

St. Mary Parish Finance Council
Meeting Minutes – January 31, 2019

5:00 pm – 7:00 pm

Present: Fr. David Burgard, Recording Secretary Janice Byron, Council Members Mike Hoydic, Rick Montcalm, Pat Williams, Jack Ready and Kamal El-Rassi

Guest: Finance Director Julie Dull, Bill Kipf, candidate for finance council

- Fr. David invited parishioner Bill Kipf, a possible candidate for the vacant finance council seat, to attend the January 31st Finance Council meeting.
- Fr. David opened the meeting with reflection and prayer.
- Official Approval of November 29, 2018 Meeting Minutes.
 - Mike Hoydic motioned for the official approval of the November 29, 2018 Finance Council Meeting Minutes. Jack Ready seconded the motion. All finance council members had received the minutes via email following the November 29th meeting and all council members present at the November meeting responded via email with approval of the minutes.
 - There was no finance council meeting held in the month of December, 2018.
- Report by Finance Director Julie Dull
 - 2018/2019 Budget
 - The council members reviewed multiple reports provided by Julie Dull (Budget vs Actual July – Nov. 2018; Budget vs Actual July – Dec. 2018; AOD Account Statement – Dec. 2018; St Mary Church Offertory Report Dec. 2018; Budget Overview July 2018 – June 2019; Statement of Financial Position, Nov. 30, 2018 and Statement of Financial Position, Dec. 31, 2018) and Julie answered any question council members had.

- Julie Dull indicated the offertory collections usually are down during the summer months and typically bounce back in September. Julie indicated that the offertory collections did not bounce back and continue to be down from the amount budgeted. However, she noted that all three Monroe Catholic Parishes are down in offertory collections.
 - The 2018 Christmas collection exceeded the amount budgeted.
 - The parish has met the CSA goal. Rick Montcalm explained that it is more beneficial for the parish to have the CSA goal exceeded than the Christmas collection. The Christmas collection is factored into the following CSA obligation determined by the Archdiocese of Detroit whereas the excess CSA collections are not.
 - A discussion was held regarding ACH Electronic Offerings. Julie Dull indicated that there are currently 28 members using ACH electronic offering. Fr. David indicated that he would support a campaign to promote the use of ACH electronic offerings. Pat Williams will lead a group to discuss a plan of action for this campaign.
 - Julie Dull was excused from the meeting at 6:06 pm.
- Old Business
 - Elm Avenue Church Doors
 - The doors have been installed but there are a few minor repairs that need to be made. The locking rod mechanism does not go down into the threshold correctly. Also, there is a need for a door stop to prevent the door from opening too far from the wind
 - Rick Montcalm will contact Daiek Woodworkers to discuss the issues with the door. Rick will also address all the work that Mike Newcomer has performed on the installation of the door and electronic door opener in hopes of Daiek Woodworkers adjusting the amount of the invoice.
 - Offertory Envelopes
 - Of the 1,200+ offertory envelopes mailed to parishioners, 534 families have not used their envelopes since 2017.
 - Pat Williams reported that he met with Jack Ready, Rick Montcalm, Lorie Bronson and Marilyn LaBoe to review the list of inactive

members. It was determined that 115 families are no longer in the area. Fifteen families have made CSA contributions.

- Fr. David would like to focus on evangelization and reach out to all of these families by letter. Fr. David will draft a letter prior to the next parish council meeting.
- Rick Montcalm will attend the next parish council meeting on February 12th with Fr. David to discuss a possible solution to save unnecessary expenses re the envelopes being sent to families who do not use their offertory envelopes.

- Maintenance on (East) Stained Glass Window

- Rick Montcalm received two quotes from Associated Crafts of Minnesota regarding extensive repairs to the stained glass windows including removing the windows piece by piece, and completely restoring the lead. One quote was for repairs to all of the stained glass windows (approx. \$1.3 million) and a second quote was for repairs to two windows, the East stained glass window and one of the large windows above the altar (approx. \$283,000).
- Rick Montcalm will contact the Archdiocese of Detroit to inquire whether they have any referrals for a reputable stained glass company.
- Rick Montcalm will contact Associated Crafts to request a quote for the large East stained glass window only.

- Pat Williams was excused from the meeting at 6:45 p.m.

- Maintenance Projects

- Rick Montcalm met with Mike Newcomer, Director of Maintenance, to discuss necessary maintenance projects for the parish. Mike Newcomer created a list of projects, estimated costs and projected timeline for each project.
- These maintenance projects will be addressed further at future meetings.

- Vacant Finance Council Seat

- Fr. David invited Bill Kipf to attend and observe the January finance council meeting in consideration of accepting the vacant seat.
- Bill Kipf accepted Fr. David's invitation to join St. Mary Finance Council.

- God Works Dinner
 - The next God Works Dinner assigned to the Finance Council is Friday, June 7, 2019.
- Upcoming Meeting Dates
 - Thursday, February 28, 2019 at 5:30 pm in the Rectory without Finance Director.
 - Thursday, March 28, 2018 at 5:30 pm in the Rectory with Finance Director.
- Meeting closed at 7:00 pm

Submitted by: Janice Byron