

**Finance Council Minutes**  
**Stella Maris Parish Finance Council**  
**Tuesday, October 31 2017 - 9:30 am – Egg Harbor**

**General Meeting –9:34 am**

**1. Introductions**

Call to order –by Chair, Peg Berezewski

Present: Richard Dannhausen, Treasurer Trustee; Peg Berezewski, Chair; Tom Polacek; Pat Gureski, Terry McArdle, Chuck Germain

Absent: Michelle Piatek, Secretary Trustee;

Non-members present: Garey Bies

Approval of the minutes September 20, 2017 – Approved by consensus

Approval of minutes October 5, 2017 - Approved by consensus

Agenda additions or subtractions – approval of engineering services the retaining wall along the highway in Baileys Harbor in action items.

Opening prayer: Mt 22: 34-40

2. **Comments or questions from non- council members** - Garey Bies spoke about the deep-cleaning of the Sister Bay and Fish Creek sites. Previous estimates got lost so he procured a new proposal from Sparkle Cleaning for the Sister Bay site. The Fish Creek proposal will come to a future meeting.

Garey Bies stated there was an issue with the water fountain at Fish Creek and he handled the issue. He stated Jim Charles wants clarification about reporting his hours and overtime hours when issues need to be addressed.

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

2016-17 Final Report to Diocese –The final documents are ready to be sent to the Diocese and Council members have signed off on the report at this meeting.

Statement of Revenues and Expenditures + Balance Sheet for fiscal year ending June 30 2017 - Final. Council reviewed

Weekly Collection Review - Richard Dannhausen stated we are running ahead of budget. At this time of the year we should be at 40% of our annual collection and we are at 41%. The parishioner contributions have not picked up as well as general offertory.

Accounting Procedures for Endowment Fund – Chuck Germain is working with Jim Slomski to create procedures for Jim to handle contributions to the Endowment Fund.

Internal Audit - Peg suggested the Council set up a special meeting to analyze the first half of the year with Jim Slomski after December 31, 2017. Tom Polacek would like to see the Financial Council have a separate meeting to develop what the goals of the Council are. A meeting date was set at 2:00 Dec. 15 at Baileys Harbor. Members should submit ideas to discuss at this meeting to Peg Berezewski.

Fundraisers: Tia Schultz has requested to do a Cookie Sale to benefit the Food Pantry as part of a school project. Peg Berezewski will communicate with Tia and the Council approved the sale.

Financial Oversight Issues for Fiscal Year 2017-2018:

Courier/Collection oversight volunteer - We still need someone to monitor the couriers. Michelle Piatek has assigned couriers for the scheduled masses.

**4. Pastor's Report:** Fr. Dave spoke about the difficulty in relation to the process of hiring a worship minister. We may want to restructure our need with a part-time music and full time worship/liturgy.

Terry McArdle has offered to follow up on recruitment of worship director that Greg Berezewski started.

The parish is also seeking a discipleship person that may work into a combined position between discipleship and worship director.

Tom Polacek suggested we continue to look at everybody in this parish through the Stewardship recruitment.

**5. Committee Reports & Project Updates**

Cemetery No report.

Stewardship Committee Tom Polacek stated next meeting of the advisory committee is December 18 for annual planning for stewardship in general for the next year. Services sharing appeal in the summer months and the volunteer appreciation event in the fall.

Endowment Fund Progress:

Advisory committee meeting for the Endowment Fund was successful. A public appeal will be developed for 2018 in addition to the request by the Diocesan Endowment Fund.

The next meeting is in early December.

Annual Report Meeting Date: The annual meeting date is December 16 at Fish Creek following the 4:00 mass.

Buildings and Grounds

Committee and leadership – Fr. Dave asked the Council to help find more members for the council from within the parish. Fr. Dave asked the Council members to discuss how the Buildings & Grounds committee should be structured and how it works with the Council. A draft was reviewed. Peg has researched the Diocesan structure and will provide copy to the Finance Council. The Council will look further into this at the December meeting.

Baileys Harbor Roof and Gutter repair Fr. Dave presented advisory paperwork provided by the Diocese on procedures a parish can follow for a major bidding project.

Richard Dannhausen suggested a Skype meeting with the Berners and Schober architectural firm

It was decided to combine this session with the December 15<sup>th</sup> goals meeting.

Terry McArdle suggested we work more closely with the Buildings and Grounds committee on this project.

Hardware needs: Door and lock in Baileys Harbor and lock in Fish Creek tabled to a future meeting.

Ramp for Parish office – professional opinions are needed –

Jacksonport window update. Jim Charles will be working on the windows.

Technology updates – Fr. Dave stated we're getting cable from Charter at the Sister Bay site for Internet and phone through Charter/Spectrum. We will continue to talk with Door County Broadband for updates in Baileys Harbor.

Terry McArdle stated optical cable has been buried into Baileys Harbor which may be useful in the future.

**6. Discussion Items**

Cell phone Policy -A written policy was presented to review and make suggestions at the Dec. 15 meeting.

Christmas Decorations. Garey Bies had requested the Council approve outside decorations for the sites. He will follow through with those for Sister Bay. Mary Gomoll will handle those for Fish Creek. Fr. Dave stated it is safe to continue as previous years at the remaining sites.

## 7. **Action Items**

Proposal to Rekey Fish Creek Church: Richard Dannhausen has sent out a proposal to LaForce for structuring a master key for persons who work at multiple sites. The quote came at \$855 for rekeying plus \$265 for handle. Terry McArdle moved to not exceed \$1200 for this proposal.

The proposal from LaForce to rekey locksets at Egg Harbor is \$98, Terry McArdle moved to not exceed \$110.

Proposal for Hardware Chang to Baileys Harbor Church North Door: Richard Dannhausen has a proposal from LaForce to make a key change at \$626 and \$530 for a new handle. McArdle recommended approval to not exceed \$1250.

Dannhausen received a price of 25 master keys for \$75.00. McCardle recommended approval to not exceed \$150 for keys.

Proposal for Deep Cleaning at Sister Bay Site: Council approved the Sparkle Cleaning Proposal for cleaning the Sister Bay site as presented for \$2924.

Approval of engineering services the retaining wall along the highway in Baileys Harbor. Baudhuin Engineering was contacted for design and bidding the stone retaining wall at Baileys Harbor in front of the church. A proposal was submitted for \$1200. Approved by consensus.

## 8. **Coming Events**

Next Meeting –in Baileys Harbor at noon on December 15.

9. **Evaluation-** Much accomplished today and we now have financial reports to bring to meetings. The Endowment is making progress for the future of the parish.

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

Meeting adjourned at 11:54 a.m.

Submitted by

Pat Gureski, Recording Secretary