

St. Mary Parish Finance Council

Meeting Minutes – May 18, 2018

5:00 pm – 6:45 pm

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

Absent: Council Member Pat Williams

Guest: Finance Director Julie Dull, Executive Director MCES (5 pm – 6:15)

Alicia Marting and Business Manager MCES Laureen Hussey (5 pm – 5:55)

- Fr. David opened the meeting with reflection and prayer.
- All finance council members had received the minutes via email prior to the May 17, 2018 meeting and all council members present at the April 12th meeting responded via email with approval of the minutes.
- Monroe Catholic Elementary Schools (MCES)
 - Director Alicia Marting and Business Manager Laureen Hussey joined the meeting and presented an overview of the the 2017-18 budget and fundraising goals for MCES. Alicia Marting distributed handouts illustrating a five year comparison of parish investment, tuition income, fundraising and budgeted expenses. Alicia Marting and Laureen Hussey addressed all questions presented by council members.
 - The budget is reviewed monthly and the parish priests receive monthly updates.
 - The three Monroe parishes have made parish investments in the amount of \$115,000 to MCES for the last two years. For the 2018/2019 school year, MCES is anticipating a \$115,000 parish investment request for the three Monroe parishes.

- The 2018/2019 budget has not yet been set for MCES. Enrollment projections are currently being made.
- 2018/2019 Parish Budget
 - Following the April Finance Council meeting, Rick Montcalm and Pat Williams met with Julie Dull in preparation of the preliminary budget for 2018/2019.
 - Finance Director Julie Dull distributed the preliminary budget for 2018/2019. Julie indicated that it will be a tight budget for 2018/2019. The preliminary budget includes the new associate pastor expected to arrive in July 2018.
 - Julie Dull will continue to work on the budget. Julie Dull and finance council members will finalize the budget amendments through emails. Julie Dull is requesting Wednesday, May 23rd as the deadline for finance council members to present questions/amendments.
 - Final approval of the 2018/2019 budget must be made by June 12, 2018.
- Old Business
 - Church Front Doors
 - Fr. David has met with the anonymous donor and discussed tentative plans of replacing the front doors, extending/replacing the concrete slab directly outside the front doors of the church and landscaping. The donor presented to St. Mary Church \$45,000.00 to make this project possible.
 - Mike Newcomer, Director of Maintenance, is in the process of obtaining two bids for the concrete slab replacement.
 - Lorie Holden, Rick Montcalm and Parish Pastoral Council Member Hugh Acosta will visit St. Paul on the Lake in Grosse Pointe Farms to inspect the affects of weathering on their recently installed wooden doors.
 - Fr. David will keep the donor updated with the progress of the front door project.

- Stained Glass Window
 - Cathedral Crafts, Inc. presented a proposal to St. Mary Parish on March 14, 2017 regarding the installation of a permanent protective storm system for the large East transept window of the church. Mike Newcomer indicated that he has already completed a majority of the wood repair work which is listed in Cathedral Craft's proposal. We will request a revised proposal from Cathedral Crafts, Inc excluding the work that Mike Newcomer has completed.
- IT Service Provider
 - Alicia Marting, Executive Director MCES has authorized the two Faith Formation computers to be absorbed under MCES's IT contract with Virtual Technologies Group.
 - Lorie Holden has a meeting scheduled with Computer Works to discuss the needs of St. Mary Parish.
 - Lorie Holden will contact Kinzite Technologies to explain that the parish cannot afford their quote and inquire whether that is the absolute best price they can quote the parish.
- Parish Life Center
 - Lorie Holden will contact Rob Wisniewski of RMW Productions to request adding a DVD player in the Parish Life Center.
- Upcoming Meeting Dates
 - June 14, 2018 at 5:00 pm in the Rectory. Finance Director's attendance is not required.
- Closing 6:45 pm

Submitted by: Janice Byron