

Finance Council Minutes

**Stella Maris Parish Finance Council
Tuesday,
May 3, 2016, 2:00 P.M. Baileys Harbor Site**

1. Introductions

- Call to order : 2:02
- Check-in (2 minute time limit)
 - Present: Fr. Dave Ruby; Richard Dannhausen, trustee; Sharon Brabson, trustee; June Biemeret, Chair; Tom Polacek (via Skype), Les Kiehna; Garey Bies; Peg Berezewski, Secretary
- Approval of the minutes 2-26-2016
 - Approved. Peg will delete draft watermark and forward to Lori
- Agenda additions or subtractions
 - Dehumidifier in Egg Harbor: commercial grade dehumidifier will be purchased to prevent further damage caused by moisture in the basement.
 - Values: the Leadership Council has chosen the theme of “Welcoming”. Should include sub committees like buildings & grounds and cemetery.
 - Financials need to be reported on website.
 - The Stella Maris Mission Statement and Vision Statement should be included in every FC agenda.
- Sign 2015 Parish Finance Council Report
 - Signatures of FC members are required to sign off on 2014-2015 financials. Only those members who were on the FC for that time period must sign.
- Opening prayer : Mark 12: 41-44

2. Comments or questions from non- council members

None

3. Current Financial Report & Investment Review

- Restricted donations contain \$18,500 for Nurse, \$15,000 for bells, \$5,000 for sodality.
- Property sales have not been booked. Richard will let Jim Slomski know.
- Need to trace where some account balances originated. Richard, Peg and Tom will begin the process of tracing cash and fixed assets, particularly land and buildings.
- Decision was made to switch accounting programs from the dysfunctional Great Plains to Quick Books Pro.

4. Monthly Collection Review

- Collections to date are ahead of last year.

5. Pastor’s Report

- Father Dave will put out a letter to parishioners around the end of June. He has three more years at Stella Maris. The letter will include his accomplishments in Improving stewardship, and building and grounds,

6. Committee Reports & Project Updates

- **Cemetery:**
 - The cemetery is currently busy burying cremains now that spring has arrived. Cremains can be buried until the first of Nov.
 - Question re: Can VA plaques be put on headstones. Cemetery committee must give permission, not parish.

- **Stewardship Committee.**
 - Last meeting of the Stewardship Committee was held on 4/18 had 8 members attending.
 - Tom reports that members of the committee will send a mailing to parishioners. Also, there will be 4-5 minute talks after Mass the weekend of June 18th & 19th.
 - Bernie Freeman will use her expertise in fund raising to assist with this project.
 - 25 callers will be needed to follow up on fund raising for Capital Projects
 - Visitors brochure needs to be re-run as the supply has been depleted

- **Buildings and Grounds**
 - Need a chairman for B & G. Les said that he is interested in taking the chair position
 - **Jacksonport**
 - New flooring in Jacksonport. Also new cabinets have been ordered for the sacristy
 - Windows in JP will be a major project because siding wrapped to sill but left an inch gap to the window. \$3000 per window X 8 windows. Jim need to do something to the sills to prevent permanent damage.
 - **Egg Harbor**
 - Painting in basement at Egg Harbor. Exterior painting and landscaping to be done. Need more details on landscaping costs and bids.
 - The lighting replacement and replacement bulbs approved for Egg Harbor site.
 - **Baileys Harbor**
 - Project Updates: Parking lot in BH. No special assessment for curb. Project will not be delayed because of the bridge work in Sturgeon Bay. The asphalt plant will be north of the bay, so project can be done sooner.
 - Approved the landscape projects in Baileys harbor not to exceed \$5500.00; however future projects are going to have to be more detailed and bid properly.

7. Discussion Items

- Budget Process
 - Richard explained how the amounts were calculated on the preliminary budget.
 - Changes to preliminary budget: Only include the BH parking lot and the roof for this year's capital project. Expenditure reduced from \$100,000 to \$45,000
 - We need increase of at least 4% in collections. Tom and the Stewardship Committee are tasked with this goal. Need volunteers to call parishioners to meet this goal.
 - Transparency in the budget process is essential.
- Money counting process review
 - Question re: diocesan policy for collections: See GB Diocesan policy at http://www.gbdioc.org/images/stories/Resource_Site/stewardship-pastoral-services/All_Things_Parish/Documents/Module-Collections.pdf
- Need volunteers to count collections. Goal is to have rotating teams at all of the collection sites. This is to establish good internal control policies which benefit everyone involved in the process.
- Financial system support.
 - Peg to set up chart of accounts. Working meeting with Peg, Richard, Tom and Jim Slomski to be scheduled for Monday, May 16, 2016 at 10 AM. Richard will let Jim know.
- Major Project Planning discussion:
 - The Major Project list to be further vetted without working on it this year.
 - What do we need to go to the parish with. Draft something to go to the parish with before the next meeting.

- We don't have enough dollars to take care of the projects on the list especially projected for inflation. When is target date to talk to parishioners?
- Add to agenda for discussion at the next meeting to be taken to the parish. Visit committees, and hold information nights. Bernie is really important in this project.

8. Action Items

- Baileys Harbor Landscaping see proposal. Need a more detailed estimate. Tom suggested that his wife could possibly assist with this project since she is studying landscape design.
- Baileys Harbor lighting upgrades. Approved.
- Baileys Harbor Parking Lot. Bid sheets: award to Harbor. NE would be doing the paving. Approx. \$4200
- Jacksonport Social Hall roof: needs another bid. Chewy, Carlos, Martine
- Jacksonport lighting upgrades replacing lamps with LEDs. Lamps are bigger than the fixtures can maintain, so lights go in and out. Approved
- Jacksonport sacristy cabinet work from Home Depot. Approved
- Egg Harbor lighting upgrades: case of 100 LED light bulbs. Need 70 for EH and 30 for BH.
- Dehumidifier for EH because of the foundation leaks. Industrial dehumidifiers range from \$1,500 to \$3,000. Built –in dehumidifiers was \$2,981. Approved.

9. Coming Events

Next Meeting –5/31/16 2:00 BH

Working meeting re: accounting system is Monday, May 16, 2016 at 10:00.

10. Evaluation

- Very productive meeting
- Accomplished a great deal.
- Need to work on mastering Skype

11. Closing Prayer – All prayer intentions for parish

Meeting adjourned at 5:03pm

Respectfully Submitted by

Peg Berezewski, Secretary