

St. Mary Parish Finance Council
Meeting Minutes – September 17, 2020
5:00 pm – 6:30 pm

Present: Fr. David Burgard, Recording Secretary Janice Byron, Council Members Mike Hoydic, Jack Ready, Daniel C. Van Wasshenova, Pat Williams and Finance Director, Julie Dull

- The September finance council meeting was held in person with social distancing in the parish Heritage Hall. This is the first in-person finance council meeting since February 2020 due to the COVID pandemic.
- Fr. David Burgard opened the meeting with reflection and prayer
- Comments by Fr. David Burgard
 - Public Weekend Mass Attendance
 - The ushers continue to take an approximate head count at each of the weekend masses. Attendance continues to increase weekly as parishioners become more comfortable returning to mass.
 - The attendance total for the three weekend masses on September 12th & 13th was 306. This total is double the count for the first weekend public masses resumed at the end of May, 2020.
 - Temporary Lay Offs
 - A vast majority of the temporary layoffs of the parish staff have returned to work full time. A select number of employees have returned to work but not full time as there are fewer masses, limited office hours, no choir practices, etc.
 - Recent Parish Staff Changes
 - Mary Quick, Director of Faith Formation has retired
 - Karen Beaudrie, Parish Office Manager has moved on to a new opportunity to work close to home
 - MCES Update

- Sheena Zawistowicz, Principal of MCES middle school campus has retired.
 - Kyle Kubik, has assumed the position of Executive Principal for all three MCES campuses until a replacement is hired for principal of MCES middle school campus.
 - Amanda Welton, Child Care Director of St. Michael campus has moved on to a new opportunity
 - MCES has budgeted for 425 students and currently has an enrollment of 411 students.
 - There are two classes for each grade except third grade with an average of 38-40 students per grade.
 - Families were given the choice to attending in person or virtually.
- Catholic Services Appeal
 - The 2020-21 CSA campaign officially began the weekend of Sept. 12th and 13th, 2020. The campaign normally kicks off in May but was delayed due to the pandemic.
 - Due to the pandemic, the Archdiocese of Detroit has reduced the parish's target by 15% of the original targeted obligation. The parish's reduced obligation for 2020-21 CSA is \$67,000.
 - The Archdiocese of Detroit is handling the mailings and collection of CSA contributions this year. Any amount collected over the parish's target will be returned to the parish.
 - Families of Parishes
 - Fr. David requested that finance council members go the Archdiocese of Detroit website to read up on Families of Parishes.
- Update by Finance Director, Julie Dull
 - Julie Dull answered questions from council members as they reviewed multiple reports which Julie provided via email prior to the meeting (Statement of Financial Position, June 30, 2020; Budget vs Actual July 2019 – June 2020; Budget vs Actual June 2020; Budget vs Actual July 2019 – June 2020 (full rpt); Forecast 2019-20 June 30, 2020; St.

Mary Church Offertory Report June 2020; Statement of Financial Position July 31, 2020; Budget vs Actual July 2020; St Mary Church Offertory Report July 2020 and Forecast July 2020).

- The 2020-2021 budget was submitted to the Archdiocese of Detroit in August 2020. St. Mary Parish has received a response from the Archdiocese of Detroit indicating that proposed budget was a reasonable representation and that there is no need to make adjustments. Julie Dull will electronically forward the response from the Archdiocese to finance council members.
- Julie Dull indicated that the pastoral administration costs will be split 50/50 with St. John Parish for the 2020-2021 fiscal year. The costs for substitute priests will also be split 50/50 with St. John Parish.
- Julie Dull explained the Employee Retention Tax Credit from the Cares Act which the parish is utilizing. The credit is 50% of wages and health insurance (up to \$5,000) paid per employee from March 12, 2020 through December 31, 2020. The credit the parish receives from the Cares Act is listed under Accounts Receivable on the financial statements (1440 Other Receivables).
- Julie Dull informed finance council members that due to extenuating circumstances, (reduced payroll due to layoffs, tax credit from the Cares Act, no school subsidy, etc) the checking account currently has excess cash. Following a discussion, it was determined that \$100,000 should be moved from the checking to savings as follows:
 - \$30,000.00 will be moved to general savings
 - \$35,000.00 will be moved to boiler project
 - \$35,000.00 will be moved to general capital projects fund
- New Business
 - Technology Services
 - SMCC and MCES middle school campus currently have a contract with Virtual Technology Group (VTG) for its fiberoptic internet service. St. Mary Parish currently is connected to this service but does not have a contract with VTG. VTG will service problem on an as needed basis for a charge to the parish.
 - Due to consistent internet, phone and printer connection problems at the parish offices, Fr. David has reached out to Ryan Kinzit who has a contract with St. John Parish for its internet services. Ryan Kinzit is willing to make a one year commitment to St. Mary Parish for IT services. Finance council has approved to move forward and make a conversion from the fiberoptic internet services with

SMCC and MCES middle school campus provided by VTG to a sole internet service for St. Mary Parish serviced by Ryan Kinzitt.

- Old Business
 - Open Finance Council Position
 - Potential new finance council member, Randy Harris, previously reported to Mike Hoydic that he was interested in joining St. Mary Finance Council possibly in the fall of 2020. Randy at that time was unable to make a commitment due to his very limited time available as was caring for his wife following an accident she was involved in.
 - Jack Ready will reach out to Randy Harris to inquire whether he is able to make a commitment to the finance council at this time.
 - Randy Harris was not provided meeting minutes from the July meeting nor the meeting notice of the September meeting. Randy Harris will not be included in the distribution of the September meeting minutes.
- Next Meeting Date
 - Thurs, October 15, 2020 at 5:00 pm with Finance Director. Meeting location will be St. Mary Heritage Hall.

Submitted by: Janice Byron