

St. Mary Parish Finance Council
Meeting Minutes – October 18, 2018
5:00 pm – 6:45 pm

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

Absent: Council Member Kamal El-Rassi

Guest: Finance Director Julie Dull

- Upon arrival of council members to the meeting, RMW Productions crew was working in the church moving the northeast digital speaker to the southeast pillar and installing two new speakers to the northeast and northwest front side sections of the church. Council members viewed the progress of the working being performed in the church. It was decided that the two new smaller speakers installed would not need to be painted.
- Fr. David opened the meeting with reflection and prayer.
- Official Approval of August 16, 2018 Meeting Minutes.
 - Rick Montcalm motioned for the official approval of the August 16, 2018 Finance Council Meeting Minutes. Mike Hoydic seconded the motion. All finance council members had received the minutes via email following the August 16, 2018 meeting and all council members present at the August meeting responded via email with approval of the minutes.
 - There was no finance council meeting held in the month of September, 2018.
- Report by Finance Director Julie Dull
 - 2018/2019 Budget
 - The council members reviewed multiple reports provided by Julie Dull (Budget vs Actual (July – Sept 2018), AOD Account Statement – Sept. 2018, St Mary Church Offertory Report Sept 2018, Statement of Financial Position, Sept 2018) and Julie answered any question council members had.

- The offertory collections continue to be down through September. Julie Dull noted that all three Monroe Catholic Parishes are down in offertory collections.
- The Worship Musicians expenses may exceed the budget due to John Raymond's injury. Substitute organists are required as John Raymond is expected to be out 4 – 6 weeks. The budget was prepared with the knowledge that John Raymond would be out for surgery, however, due to a fall and fracture, John's medical leave will be longer than anticipated.
- St. Mary Parish should receive reimbursement from other parishes regarding expenses for the Mass in the Park. Knights of Columbus may also contribute.
- Julie Dull anticipates expenses in October for contractor repairs regarding the brown out which occurred in early September. Maintenance Director, Mike Newcomer has contacted the parish insurance company so see if the parish could be reimbursed. Two repairs are needed at an approximate cost of \$1,500.
- St. Mary Parish received a letter from the Archdiocese of Detroit indicating that AOD did not approve of the parish incorporating the endowment into our budget. The parish is allowed to use 5% of the endowment. After a discussion, it was decided that at this point, the parish will not revise the current 2018/2019 budget as the amount budgeted is not in excess of the allowable five percent.
- In 2016 St. Mary Parish obtained a VISA credit card through Monroe Bank & Trust. At the Sept. 9, 2016 finance council meeting purchasing privileges on the credit card were approved for Fr. David Burgard, Lorie Bronson and Karen Forrest with a \$1,000.00 purchasing limit.
- Julie Dull made a recommendation that Director of Maintenance, Mike Newcomer also be issued a credit card with a \$1,000.00 purchasing limit. All council members present were in favor of Julie's recommendation. Pat Williams made a motion that Mike Newcomer be issued a St. Mary Parish credit card with a \$1,000.00 purchasing limit. Mike Hoydic seconded the motion.
- Julie Dull was excused from the meeting.

- Old Business
 - Elm Avenue Church Doors
 - Fr. David and Rick Montcalm visited with the anonymous donor for the church doors and a stain color was chosen for the doors.
 - The doors are targeted to be completed and installed by the second week of November, 2018.
 - Offertory Envelopes
 - Of the 1,200+ offertory envelopes mailed to parishioners, 534 families have not used their envelopes in 2017.
 - A discussion was held on a possible solution to save unnecessary expenses re the printing and mailing of envelopes being sent to families who do not use their offertory envelopes. If a family is known to have moved out of the area, we could withhold sending the offertory envelopes. Rick Montcalm and Pat Williams will each reach out to two long standing members of the parish to review the list of families to see if they know the status of those families.
 - ACH Electronic Offering
 - Fr. David would like to put more thought into this before finance council moves forward on this idea.
 - St. Mary Parish Facebook Page
 - The Facebook page now includes weekly “Lay Leanings” every Saturday night.
 - The Facebook page has received more than 550 likes
 - Tri-Fold Financial Update
 - Rick Montcalm and Fr. David are working on the tri-fold financial update. The format will be the same as last year. The tri-fold will not be sent out until November so it can include a picture of the church with the new front doors.
 - God Works Dinner
 - The next God Works Dinner assigned to the Finance Council is Friday, October 19th. Due to the craft show being scheduled the same weekend, the meal will be served in the Heritage Hall. Since there is not a full kitchen in the Heritage Hall dinner will consist of Tiffany Pizza and salad. Council members were reminded to bring fruit for dessert.

- Finance Council Member Vacancy
 - Fr. David will gather the names of the parish council nominees who were not selected for the parish council for the past three years and review the list looking for individuals with a financial background.
- New Business
 - Church Lighting
 - The upgrade of the lighting above the side aisles to LED lighting is scheduled to begin upon completion of the outdoor painting/repair of the trim on the school building/church by Mike Newcomer, Director of Maintenance. Rick Montcalm suggested that since Mike Newcomer will be having shoulder surgery this fall finance council should consider requesting a quote from Jim Palmer for the church lighting. Council members were in agreement. Rick Montcalm will contact Jim Palmer requesting a quote.
 - Maintenance on Large East Stained Glass Window
 - Rick Montcalm reported that Jim Palmer is looking into finding a contractor to whom we could request a quote for repair and maintenance regarding the large east side stained glass window.
- Upcoming Meeting Dates
 - Special Meeting – MCES and St. Mary, St. Michael and St. John Finance Councils Tuesday, October 30, 2018 at 7:00 pm at St. John.
 - Thursday, November 29, 2018 at 5:30 pm in the Rectory
 - Thursday, January 31, 2019 at 5:30 in the Rectory (with Julie Dull)
- Meeting closed at 6:45 pm

Submitted by: Janice Byron