

**St. Mary Parish Finance Council**  
**Meeting Minutes – March 28, 2019**

**5:30 pm – 7:00 pm**

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

Absent: Council Members Rick Montcalm, Pat Williams and Kamal El-Rassi

Guest: Finance Director Julie Dull

- Fr. David opened the meeting with reflection and prayer.
- New Business
  - Vacant Finance Council Seat
    - Fr. David invited Bill Kipf to attend the January 2019 finance council meeting in consideration of accepting the vacant seat.
    - Bill Kipf initially accepted Fr. David's invitation but after further reflection of his current life activities, Bill has decided that he will not be able to join the finance council at this time. Bill indicated that he is open to being a member of the finance council in the future.
  - Flocknotes
    - Rick Montcalm and Pat Williams attended a presentation by Paul Jacoby at the March 19, 2019 parish council meeting regarding Flocknote. Flocknote is method used to send emails and text messages to large or small groups of individuals.
    - Fr. David indicated that he was interested in making a one year commitment to try Flocknotes. The cost would be minimal. Approximately \$550.00 for the set up and \$60.00 to have it on the website for one year.
    - This would be considered for the 2019/2020 fiscal year.
- Old Business
  - Elm Avenue Doors

- Rick Montcalm contacted John Daiek of Daiek Woodworks regarding various issues with the installation of the doors. As a result, the final invoice for the doors reflects a \$1,500.00 credit for the work that Mike Newcomer performed on the doors.
  - Rick Montcalm prepared a letter to John Daiek containing constructive comments for future work which Rick requested be enclosed with St. Mary's final payment for the doors. Fr. David approved Rick Montcalm's request.
- Maintenance on (East) Stained Glass Window
    - Recently, a company from Howell, MI, inspected the large East stained glass window and provided a quote of approximately \$20,500 for repairs.
    - The work to be performed on the window from the Howell quote was much more minimal than the first quote we received from Associated Crafts of Minnesota.
    - The company from Howell inspected the window from a manlift and reported that they felt the work could be completed on site. The individual who inspected the window felt that the repairs needed was not urgent at this time.
    - The company from Minnesota inspected the window from the ground and felt extensive repairs were needed and recommended the windows being removed and repairs be performed in Minnesota.
    - Mike Hoydic recommends requesting references from the company from Howell for various prior jobs.
    - Jack Ready recommends checking with the Archdiocese of Detroit regarding this vendor credentials.
  - Maintenance Projects Recommended by Maintenance Director, Mike Newcomer
    - Carpeting in Sacristy and office
      - Mike Newcomer is obtaining a quotes for carpeting in the sacristy and also in the parish office.
    - Air Conditioning Units
      - Mike Newcomer recommends replacing the last two air handling units at the school. Mike has had many issues with the units and the repair costs are mounting.
    - Tuck Pointing
      - Mike Newcomer will contact Jim Palmer of Gratton Construction and ask his opinion regarding tuck pointing and sealing on the west side of the church.
    - Asphalt Sealing

- Mike Newcomer indicates it will be necessary to seal the church driveway and parking lot this summer.
- Report by Finance Director Julie Dull
  - 2018/2019 Budget
    - The council members reviewed multiple reports provided by Julie Dull (Budget vs Actual February 2019; Budget vs Actual July 2018 – February 2019; St Mary Church Offertory Report February 2019; and Budget Overview July 2018 – June 2019) and Julie answered any questions council members had.
    - Julie Dull indicated the offertory collections for February were up but she feels the contributions for the year will be down from the amount budgeted.
  - 2019/2020 Budget
    - Julie Dull indicated that she has not yet heard about the school subsidy for next year.
    - Julie Dull will be working with Pat Williams, Rick Montcalm and Fr. David regarding the 2019/2020 parish budget.
  - Routine Archdiocese of Detroit Audit
    - Julie Dull indicated the Archdiocese of Detroit performs a routine audit every four years. The parish audit went well with no concerns from the auditors.
- Next Meeting Date
  - Thursday, April 25, 2019 at 5:30 pm in the Rectory with Finance Director.
- Meeting closed at 7:00 pm

Submitted by: Janice Byron