

St. Mary Parish Finance Council

Meeting Minutes – June 6, 2019

5:00 pm – 7:00 pm

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

Guest: Julie Dull, Finance Director

- Fr. David opened the meeting with reflection and prayer.
- Official Approval of April 25, 2019 meeting minutes.
 - Mike Hoydic motioned for the official approval of the April 25, 2019 Finance Council meeting minutes. Jack Ready supported the motion. All finance council members had received the minutes via email following the April meeting and all council members responded via email with approval of the minutes.
- Review of Financial Reports and 2019/2020 Budget
 - 2018/2019 Budget
 - The council members reviewed multiple reports which Julie Dull provided via email prior to the meeting (Budget vs Actual April 2019; Budget vs Actual July 2018 – April 2019; Statement of Financial Position April 30, 2019; St Mary Church Offertory Report April 2019; and Budget Overview July 2018 – June 2019)
 - The replacement of the last two air conditioning units at the school and the asphalt sealing will be paid in the 2018/2019 fiscal year.
 - Remaining money from the church doors funds will be moved to the general capital projects fund.
 - Routine Archdiocese of Detroit Audit
 - The parish audit went well with no concerns from the auditors. A few minor adjustments to the record keeping were requested. The minor

adjustments have been made and Julie Dull will prepare a report to the Archdiocese reflecting how the parish addressed the suggested changes.

- MCES Subsidy

- St. Mary, St. John and St. Michael Parishes will each be receiving a refund of \$10,000 for the 2018-2019 fiscal year due to staff members not needing benefits that had been budgeted, solid tuition collection and more students than budgeted for.
- MCES will keep their subsidy request for the three parishes at \$105,000.00 for the 2019-2020 fiscal year.

- 2019/2020 Budget

- Julie Dull indicated that the 2019-2020 budget is a tight budget. Per the Archdiocese of Detroit, endowment income cannot be incorporated into the budget. The parish's Endowment income is approximately \$46,000.
- Flocknotes will be incorporated into the 2019-2020 budget. Flocknotes is a method used to send emails and text messages to large or small groups of individuals. The approximate cost is \$550.00 for the set up and \$60.00 to have it on the website for a year.
- Jack Ready's name will be listed on the budget as the formal chairman. Julie Dull and Jack Ready will attend the Parish Council Meeting on June 11, 2019 to present the proposed budget for approval.
- Fr. David reported that effective July 1st his duties will include overseeing both St. John the Baptist parish and St. Mary parish. This is not a cluster of the two parishes. Fr. Giancarlo Ghezzi's salary will be paid by St. Mary parish and Fr. David and Fr. Kevin Roelant's salaries will be split 50/50 between both parishes. If Fr. Giancarlo does a mass at St. John St. Mary will be reimbursed by St. John.

- Old Business

- Maintenance on (East) Stained Glass Window

- Various quotes were submitted for the repairs to the (East) stained glass window. Finance Council has selected Thompson Glass Co to perform the repairs. This project is slated for the 2019-2020 budget.
- Upcoming Maintenance Projects
 - Air Conditioning Units
 - Removal and replacement of the final two air handling units on the school building is scheduled for June 10, 2019.
 - Asphalt Sealing
 - Asphalt sealing on the driveway and parking lot behind the school is scheduled for June 17, 2019.
 - Carpeting in Sacristy and office
 - Carpet in the Sacristy is estimated at \$5,000. Carpeting for the office and hallways is estimated at \$5,000.
 - We have received an anonymous donation of \$2,000 for carpeting.
 - Glass Block Windows
 - Mike Newcomer is repairing and researching a protective measure to minimize breakage in the future. Mike believes the damage to the windows was caused by snow plowing.
 - Grout on Church Brick
 - Mike Newcomer is working on repairing and sealing the joints.
 - Other Maintenance Projects
 - Mike Newcomer has indicated the following projects should be considered:
 - Replace cove lights in the church and toggle so the lights can be placed on a dimmer switch – Estimated cost \$10,000
 - Organ work – estimated cost \$60,000
 - School flat roof – estimated cost \$150,000
 - Church boilers – estimated cost \$75,000
 - Church air handling unit

- Replace carpeting in Parish Life Center and tile in PLC kitchen
 - Update Parish Life Center kitchen equipment
 - Evaluate all stained glass windows regarding need of repair
- ACH Electronic Offering
 - Pat Williams presented a draft authorization form for review for consideration to be included in the Chronicle. The form was approved and Pat Williams will meet with Karen Beaudrie at the parish office regarding incorporating the form into the Chronicle each week.
 - It was suggested that an individual who currently uses the ACH electronic method for their offering speak at all the masses to encourage others to participate.
- New Business
 - Resignation of Finance Council Member
 - Rick Montcalm announced that he has submitted his resignation to Fr. David after many years of service.
- God Works Dinner
 - God Works Dinner - Friday, June 7, 2019
 - Pat Williams, Rick Montcalm, Jack Ready and Mike Hoydic can work. Janice Byron will come at 4:30 but is only available for one hour. Pat Williams cannot come until 6:30.
- Next Meeting Date
 - **Tuesday**, August 13, 2019 at 5:00 pm in the Rectory with Finance Director.
- Meeting closed at 7:00 pm

Submitted by: Janice Byron