

Finance Council Minutes
Stella Maris Parish Finance Council
Special Mid-Year Planning Session
Friday, December 15, 2017
1:00pm
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 1:00 PM
Check-in (2-minute time limit) 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: None
- Approval of the minutes 10-31-17 - approved
- Agenda additions or subtractions
- Opening prayer

2. Comments or questions from non- council members

- **Architects presentation**
 - **Consultation with Architect:** Prior to the start of the meeting a phone call was made to the firm of Berners and Schober for consultation on the reroofing of the Baileys Harbor church building requesting expert knowledge on the standpoint of whether to match the roof on the rectory.
 - Dannhausen referred to an update estimate from Martin Jauregui that would reuse a percentage of the existing tile.
 - To bid the three types of roofs again the Finance Council needs specific comparative information on the longevity of each type of roof as well as cost comparisons. Session ended at 2:00 p.m.
 - Discussion: McArdle suggested getting another terra cotta bid for comparison or have Berners and Schober get at least two companies to indicate if they would bid on a standing seam roof. Berners and Schober could give an estimate of design costs, and if he does find two more companies. Then we would have at least two bids of each type of roof. We would have to respond to the parishioners that the diocese doesn't allow the steel stone roof.

3. Current Financial Report & Investment Review

- Statement of Revenues and Expenditures + Balance Sheet for fiscal year ending November 30 2017
- Peg reported the month's report is not available at this time because there was a glitch in report. The suggestion was made for a procedure for Jim to prepare the financial statements on a regular basis. Peg will draft a procedure timeline.
- Weekly Collection Review - Richard Dannhausen stated we are at 49% of our budget revenues and should be at 50.
- Fund Raisers: Peg will draft updates for policy.

- Youth Faith Formation – post confirmation group. The Faith Formation Coordinator requested funding for a continuing post confirmation group. The coordinator has access to the Steak and Shrimp proceeds to use for this purpose.

4. Pastor's Report

- Status of hiring process for worship minister – no success to date
- Terry McArdle is in the process of contacting catholic colleges to extend the search for a worship minister. He asked financial support for electronic access to the information on graduating students from some of these colleges at quarterly \$120 or half year \$250. Consensus was to approve quarterly.

5. Committee Reports & Project Updates

- Cemetery
- Stewardship Committee
- 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. Fr. Suggested we might want to more aggressively ask for more money. Fr. Dave stated that we should plan to give according to our gratitude to the Lord who is good to us.
- Endowment Fund Progress: The advisory is working on a number of persons to reach out to support the endowment fund.
- Buildings and Grounds - Peg commented on the guidelines received from the Diocese for the council members to review. Terry McArdle has offered to draft a guideline from that document for our use.
- Committee and leadership – Diocesan B&G Policy
- **Project Updates**
- Ramp for Parish office – professional opinions are needed – to building a ramp from the level of the handicap area to the back door of the office with a access stair (or stairs) in the middle from the parking lot access.
-
- Jacksonport window update. Jim Charles will be working on the windows.
-
- Technology updates – Terry McArdle is working on improving technology for Baileys Harbor site.
-
- Buildings & Grounds committee membership recruitment: Some names were suggested for persons to contact for the committee.
-
- Baileys Harbor Windows: Jim as found a leak in the window in front of the church and is caulking the leak.
- Fr Dave stated that the rectory is not insulated properly. The parish is looking for contractors that are willing to do this work.
-
- Re-key Fish Creek, and Egg Harbor Churches: Richard Dannhausen suggests that we wait until Fish Creek closes for three months to do this project. Sister Bay and Baileys Harbor have been done.
- **Discussion Items**
 - Maintaining and preserving policies and procedures: Discussion was that Finance Council Pastoral Council members should have a copy of the updated copies. The suggestion was made that one person, be responsible for maintaining and preserving the policies and procedures that are

already in place and newly created, as well as updates. It was suggested that these policies should be maintained by the parish secretary.

- Credit Card Policy: Fr. Dave stated the Diocese recommends the parish does not allow credit card usage.
- Several points were brought forth pro and con about credit card usage. Fr. Dave suggested studying the diocesan credit card module before we make a decision.
- Maintaining and preserving policies and procedures already in place.
- Mid Year Planning – **See addendum below.**

8. Action Items

- Counter tops in kitchen and toilet rooms in Sister Bay. Terry McArdle moved to approve not to exceed \$1200 for the kitchen and \$1000 for the toilet rooms.
- Two sets of scaffolding. Terry McArdle offered for the church to use his scaffolding. Garey Bies has some that he has also offered.
- At the parish office it was suggested to put a room divider in the parish meeting room including electrical, walls and two doors, not to exceed \$3000. Approved by consensus.

9. Coming Events

Next Meeting – February 23, 2018, 1pm accounting issues, 2 pm general meeting

10. Evaluation : Much accomplished today and we now have financial reports to bring to meetings.

11. Closing Prayer – All prayer intentions for parish

Meeting adjourned at 4:14 p.m.

Submitted by

Pat Gureski, Recording Secretary

Adjourned: _____

Addendum

Long-Range Plan by Priorities

1. We need to allocate the direct and indirect cost of worship to document the endowment withdrawal limits.
2. The Finance Council should receive regular monthly financial statements to improve fiscal oversight. **This is second priority.**
3. Implement a narrative budget. This will better educate our parish on how the parish spends its money and cause us to take a different view of our funding priorities. Tom start a first draft of a part of this for the 2017-2018 annual meeting.

4. Continue working on the parish long range plan. This had some traction a couple of years ago, and with the completion of the parish listening session last year, we have an opportunity to build on the efforts that have been sunk into this project. The outcome we should seek is to strengthen the communication with our members and improve the decision-making process. **Fourth priority.**
5. . Recruit and nurture a Buildings and Grounds Committee. **This is our Number five priority**
6. . Expand the Finance Council's membership to bring in fresh perspectives and to strengthen the consensus process. **This is our number six priority**
7. Prepare the parish's annual report in a timely manner. **Annual meeting should be Sept or October**
8. Consider creating and distributing a mid-year financial report and include a copy with the annual tax document mailing. **Hold off one year until we get a narrative budget in place.**
9. Sort out (document and describe) the parish's business activities and periodically review (audit) these segments for compliance and to identify opportunities to improve. **Hold off another time**
10. Inventory the parish's fixed assets and create a permanent supporting record. **Hold off another time**