

## **St. Mary Parish Finance Council**

### **Meeting Minutes – November 2, 2017 (Adjourned meeting of 10-26-17)**

**5:00 pm – 6:18 pm**

Present: Fr. David Burgard, Recording Secretary Janice Byron, Chairman Lorie Holden, Council

Members Mike Hoydic, Rick Montcalm and Jack Ready

Absent: Council Members Pat Williams and Kamal El-Rassi

Guests: Finance Director Julie Dull (excused at 6:00 pm)

Director of Maintenance Mike Newcomer (6:00 – 6:20)

- Fr. David opened the meeting with reflection and prayer.
- Official approval of the September 21, 2017 Finance Council Meeting Minutes. All finance council members had received the minutes via email prior to the original scheduled meeting of October 26th and all responded via email with approval of the minutes.
- Fr. David's comments.
  - Fr. David read a letter received from Virtual Technology Group (VTG). VTG currently has a joint contract with Monroe Catholic Elementary Schools (MCES) and St. Mary Catholic Central (SMCC) for technology services with an agreement to temporarily provide St. Mary Parish services as needed at no cost for a year. The letter informs that beginning January 2018 VTG will require a service contract with St. Mary Parish or bill the parish at an hourly rate of \$105 to continue servicing the Parish. Fr. David will meet with Virtual Technology Group on November 6<sup>th</sup> to discuss this in greater detail. Lorie Holden and Mike Hoydic will attend the meeting Nov. 6<sup>th</sup> if their schedule permits.
  - Fr. David and Julie Dull have contacted the Archdiocese of Detroit and the AOD's records have been updated regarding Fr. John Simoneau's departure from St.

Mary Parish. Therefore, there will be no charges to the parish for an associate priest at this time.

- Review of September financial information: Offertory Report / Budget vs actual August / Budget vs actual Year to Date / Current Loan Deposit Program Statement AOD
  - Offertory is still lower than the budget but is higher than the same time last year.
  - The parish received a letter from the Archdiocese of Detroit regarding the endowment interest allowable withdrawal. The maximum allowable withdrawal is \$46,943 and the parish has budgeted \$40,000.
  - The parish has been reimbursed for the Hispanic ministry.
- Old Business
  - Reminder of God Works! - Friday, December 8, 2017
  - Sound system – Church, Parish Life Center
    - Rick Montcalm, Fr. David, Lorie Holden and John Raymond have met with Rob of RMW Productions and to continue perfecting the new sound system in the church. Panels will be installed to help absorb reflected sound to prevent echoing.
    - Rob of RMW Productions will provide a quote for a new microphone for the Parish Life Center. Rob was able to troubleshoot and extend the length of the dropdown screen in the Parish Life Center.
  - Financial update for parishioners
    - Rick Montcalm has been working with Julie Dull to create the trifold financial update for the parishioners. It will be the same format as the prior financial update.
- Report by Mike Newcomer

- Flooring in East aisle of church
  - Condensation from the air conditioner created damage to a section of the flooring. Gratton Construction began the repairs to the floor. A few of the pews will need to be temporarily removed to complete the floor repairs.
- Willow Street parking lot
  - The asphalt paving of the school parking lot is complete. The painting of the blue parking lines for the handicap parking is scheduled for Nov. 3<sup>rd</sup> (weather permitting).
- Ice Maker – Parish Life Center
  - The ice maker in the Parish Life Center will need to be replaced soon. Mike Newcomer will obtain a quote for a new ice maker. Mike has made three repairs to the ice maker in the last three months.
- Boiler Repair
  - There are some minor repairs need on the boilers. Sieb Plumbing will make the repairs next week.
- New Business
  - Phone numbers published on the web.
    - Phone numbers of the financial council members will be removed from the parish website to be consistent with the other groups on the website.
  - Communication with parishioners
    - A suggestion was made regarding a possible new approach to communicate with the parishioners via email messages. Email messages could be sent to keep parishioners up to date on what is happening in the church and possibly throughout the vicariate.
    - Fr. David would like to present this idea to the parish council for their feedback.
- Reminders

- Julie Dull
  - Provide Mary Quick and Lorie Bronson with account numbers and amounts associated with their respective budgets
  - Quarterly updates budget vs actual to staff members
  - Keep Tony Zanger informed of the amount of money in the flower/votive candle account
- Upcoming Meeting Dates
  - November meeting is scheduled for Thursday, November 30<sup>th</sup> at 5:00pm in the Rectory. Finance Director's attendance – not required.
  - There will be no finance council meeting in December.
  - January meeting is scheduled for Thursday, January 11, 2018 at 5:00 pm in the Rectory with the Finance Director.
- Closing 6:18 pm

Submitted by: Janice Byron