

St. Mary Parish Finance Council
Meeting Minutes- April 19, 2017
5:00 p.m. until 5:50 p.m.

Present: Fr. David Burgard, Chairman Lorie Holden, Mike Hoydic,
Rick Montcalm

Absent: Jack Ready, Pat Williams

- Fr. David opened the meeting with a Bible reading and prayer
- Old Business
 - Reviewed price quotes
 - Parking lot, MCES, Willow St side – reviewed the quotes from 3 companies and agreed to accept the lowest bid of \$46,151 from Al's Asphalt Paving Company to remove existing asphalt, grade the area, apply 2" base asphalt, apply 2" asphalt topping, remove debris, stripe the lot, install existing bumpers
 - Sound System – expect to have Torrence Sound quote by May 18 meeting
 - 3rd of 6 roof top units to be replaced at MCES building – reviewed the quotes from 3 companies and agreed to accept the lowest bid of \$14,380 from Monroe Plumbing – Mike Newcomer expects the written quote to arrive at the parish office Thursday, April 20. Once received, Fr. David will sign the quote in acceptance.
 - Front doors – 2 initial quotes came in at \$10k and \$21k for two very different door styles – Hugh Acosta will spearhead this and has been provided with Phil's previous research – no new information provided at this meeting
 - Handicapped parking – Rick to solicit Jim Jacobs for a price and sketch of his more cost-effective idea; brainstormed about the possibility of using golf carts to assist people to and from their cars – PROS: visible, welcoming, inviting, less expensive than paving. CONS: where to store golf cart, to serve all masses requires much manpower, inclement weather issues
 - Water testing in Social Hall kitchen – Fr. David has letter and report from the City of Monroe stating the water is safe. Fr. David and/or Tony will remove the warning sign and replace with the City's report and note that the water needs to be run for a few minutes before an event in the Social Hall
 - Re-visit the Excel spreadsheet of physical plant needs – update to include the latest quotes and priorities – Rick will update
 - Write up of completed capital improvements & repairs for 2016/2017 to start the Finance Council's informational document – the Synopsis of Capital

- Spending which was published in Easter's Chronicle, is posted to our webpage and available on Dropbox fulfills this need
- Review role of FC and PPC – discussed Excerpts from the Parish Council Handbook (this document is posted to Dropbox) – Lorie will re-confirm with the Pastoral Council our respective roles as defined in the Parish Handbook. This should streamline and clarify activities relating to maintenance and capital spending.
 - Finance Council staffing (6th member, recording secretary)
 - Jack is inviting a candidate
 - If Jack's candidate can't, Rick will follow up with two other candidates
 - Recording Secretary – Lorie will continue asking people from the list of people discussed
 - Full campus analysis of available storage areas versus needed storage areas – agreed that Rick and Lorie H. will meet with Fr. David, Lorie B., Tony and Mike Newcomer to complete a full campus analysis. Lorie H. will set up meeting time and date.
 - Open Items
 - Lorie: finish physical inventory by attaching photos to spreadsheet; set up meeting to assess storage; report to the PPC regarding our roles; continue seeking a recording secretary
 - Fr. David: meet with Fr. Phil and Mike Newcomer to discuss Mike's job description; find out from diocese if St. Mary's will have a 2nd priest for 2017/2018; post sign in Social Hall kitchen about the water; submit Expenditure Approval Request Form to AOD's Chancellor's Office with copy of these approved minutes and copies of the three quotes
 - Jack: invite candidate to FC
 - Rick: Invite candidate(s) to FC if necessary; update Excel spreadsheet of physical plant needs; contact Jim Jacobs to get pricing and sketch of his handicapped parking idea; assist Fr. David with Expenditure Approval Request Form
 - Reminder: September 2017 – develop another tri-fold Financial Update
 - Next meeting date
 - Thursday, May 18, 5:00 p.m. rectory
 - Closing