

Finance Council Minutes
Stella Maris Parish Finance Council
Friday, September 23, 2016
Egg Harbor

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 : 1:08 pm
- Check-in (2 minute time limit)
 - Present: Father Dave; Richard Dannhausen, Trustee; Sharon Brabson, Trustee; Peg Berezewski, Chair/Secretary; June Biemeret; Tom Polacek; Ken Beutler; and Jim Slomski, parish bookkeeper.
 - Absent: Garey Bies and Chuck Germain.
- Approval of the minutes from 7-23-2016. Approved
- Agenda additions or subtractions
 - LED lightbulbs. Bids for plastering rectory ceiling. Estimate for gutters.
 - See Building and Grounds discussion below.
- Opening prayer : Luke 16: 10 - 13

2. Comments or questions from non- council members

- Jim Slomski noted that QuickBooks Online has proved to be a vast improvement over Great Plains.
- Payroll preparation time has been cut from 90 minutes to 20 minutes.

3. Current Financial Report & Investment Review

- A number of inaccuracies and omissions were found in the 7-31-2016 financials. Jim and Peg to make corrections
- Council recommends 4 reports are needed each month:
 - Budget vs. Actual with Prior year and year to date data
 - Balance Sheet
 - Statement of Revenue and Expenditure
 - Statement of Cash Flows
- Request to set up sub accounts to identify individual group revenues and expenditures to be sent to chairs of the various groups.
- Need to inventory furniture and fixtures from each of the 5 sites.

4. Monthly Collection Review

- Collection has been down, especially the envelopes

5. Pastor's Report

6. Committee Reports & Project Updates

- **Cemetery**
 - Report of Revenue and Expenditure shows a loss, primarily due to reconstruction of road at St John's Cemetery in Egg Harbor. Without this expenditure, the cemetery is at breakeven for year to date,
 - New gravedigger fees are \$800 all year round
 - New pricing for burials will be \$1,000
 - There were 2 full burials and 7 cremains.

- 13 plots were bought; 2 of these went to non-parishioners
- **Stewardship Committee**
 - The annual Volunteer Appreciation was a huge success. Attendance by volunteers more than doubled from last year
 - Tom is working on the draft of the annual report by the FC and PC. Some data is still missing
 - Cost of brochure to distribute report to parishioners will be approximately \$120.
- **Buildings and Grounds**
 - Jimmy needs to plug in the truck in winter
 - Question of where the truck should be parked
- **Project Updates**
 - Bids for design for replacement of gutters for the rectory & Church.
 - K-Style (traditional) copper gutter was chosen by the FC. Cost is \$4,950. This was chosen over the Half-Round copper gutters which would cost \$6,900.
 - Status of repairing brick in patio back of church at Egg Harbor site.
 - Tabled
 - Status of proposal for Egg Harbor snow removal.
 - More research needs to be done: what was last year's cost?
 - Tom advised that snow plows are very hard on trucks and could substantially decrease the useful life of the parish truck
 - Status for rekeying Sister Bay site.
 - Tabled
 - Question re: status of the draft of guidelines for the use of the parish truck.
 - Garey Bies drafted the truck guidelines
 - The guidelines were sent to Peg but were not sent out to council members before the meeting. See **Addendum** for the draft.

7. Discussion Items

- Parish credit card for QuickBooks Online
 - Father Dave and Richard will see if it is possible to get one for the parish. The only charge to the card will be for monthly QuickBooks charge.
- Long-term Projects Brochure
 - Tom, Richard, and Peg will meet on October 3, 2016 at 1:00 at Baileys Harbor to put together a draft for the brochure.
 - Parish needs to move away from piece-meal repairs as the need occurs to a more comprehensive long-term plan to maintain our buildings

8. Action Items

- 40 more LED bulbs need to be purchased to replace old bulbs at Baileys Harbor. Cost of each bulb is \$13.

9. Coming Events

Next Meeting – October 25, 2016 at 1:30 pm at Baileys Harbor

10. Evaluation: Good meeting with lots left to discuss at the next meeting.

11. Closing Prayer – All prayer intentions for parish

Meeting adjourned at 3:20pm

Respectfully submitted,
Peg Berezewski, Chair and Secretary

Addendum

Stella Maris Parish Vehicle Operation Policy Draft

This is the Policy for the operation of the Parish Vehicle.

For the purpose of the policy the Parish Vehicle, 2004 Ford F-350 Pickup style, truck will be referred to as (the Vehicle).

For the purpose of this policy the Supervisor is the Pastor of the Parish, the second if the Pastor is not available is the Trustee Treasurer and the third is the Chairperson of the Building and Grounds Committee.

1. A person who operates the Vehicle shall have a Valid Wisconsin Driver's License or a license that is valid in Wisconsin.
2. A person who operates the Vehicle shall not have Alcohol in their system. Zero "O"
3. A person who operates the Vehicle shall not consume illegal drugs or have had consumed illegal drugs, being in their system during or prior to operating the Vehicle.
4. A person who operates the Vehicle who has a prescription that warns against operating vehicles when taking the drug shall not operate the Vehicle.
5. A person who operates the Vehicle shall perform an inspection of the Vehicle inside and outside and check all Fluid levels prior to the operation of the Vehicle. All damages and/or malfunctions shall be reported to the Supervisor within 24 hours if not sooner. Fluid levels shall be filled as required.
6. A person shall operate the Vehicle in accordance to traffic laws and any operator who receives a warning or citation from Law Enforcement in the operation of the Vehicle shall inform the Supervisor as soon as possible.
7. Fuel tank shall be filled when the tank is below Half (1/2) and when near the Station the Parish does business with.
8. No persons in the Vehicle will smoke any type of product in the Vehicle including Electronic Cigarettes.
9. A person who operates the Vehicle shall assure the Vehicle is clean on the inside so it ready for the next operation or day.
10. A person operating the Vehicle shall notify the Supervisor if the Vehicle needs to leave the parish area. Parish area is area North of a line south of Jacksonport to the Egg Harbor Cemetery.
11. A person who is operating the Vehicle who has an accident, where ever it happens, shall notify the Supervisor as soon as possible and practicable.
12. A person who is to operate the Vehicle shall inform the Supervisor of any Citation or arrest for "Operating a Vehicle While Under the Influence of Alcohol or Drugs". This would include any and all vehicles and in any State.
13. A person shall not "text" or read "text" while the Vehicle is in Operation. Pull safely off the roadway before engaging in this activity.
14. A person shall keep window clean of obstruction prior to operation of the Vehicle. ie. Snow/Ice
15. The Vehicle shall be parked at the Sister Bay Site of Stella Maris, in a lighted area, when is not being used.
16. A log book shall be kept in the Vehicle. The information shall include Date of Operation, Name of Operator, Mileage (start/ending), Indication the pre-operation inspection was completed, and destination or destinations the Vehicle traveled.
17. Extra Keys for the Vehicle should be located at the Site where the Vehicle is parked and at the parish office.

