Fr Daryold indicated that a nun at Cdn martyrs has expressed interest in this position. Choir Director position still outstanding. individual approached and consideration possibly for fall 2023	
5	New Agenda items				
5a	Willed donation	Michelle/ Mary Lou	Michelle briefed that the parish was notified that a deceased parishioner has bequeathed a donation to St Basil's. Estate has not been settled as yet but thank you letter has been prepared and is pending.		
5b	Feedback on June 6 th Archdiocese Finance Meeting	Michelle	Michelle and Father briefed on June 6 th Finance meeting.	Archdiocese slide presentation material to be sent to FC members	

5c	Follow-up on #15: (Employment and Contracts concerning related persons)	Fr Daryold/ Michelle	Finance Council decision required.	FC agreed to issue call up short form contract.	
6	Closing Prayer	Fr Daryold			

Minute Takers for 2022/23 Finance Council year

Scribes of Finance Council Meeting	Tag team of record keepers	Scribes of Finance Council Meeting	Tag team of record keepers
September 27 th , 2022	Rod and Nick	February 28 th , 2023	Nick and Rod
October 25 th , 2022	Patricia and Qing	March 28 th , 2023	Qing and Patricia
November 22 nd , 2022	Jim and Peter	April 25 th , 2023	Peter and Jim
December 20 th /27 th , 2022 (informal)	Michelle	June 27 th , 2023 ** <i>Usually combined with Pastoral Council</i>	Michelle

Signing for cheques 2022/2023 Finance Council year

July 2022	Michelle	January 2023	Michelle
August 2022	Rod	February 2023	Rod
September 2022	Peter	March 2023	Peter
October 2022	Michelle	April 2023	Michelle
November 2022	Rod	May 2023	Rod
December 2022	Peter	June 2023	June