

**Finance Council Minutes**  
**Tuesday**  
**Stella Maris Parish Finance Council**  
**August 23, 2016, 2:00 P.M. Baileys Harbor Site**

**Stella Maris Mission Statement:**

Stella Maris Catholic Parish prayerfully unites people in the love of Jesus guided by our patron, Mary.

**Stella Maris Vision Statement:**

We invite all to journey as disciples. By sharing the Gospel, responding to Jesus' love and the gifts God has given us, we welcome all to grow in faith and in our parish life.

**1. Introductions**

- Call to order 2:10pm
- Check-in (2 minute time limit)
  - **Present:** Fr. Dave Ruby; Richard Dannhausen, Finance Trustee; Tom Polacek; Chuck Germain; Garey Bies; Ken Beutler; June Biemeret, Chair; Peg Berezewski, Secretary
  - **Absent:** Sharon Brabson, Secretary Trustee; Larry Kahlscheuer
- Approval of the minutes 5-31-2016 – 7-27-2016 Special Meeting
  - Minutes for 5-31-2016 and 7-27-2016 approved
  - Peg will forward on to Lori
- Agenda additions or subtractions:
  - Tom: input on annual report for stewardship committee
- Opening prayer
  - Luke 13:22-30
  - Responsorial Psalm PS117:1,2

**2. Comments or questions from non- council members**

- None present

**3. Current Financial Report & Investment Review**

- Investments showed growth (unrealized gains) due to market uptick in the past weeks
- Financial Statements for FY 2015-2016 not yet ready
- Jim Slomski will be invited to next Finance Council meeting
- List of action items
  - Weekly collection report to be changed to monthly collection report. The report will be in the bulletin on the first Sunday of the month recapping the previous month's data
  - Data on monthly report will be broken down between Envelopes, Offertory and Online (ACH)
  - Still need to clarify the contents of the deferred revenue and support in the general ledger
  - Financial Statements ideally should be delivered to FC members before the FC meetings so that members can analyze them. This will facilitate better discussions and decision making at the meetings.

#### **4. Monthly Collection Review**

- Weekly collections down from this time last year.

#### **5. Pastor's Report**

- Truck donated to parish by a parishioner. Appraisal amount is \$15,000
  - Need formal policy for the use of the truck
  - Garey will write a proposal of rules
- Parish Discernment discussion have been held at 4 of our sites. Two more sites to go.
- Need presentation of long-range projects in easy to understand format. Peg and Tom volunteered to draft a presentation and also deliver then at our 6 sites.
- Peg has accepted the position of chair of the Finance Committee. Need to appoint new secretary

#### **6. Committee Reports and Project Updates**

- **Cemetery**
  - Trying to get new part of St Mary of the Lake Cemetery ready for to begin sales of plots. The Town of Baileys Harbor does the upkeep so we want to use their policies and procedures.
  - Need to find paid replacement for June Biemeret in the near future. Job consists of approximately 20 hours a week. The parish has four cemeteries.
  - Possibility we will also need new grave digger in October. Need someone who is conscientious, careful and mindful not to cause disruption.
- **Stewardship Committee**
  - Follow up calls all completed. The number of parish households has dropped from 678 to 664.
  - An increased amount of households this year-- 43% vs 38% last year responded.
  - 64 new ministry commitments have been obtained. An Increase in participation will likely result in more contribution from parishioners. We hope an increased in participation results in an increase in financial contributions.
  - Sept 22, 2016 will be the open house thankyou party in Sister Bay for our parish volunteers. The event will be hosted by parish leadership .
  - Tom will take the lead in presenting the parish annual report. Information should be available by Sept 15<sup>th</sup>. One page is for parish and one for cemetery. Report should be ready by the latter part of September and go to print by October 1<sup>st</sup>. May be able to push this timeline back by one month.
  - Question regarding the dissemination of the report. Special announcement at Masses and hard copies to be picked up in back of the church. The schedule for this will be sometime in October. This date will be an agenda item for next month.
  - Tom has researched diocesan policies regarding setting up parish endowments. A member of parish expressed an interest in donating to an endowment and has connections with other wealthy people. Endowment will be limited to improvements. Parish can have multiple endowments but minimum funding for each is \$25,000.

- **Buildings and Grounds**
  - Garey is now B&G chairperson.
  - Need to plan for replacement of lawnmowers. Recommendation for committee forthcoming.
  - Garey has discussed with Jimmy Nowlan what Jimmy perceives his job is.
    - 1) Jimmy states that he works over 40 hours a week.
    - 2) Time accounted for on time sheets.
    - 3) Jimmy spends 2 days per week cutting grass and the other days doing exterior painting.
  - Three new heating units were bought but not hooked up to ductwork. Need to get done before cold weather.
- **Project Updates**
  - Baileys Harbor parking lot-done. Cost was approximately \$42,000
  - Baileys Harbor landscaping project- cleared out overgrown plants. New plants wait until spring.

## 7. Discussion Items

- Money counting process review—Garey reports one new person has volunteered to count but can't start until fall. Audit of money counting by end of the year. Peg will do this.
- Refrigeration/Freezer Policy—SB has strict rules. Need policy to have policy for all 5 sites.
- If refrigerator/freezers are over 10 years old, they probably should be replaced with new energy saving models. Also current items should be turned off when not in use.
- Courier issues at sites (Jacksonport, Fish Creek). Need to discuss further.

## 8. Action Items:

- Need bids for design for replacement of gutters for the rectory & Church. Need new gutters for the rectory. Need bid for new roof and gutters for church in Baileys Harbor and gutter on backside of rectory. Get design, approve design, and get multiple bids for installation.
- Will get an estimate from Sunny Point Gardens for repairing brick in patio back of church at Egg Harbor site. Or contact original contractors to fix patio. This is a safety issue.
- Proposal for Egg Harbor snow removal. Village will no longer contract with the county. Sidewalk snow removal is paid for by the village. Better idea: The new parish truck could handle a plow. The cost of the plow would pay for itself in saved snow plow fees.
  - Proposal for rekeying Sister Bay site. Amount is \$1,070 site. Working toward master key system. Approved.

## 9. Coming Events

Next Meeting – Friday, September 23, 2016 at 1:00PM in Baileys Harbor

**10. Evaluation** – Due to time constraints the evaluation was omitted

**11. Closing Prayer** – All prayer intentions for parish

Meeting adjourned at 4:24PM

Respectfully submitted

Peg Berezewski, Secretary