

St. Mary Parish Finance Council

Meeting Minutes – April 12, 2018

5:00 pm – 6:20 pm

Present: Fr. David Burgard, Recording Secretary Janice Byron, Chairman Lorie Holden, Council

Members Mike Hoydic, Rick Montcalm, Pat Williams and Kamal El-Rassi

Absent: Council Member Jack Ready

Guest: Finance Director Julie Dull

- Fr. David opened the meeting with reflection and prayer.
- Rick Montcalm motioned for the official approval of the March 1, 2018 Finance Council Meeting Minutes. Pat William's seconded the motion. All finance council members had received the minutes via email prior to the April 12, 2018 meeting and all council members present at the March 1st meeting responded via email with approval of the minutes.
- 2018/2019 Budget
 - Fr. David will request an extension to file the parish Fiscal Year 2019 Budget Report (July 2018 – June 2019) with the Archdiocese of Detroit due to his recent medical absence as a result of knee surgery. The request will be made via email to finance@aod.org. With the extension, the parish budget report will be due to the Archdiocese of Detroit on June 30, 2018. The plan is for Finance Director, Julie Dull to prepare and present a preliminary budget to the finance council at their next council meeting on May 17, 2018. Any adjustments Finance Council deems necessary will be completed and then the budget will be presented to the Parish Pastoral Council for review/approve at their June 12, 2018 meeting.
 - Finance Director, Julie Dull, created a five year analysis report of the weekly offertory collections and shared the report with council members. The report contained the weekly budgeted offertory amounts versus the actual weekly donations for the period of 2014 through 2018. The report also reflected the budgets for the five years versus the actual expenses incurred. This report will be used in the preparation of the 2018/2019 budget.
 - Rick Montcalm will arrange to meet with Mike Newcomer, Director of Maintenance, to review and prioritize the Physical Plant Needs spreadsheet. Rick Montcalm will communicate with the

other council members via email regarding the revised spreadsheet in conjunction with the AKT Peerless Facility Audit to determine what maintenance and upgrades should be added to the preliminary budget.

- Rick Montcalm and Pat Williams will meet with Julie Dull to prepare the preliminary budget for 2018/2019. Julie Dull will contact Rick Montcalm and Pat Williams by email with possible meeting dates.
- Fr. David is expecting to hear soon the final decision of the Archdiocese of Detroit on whether the parish will be assigned an associate pastor in July, 2018. Finance Council will plan for an associate pastor when preparing the 2018/2019 budget.
 - The money saved in 2017/2018 budget due to the loss of an associate pastor was applied to the church sound system project and the parking lot repavement project completed in 2017. Both of these capital improvement projects incurred additional unexpected expenses which were not included in the budget.
 - Parking Lot Project: Original Estimate: \$46,151.00 / unexpected additional charges \$6,856.00 / Total project amount: \$53,007.00
 - Church Sound System: \$45,081.04 / installation of donated speakers in the gym \$4,460.00 (CYO money used) / additional accoustical treatment \$4,359.00 / Total project amount: \$53,900.04
- The parish has successfully gone without an IT contract since January 2018. The parish has incurred only one service bill. However, Julie Dull informed council members that the response time for a service call is quite lengthy. A service call has been placed a month ago for the connection of the electronic key fob entry on the gymnasium. To date the parish is awaiting the connection.
 - Finance council members revisited the issue of an IT service contract and determined that the parish should solicit quotes from vendors. Pat Williams recommended that the parish request a quote from Tech Experts and Julie Dull recommended Kinzit Services.
 - Julie Dull will include IT monthly services and technology upgrades in the 2018/2019 budget.
- Old Business
 - Email Communications with Parishioners
 - Pat Williams attended a parish council meeting and presented a possible

new approach to communicate with the parishioners via email messages. Email messages could be sent to keep parishioners up to date on what is happening in the church and possibly throughout the vicariate. The goal The parish council gave approval to move ahead with this project.

- Fr. David indicated that Lorie Bronson presents new parishioners with a welcome packet which includes a registration form which requests the new member's email address. The parish should have email addresses for parishioners who have joined the parish in the last 4 ½ years.
- A suggestion was made to have an option on the parish website for any parishioner to update their registry information.
- Pat Williams will send an e-mail out to finance council members in the near future with possible meeting dates for a sub-committee to move forward on this project

- Church Front Doors

- An anonymous donor has indicated to Fr. David that he/she would like to make a donation to replace the front doors to the church. The approximate cost of the door replacement was not discussed. Fr. David will speak with this anonymous donor again soon to discuss the approximate costs for a project of this nature and determine what portion of the cost the donor is intending to contribute to the project.
- The estimated price for new front doors is \$40,000 - \$45,000. Currently the parish has \$11,491.09 set aside and earmarked for this project from the Jerome VanBelle bequest.

- Stained Glass Window

- Cathedral Crafts Inc. submitted a proposal to the parish in March of 2017 for the installation of a permanent protective storm system for the large stained glass window on the east side of the church in the amount of \$27,950.00. Rick Montcalm will contact Jim Palmer of Gratton Construction to request his professional opinion as to determining the time frame the parish has to tackle this project.

- God Works!

- The Finance Council will be hosting God Works! On May 18, 2018 and October 19, 2018. Lorie Holden will send an email to finance council members in approximately two weeks soliciting volunteers.
- Fr. David's Comments
 - Fr. David presented a photograph of a beautiful handcrafted wooden plaque which Tom and Mary Bruck are donating to the parish church. The plaque is approximately 4 ½ ' x 6 ' in size and contains 60 removable crosses. When there is a death of a parish member, a cross will be engraved with the name of the deceased, date of passing and St. Mary Church, Monroe will be engraved on the back side. The plaque will be a visible reminder of the deceased throughout the year. The engraved crosses will then be given to the deceased parishioner's family on All Souls Day.
- Upcoming Meeting Dates
 - May 17, 2018 at 5:00 pm in the Rectory with Finance Director - review/approval of 2018/2019 budget. (Note: The previously scheduled May 10th meeting date has been changed to May 17th.)
 - June 14, 2018 at 5:00 pm in the Rectory. Finance Director's attendance is not required.
- Closing 6:20 pm

Submitted by: Janice Byron