

**St. Mary Parish Finance Council**

**Minutes of Special Meeting – January 28, 2018**

**4:00 pm – 5:20 pm**

Present: Fr. David Burgard, Recording Secretary Janice Byron, Chairman Lorie Holden, Council Members Rick Montcalm, Jack Ready, Pat Williams and Kamal El-Rassi

Absent: Council Members Rick Montcalm, Mike Hoydic

A special meeting was held to further discuss Information Technology and Voice Over Internet Protocol for St. Mary Parish.

- Information Technology
  - Since the last Finance Council meeting held January 11, 2018, Lorie Holden met with Alicia Marting, Executive Director, Monroe Catholic Elementary School, Laureen Hussey, Finance Director, MCES and Sean Jorgensen, President, St. Mary Catholic Central. This meeting was an attempt to gain a further understanding of the IT set up for St. Mary Parish as it related to MCES and SMCC and determine what the ramifications would be if the parish made changes to the current IT providers.
  - Lorie Holden also spoke with Karen Beaudrie, Parish Office Manager and Lorie Bronson, Pastoral Minister to gain a further understanding of their computer usage.
  - Lorie Holden reported the following:
    - Mike Curtis has greatly reduced his stake in Virtual Technology Group (VTG) or has sold VTG to Greg Knopp. Mike Curtis is still 100% involved in Comm-Core, the company which provides Voice Over Internet Protocol (VoIP) to St Mary Parish.
    - If St. Mary Parish were to purchase new computer equipment and proceed with the plan laid out by Roger Kidd, Chairman of St. Mary Parish Pastoral Council, at the January 11, 2018 finance council meeting, the parish would still have access to the fiber optic internet service it is currently using with no charge.

- The firewall which is currently in place will continue to protect St. Mary Parish.
  - Sean Jorgensen, SMCC, believes that if the Faith Formation computers have problems, they could be 'absorbed' under MCES's IT contract with Virtual Technology Group at no additional cost. (This has not been confirmed with Alicia Marting, MCES, or Gregg Knopp, VTG)
  - Roger Kidd mentioned at the January 11<sup>th</sup> finance council meeting that it was possible for the parish to use Dropbox for Business for backing up/storing data for approximately \$72 a month. Alicia Marting and Sean Jorgensen both agree that the parish could use Google Drive for back up/data storage which is free.
  - St. Mary Parish is under monroecatholicschools.com domain even though the parish is paying for St. Mary Parish domain. Mike Curtis, Comm-Core, indicated that it would be easy to change back to the parish domain. Mike believes there was an email issue in the past and that is why the parish ended up on the school's domain.
- Lorie Holden inquired whether any council members objected to her having a frank discussion with Mike Curtis, Comm-Core, regarding St. Mary Parish possibly moving forward with the plan outlined by Roger Kidd at the January 11<sup>th</sup> finance council meeting. There were no objections by council members present.
  - Kamal El-Rassi questioned council members if they were comfortable saving data on the cloud or dropbox. He stressed the importance of protecting the parishioner's membership data. Kamal suggested the parish use portable drives to back up the computers on a monthly basis. Kamal would recommend having one portable drive for each computer. Kamal estimates the cost to be \$100 per portable drive.
  - It was agreed upon by council members present that St. Mary Parish would use Google Drive for data storage. Lorie Holden is willing to train Karen Beaudrie, Parish Office Manager, Lorie Bronson, Pastoral Minister, and any other staff member on the use of Google Drive.

- Voice Over Internet Protocol
  - A discussion was held regarding the three-year service agreement submitted by Comm-Core for three virtual VoIP lines, 11 extensions, and maintenance of 14 phones in the amount of \$212.85 per month.
    - Council members agreed to disconnect the phone for Fr. Bob Singelyn (during the months he is not residing at the parish), the phone designated for an associate pastor (since there is no current associate pastor at the parish), and the phone designated for St. Vincent DePaul (which is not being used). Note: On the extension list that Comm-Core provided, there were two extensions named St Vincent DePaul. One extension (1337) is the extension that is currently being used by St Vincent DePaul and the other extension (1335) is an unknown extension not being used at all at the present time. The St Vincent DePaul Extension 1335 is the extension that is being disconnected.
    - The phone in the Sacristy does not currently work. Fr. David would like to have this phone replaced.
    - Mike Curtis, Comm-Core, indicated that all fourteen phones are owned by St. Mary Parish. Comm-Core will replace a phone if we have problems with the phones for no charge.
    - Mike Curtis, Comm-Core, offered to provide training for the Voice Over IP phone system. Karen Beaudrie, Office Manager, Lorie Bronson, Pastoral Minister, Mary Quick, Director of Faith Formation and Fr. David would be candidates for the training.
    - It was agreed by council members that the parish should have four virtual lines for Mary Quick, Lorie Bronson, Karen Beaudrie and Fr. David. The service agreement submitted by Comm-Core was written for three virtual lines.
    - Lorie Holden will discuss with Mike Curtis, Comm-Core the changes we would like regarding adding a fourth virtual line and disconnecting three phones.

- Other Business
  - An HP Office Connect switch has gone bad (a switch that splits incoming internet for VoIP and Internet). It was agreed that the parish should contact VTG to replace the switch.
  
  - Comcast Statements: At the January 11<sup>th</sup> Finance Council Meeting, Julie Dull, Finance Director, indicated that she would contact Comcast and cancel service for the internet which the parish is being billed for but is not using internet data. Fr. David informed that Julie has not yet cancelled service as the parish currently receives three Comcast statements monthly. Julie wants a better understanding of the three invoices before she places a cancellation. Fr. David and Julie Dull will handle the Comcast bills.
  
- Upcoming Meeting Dates
  - March 1, 2018 at 5:00 pm in the Rectory. Finance Director's attendance not required
  
  - April, 12, 2018 at 5:00 pm in the Rectory with Finance Director
  
- Closing 5:20 pm

Submitted by: Janice Byron