

Finance Council Minutes
Stella Maris Parish Finance Council
Tuesday, October 25, 2016
Baileys 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 at 1:36pm
- Check-in (2-minute time limit)
 - Present: Fr Dave Ruby; Richard Dannhausen, Finance Trustee; Sharon Brabson, Secretary Trustee; Peg Berezewski, Chair/Secretary; Tom Polacek, Garey Bies; Chuck Germain
 - Absent: June Biemeret, Ken Beutler
- Approval of the minutes 9-23-2016 _ Minutes approved. To be sent to Lori.
- Agenda additions or subtractions-none
- Opening prayer: Luke 18: 9 - 14

2. Comments or questions from non- council members -none

3. Current Financial Report & Investment Review

- Board signatures for 2016 Diocesan Annual Report-discussion
 - Discussion of the format of the Diocesan report which was sent electronically to the Diocese:
 - Format asks for listing and amounts of Investments as of 6/30/16 and Revenue and expenditures for parish and parish groups.
 - Copy of Report will be sent to council members when Jim Slomski returns from sick leave.
 - 2015-2016 board members to sign Diocesan report at next meeting.
- Weekly Collection Review
 - Collections are down 9% from this time last year as of 10/02/16
 - Stewardship committee urged an increase of 4% or more from parishioners in their yearly stewardship campaign during the summer.
- Financial Statements for August 2016
 - Balance Sheet still has some accounts that need correcting
 - Peg will meet with Jim when he returns to the office to review specific accounts
- Monthly Collection Format in the Bulletin
 - Tom to write a draft of explanation of the changes to the collection format for the bulletin.
 - New format will not have prior year comparisons of envelopes, ACH and WeShare for the current year. Comparison reporting must wait until we have gone through the first-year cycle.
- Money Reporting and Collection Couriers
 - Discussion of obtaining list of couriers. Couriers have been kept confidential for safety reasons.
- Sub Accounts to identify group revenue and expenses
 - Jim can produce these numbers without additional sub accounts being created.
 - Transaction history report is easily printed from QuickBooks

4. Pastor's Report

- Father Dave says that we have a new person interested in joining the finance council – Emily Hanley.
- Long-term project brochure –parishioners need to be informed and part of the process.

5. Committee Reports & Project Updates

- Cemetery - tabled
- Stewardship Committee
 - Meeting this week to prepare for the Diocese weekend in December.
- Buildings and Grounds
 - Met the week of October 17 and discussed the following:
 1. Developing the beach area at Jacksonport to include a walking path and seating area. This development will make an excellent spot for prayer and contemplation.
 2. Developing the EH office area on a short-term basis
 3. Lawn mowers are over 10 years old. Need at least 2 new zero turn mowers.
 4. Refrigerator policy was drafted. See discussion item below
- Project Updates
 - Long-term Projects Written Statement
 - Richard, Tom and Peg will meet at 1:30pm at BH to discuss written statement presentation
 - Written statement to include:
 1. Identified needs for significant repairs/reconstructions
 2. Why these needs are necessary
 3. Plea for input and guidance from parishioners
 4. 6 listening session to be scheduled to obtain input
 - Keys were changed in Sister Bay
 - LED lights BH

6. Discussion Items

- First draft of parish vehicle policy—approved with three changes:
 - Bullet #5 changes “check all fluid levels from “daily” to “weekly”
 - Bullet #10 changes southern range from “Egg Harbor Cemetery” to: Sturgeon Bay”
 - Bullet #15 changes “Sister Bay site” to “parish site”
- Snow plowing
 - Council approved purchase of snow plow. This is a cost saving measure because the plow can be attached to the parish truck and parish maintenance person can clear the Egg Harbor lot as needed without paying outside companies.
 - Garey recommends the Western 9F 6.V plow. Approximate price is \$6,500.
- First draft of a refrigerator use policy
- Richard will draft a questionnaire regarding how the refrigerators are used to be distributed to the various parish groups.
- Discuss parish polo shirt purchase, mainly how to hand the \$50 one time art work charge.
 - Council voted to expense the \$50 charge
 - Cost per unit (excluding art work charge) is \$32.98.

7. Action Items

- Action item to adopt vehicle use policy—approved with changes listed above.
- Action item for one time \$50 charge for polo shirt art work – approved that parish pays the fee up front.

8. Coming Events

Next Meeting – Tuesday, November 29, 2016 at Baileys Harbor at 10 am.

9. Evaluation

- Long meeting but productive. Suggest that each topic has a “lead person” and that time limits be set for each topic.

10. Closing Prayer – All prayer intentions for parish

Meeting adjourned at 3:43 pm

Respectfully Submitted,

Peg Berezewski, Chair/Acting Secretary