

**Finance Council Meeting
Stella Maris Parish Finance Council
Tuesday, January 3, 2017
9:30am
Sister Bay**

Pre-meeting was held with those wanting to discuss accounting specific concerns

0900 hours **Pre-meeting**

Attendees: Peg Berezewski, Chair; Tom Polacek; Chuck Germain; Richard Dannhausen, Terry McArdle

Net result of this pre-meeting was to move ahead with a work plan to do the following:

1. Map the chart of accounts for all primary and subordinate accounts for tracking purposes
2. Making certain that we can comply with Diocese Reporting requirements In order to make sure we can track committee expenditures for budgetary purposes

It was also requested that Jim Slomski, parish bookkeeper be asked to attend future Financial Council meetings

Fr. Ruby was orally briefed on all the above.

0941 hours The **Financial Council Meeting** was formally called to order by Chair, Peg Berezewski

Attendees: Peg Berezewski, Chair; Fr. Dave Ruby, Pastor; Sharon Brabson, member; Gary Bies, member; Emily Hanley, member; Richard Dannhausen, Trustee; Chuck Germain, member; Tom Polacek, member; Terry McArdle, member Note: Larry Kalscheuer, member, was excused from attending or participating via telephone, due to illness

Order of business:

1. - Introductory Issues:

-Minutes of the 11-29-2016 Financial Council were approved as printed.

-Minutes from Annual Report presented on December 6, 2016 will be offered for approval at next year's Annual Meeting

- Tom Polacek moved that the parish purchase a "conference" type telephone for use at this and other parish meetings. In the past a cell phone in "speaker" mode has been utilized but the quality of such communication has been less than hoped for. After discussion, this item was approved by consensus of the members present.

-Opening prayer was read from Luke Ch. 2, verses 16 to 21.

2. - Comments and questions from non- council members

– Nothing was voiced at that time, as no non-council members were present

3. - Appointment of a new Financial Council Recording Secretary

Chair Berezewski asked that someone be recruited to be the recording secretary for these FC meetings. Dannhausen suggested Pat Guerski. Berezewski agreed to ask her. For this meeting McArdle agreed to act as recording secretary.

4. - Current Fiscal Reports & Investment Review

■ 2015-2016 board to sign Diocesan Annual Report. (Note: this was the report presented to the parish at the 12-6-2016 annual meeting.)

Chair noted that the Financial Report for the year ended June 30, 2016 needs to be signed by members then on the FC, during that calendar period. Berezewski, Dannhausen, and Polacek signed it. Brabson took the report to June Biemeret for her signature.

■ Weekly Collection Review.

Polacek noted collections are trending 6% under the cumulative budget for this year, but also noted that it is better than earlier in the fiscal year. In addition, he noted that our electronic giving is at \$9,306 per month.

■ Bank and Investment Statements for November 2016

Chair noted that we have no Banking or Investment statements for November 2016. Action on this item was tabled.

■ Narrative Budget Language

Chair asked if all members received copies of the parish narrative budgets sent out by her. All stated they had. McArdle had printed his copies and made them available for discussion.

Chair noted adoption of this type of document requires that someone handle it. She suggested that the Stewardship Committee consider adopting this.

Polacek, who is also chair of the Stewardship Committee, agreed that the Stewardship Committee could do this.

Chair noted that we should first work on the budget numbers, and then consider the narrative. McArdle recommended the single page pie chart sample be utilized once the numbers are worked out, then the words if needed could be adopted later. Consensus of the members was to proceed in this manner.

5. - Pastor's Report.

-- Fr. Ruby noted that he had sent out the letter to Parishioners' who don't regularly give. He noted that thus far only \$75.00 was sent to the parish with a copy of his letter. Thus, it is hard to tell whether it worked.

Polacek feels there are three target groups"

- a. A letter to all regular parish members
- b. A letter to non-givers
- c. A letter to the more regular visitors we have in our database

Germain suggested that the letter ought to ask that if you are no longer a parish member that you please let the parish know this.

Suggestion that we include the parish email address on this type of letter.

Fr. Ruby noted that some protestant churches exclude those who do not give from their parish address files. The Catholic Church, on the other hand, includes all Catholics within the geographic boundaries of the parish, whether or not they regularly participate or give.

6. - Committee Reports and Project Updates

a. - Cemetery

Brabson asked if we currently have a Cemetery Committee.

Fr. Ruby, said yes, and noted the members' names. He noted that most likely none of the current members would be interested in the Sextant position. However, they would probably be able to be present on site at their respective cemetery locations. June will continue to be responsible for the paperwork associated with the Sexton position.

Fr. Ruby said we would use up the perpetual care funds very rapidly if we had to hire a Sexton.

Dannhausen asked if we could possibly add these duties to one of our other parish employees.

This issue was left open for future discussion.

b. - Stewardship Committee

Polacek, as chair of this committee, noted that a draft of the annual Stewardship plan is being worked on. The top item on this plan is creating a parish endowment fund. He noted that he and Bernie Freeman will update Fr. Ruby and any other FC members after this FC meeting. He noted that an endowment is an opportunity to create another revenue stream for the parish. He noted that there is a lot of ground to cover, and that one essential item is connecting with those people who regularly attend mass at the 6 locations including visitors.

McArdle mentioned his prior parish participated in the Madison Diocese effort to create an endowment fund to fund the increased number of young men studying for the priesthood. Each parish was given a target goal to reach and any funds in excess of their goal were to be returned to the parish for their use. This is really helping some of the parishes in that diocese.

c.-- Buildings and Grounds Committee

Bies, as chair of the committee, noted that the committee's first meeting of the year is/was ___/___/2017.

