

St. Mary Parish Finance Council

Meeting Minutes – August 24, 2017

5:00 pm – 6:20 pm

Present: Fr. David Burgard (5:00 – 6:00), Chairman Lorie Holden, Recording Secretary Janice Byron, Council Members Mike Hoydic, Rick Montcalm, Jack Ready, Pat Williams and Kamal El-Rassi

Guest: Finance Director, Julie Dull (5:00 – 6:07)

- Fr. David opened the meeting with reflection and prayer.
- Official approval of the July 13, 2017 Finance Council Meeting Minutes. All finance council members had received the minutes via email prior to August 24th meeting and all responded via email with approval of the minutes. Pat Williams motioned to approve the minutes and Jack Ready seconded the motion.
- Fr David's comments:
 - Fr. David and Julie Dull have been updating employment agreements, job descriptions, etc. for the staff of St. Mary Parish.
 - An anonymous donor has indicated that he/she would like to make a donation for the front doors to the church. Fr. David will speak further with this individual for particulars of the donation.
 - The parish has not met its contribution quota for the CSA drive. Fr. David will address the issue with the parishioners.
- Review financial information: 2016/2017 data/Offertory Report/Budget vs actual July-Year to Date/Current Loan Deposit Program Statement AOD
 - Tuition Assistance Account.
 - The tuition assistance account consists of four sub-accounts: MCES, SMCC, Religious Ed, and General Account. Beginning with the August

financial statement, the tuition account will reflect the balance in each of the sub-accounts.

- Fr. David would like the general account to be used for faith formation for adults.

- Bequests.

- In April 2015 a donation was received from the Edward Kaiser estate in the amount of \$28,000. There was no directive associated with the donation. The money has been in the local checking account.
- Julie Dull will open a separate account for the Kaiser estate donation. Approximately \$13,000 will be earmarked for the Organ Phase III Project and the balance (approximately \$15,000 will be applied to the Organ Phase IV Project.

- Parish Classification Change

- The Archdiocese of Detroit submits a monthly statement for priest retiree health insurance and retirement based on the number of priests in the parish. The monthly statement has increased significantly (\$21,000 a year) due to change in associate priest.
- Julie Dull has contacted the Archdiocese and learned that the statement is based on the parish classification. She will re-contact the Archdiocese of Detroit to gain further clarification of the additional charges.
- A parish employee has had a change in status and no longer requires health insurance. This will save the parish approximately \$8,000 a year leaving a net impact of \$13,000.

- Old Business

- God Works!

- Finance council is scheduled to serve God Works dinner on Friday, December 8, 2017.

- Project Updates by Rick Montcalm

- Willow Street Parking Lot:
In the process of the removal of the existing asphalt and grading of the parking lot, Al's Asphalt Paving Co discovered an issue with soft spots in

the underlayment. To correct the problem of the soft dirt underlayment, additional labor, stone and asphalt was needed. This unexpected expense was an additional \$6,856. Fr. David will review and approve the revised asphalt statement.

- Sound system – MCES:
The donated sound system for parish gymnasium is scheduled to be installed on August 29, 2017. Rick Montcalm will check into whether it is possible for the school PA system to be hooked into the gym sound system.
- Sound System – Church:
The church speakers are ordered. Once the speakers come in an installation date will be scheduled. An anticipated completion date is September 18, 2017.
- Flooring on East Aisle of Church:
There is plywood covering the floor on the east isle of the church. Rick Montcalm will check with Mike Newcomer to find out what the problem is.
- Atria Consolidation:
Due to the astronomical costs associated with converting rooms in the parish school basement, the project has been put on hold. Mike Newcomer is in the process of obtaining a quote to soundproof the rooms above the current location used and also a price for temporary wall

- Open Items

- Lorie Holden
 - Finish physical inventory by attaching photos to spreadsheet
 - Update physical inventory with input from Bill Minney
 - Publish (to DropBox and attendees) approved notes from June 12 campus analysis
- Reminder:
 - September 2017 – develop tri-fold Financial Update (Rick Montcalm / Jack Ready)

- Upcoming Meeting Dates
 - September meeting is scheduled for Thursday, September 21, 5:00 pm at the Rectory. Finance Director's attendance – not required
 - October meeting is scheduled for Thursday, October 26, 5:00 at the Rectory. (with Finance Director)

- Closing

Approval of Minutes August 31, 2017

The St. Mary Finance Council Meeting Minutes of August 24, 2017 have been approved by all finance council members via email/text.

Submitted by: Janice Byron