He noted that they have acquired a new mower, a 2016 cub cadet at a discounted price. He further noted that in spring they will dispose of the other 3 older machines. He then noted that the 2 snow blowers were taken in for repair. The one from Sister Bay turned out to be junk, the other one would have cost \$500.00 to repair and the unit was not worth that expenditure. There is still an operational single stage snow blower. He noted that in the spring they will also purchase a new push mower.

Polacek asked what we have done with the snow plowing?

Dannhausen's comment was that we are learning when to plow.

Fr. Ruby said we have been doing well with eliminating some of the contractual plowing we'd had in the past. Besides Jim's plowing, we still have some member's voluntarily plowing at a couple of the locations at no cost to the parish.

d.—Project Updates

-- Parking lot contract.

McArdle handed out copies of a proposed contract to all FC members and read and explained provisions. Changes were accepted and entered onto McArdle's draft copy. McArdle will revise the draft with the proposed changes and forward same to Fr. Ruby who will present it to Mr. Chris Schmeltz, agent for the proposed tenant.

■ Tools for maintenance / strobe warning light.

- Polacek suggested Gary Bies, as Building & Grounds Chair, be given authority to spend up to \$500.00 for tools without having to come back to the FC for approval.
- After minor discussion the consensus was to approve this authorization.

7. -- **Discussion Items**

a. Long Range Plan Presentation regarding all 5 locations

--Fr. Ruby's Letter

Polacek suggested that 'we should consider using the parish's electronic scheduling message system to invite people to be part of the Buildings and Grounds Committee Listening Sessions. There was general consensus confirming this proposal.

- Fr. Ruby asked who from this FC should be at these sessions.
 - Berezewski will attend most listening sessions schedules 4-20 to 4-27 2017
 - Dannhausen would also like to be at these sessions to hear firsthand the comments and/or concerns.
 - McArdle noted that not only members of this FC but many parish members go south for parts of Jan, Feb., and March
 - Brabson noted that Easter this year is the week of Monday the 10th through Sunday the 16th of April
 - Fr. Ruby asked the FC members to come up with calendar dates for the Listening Sessions. The following were settled upon by consensus:
 - Thursday, April 20th at 7:00 p.m. at Sister Bay
 - Saturday, April 22nd at 10:00 a.m. at Washington Island

- Saturday, April 22nd at 5:00 p.m.(after mass) at Baileys Harbor
- Tuesday, April 25th at 2:00 p.m. at Jackson Port
- Wednesday, April 26th at 9:00a.m. at Egg Harbor
- Thursday, April 27th at 7:00 p.m. at Fish Creek

Dannhausen asked if the letters of invitation should be sent in March or early April.

Brabson suggested early April.

Fr. Ruby said April 3rd or March 27th. Brabson said April 3rd. Consensus was for that date.

Chair asked that the bulletin include announcements for these Listening Sessions.

■ **Budgeting Process for FY 2017-2018**

- Chair, Polacek, Brabson and McArdle asked that Fr. Ruby have parish bookkeeper Jim Slomski at the next FC meeting because of the need for his input and to allow him to see the need for some of the subcategorization of accounts for better budgetary control.
- Chair noted that she has discussed some of these concerns with him, but wants to meet with him personally. She will prepare a work plan for this beforehand.

8. Action Items.

-- New Locks/Keys for some sites

-- Chair noted that we have all received a copy of the Quote from LaForce for \$720, for new locking mechanism for the Sister Bay site. Someone asked if this was just for re-keying.

--Dannhauser stated that someone has forced the lock improperly and busted the mechanism, thus requiring the replacement of the whole lock assembly.

-- The consensus was to approve the purchase of the new locking assembly as quoted by LAFORCE.

-- Baileys Harbor Rectory -- repair to the dining room floor

-- Dannhauser had obtained a quote from Asbestos Removal, Inc. of Green Bay to remove the entire parquet floor in the rectory dining room, which floor was partially damaged by the water leaking from the old dishwasher. The quote was for the removal of 195 square feet of wood flooring (all the parquet) and the mastic that had secured it. The quote was for \$2,087.00.

-- McArdle suggested that we hold off on doing anything until after Kris and Jim Schorer meet with some of their flooring industry contacts to see if it can be repaired at a more reasonable cost then just removing it. Noting we'd still have to put down some type of floor covering.

-- Fr. Ruby asked what the deductible is on our property insurance on this site.

--Dannhausen said that it is \$2500.00.

--Bies asked if our insurance carrier had been notified of the damage.

--Dannhauser said that he would handle it.

The consensus was to await the response from the Schorer's inquiries for repair of the existing floor and refinishing it as necessary.

9. Coming Events.

--Next Meeting –

After discussion, the next meeting was set for February 17th, 2017 at 2:00 p.m. at the office in Egg Harbor, The Pre-meeting on accounting issues will be at 1:15 p.m. Jim Slomski should be invited to attend the Pre-meeting.

10. Polacek reminded everyone that he and Bernie Freeman would be briefing Fr. Ruby and anyone who wanted to listen about the endowment right after this meeting.

11. Closing Prayer.

Meeting Adjourned

Note:

These Meeting Minutes prepared by Terry McArdle, Acting Recording Secretary for this meeting only. Please submit corrections or additions to him via email at Terry McArdle@merr.com