

St. Mary Parish Finance Council Meeting Minutes
July 26, 2018 5 PM
St. Mary Parish Heritage Hall

Present: Fr. David Burgard, Rick Montcalm, Pat Williams, Mike Hoydic, Kamal El-Rassi, Jack Ready

Fr. David opened the meeting with a reading of the gospel and a reflection.

1. **Julie Dull memo on report format** Julie sent a memo to Council members asking for input on reports she prepares for us each month. Council is satisfied with the current reports, saw no need for the monthly version of the Budget v Actuals report since the same information is on the Year-To Date report and wanted to encourage her to provide narrative comments. Rick Montcalm will communicate our comments to her.
2. **Old Business**
 - a. **Elm Street Doors** We are waiting for a final bid from Daiek. Rick, Mike Newcomer, Hugh Acosta and Fr. David will continue to push this project toward completion. Securing any permits will be the responsibility of the contractor. Query: is an automatic door opener required?
 - b. **Sound System** Rob from RMW has been back recently to monitor and tweak the system. One of the two speaker towers will be moved to a pillar by one of the side doors and a booster will be added to make sure the iPad control in the choir loft will function properly. In the PLC a new DVD player will be acquired and an HDMI splitter has been added.
 - c. **Catechesis of the Good Shepherd Atria** are now all located in the school basement (old cafeteria). **Deacon Mike Stewart has a new office** in Heritage Hall in the room formerly used to store CGS items.
 - d. **Replacement of 4th Rooftop Heating and Cooling Unit** We are awaiting a second bid to compare prices. Once received, the parish will contract with one of the bidders to install a new unit. Three units have already been replaced over the past two years.
 - e. **Exterior and Interior Maintenance** Mike Newcome will rent a lift to perform exterior maintenance this summer. In the fall, we will rent for interior work in the church including replacing light fixture. An air-conditioning unit was acquired for Fr. Giancarlo's bedroom. Rocky's Roofing is working on a couple of issues at the parish residence and will check the flat roof on the 1954 school building.
3. **ACH Payments** Council decided to explore new efforts to encourage parishioner to make their church contributions through ACH rather than weekly envelopes. The parish spends a lot of money on envelopes and more than half of those mailed are not used at all. Existing usage will be examined and members will check with local banks on ACH options: Pat – MB&T; Kamal - Huntington; Rick – Directions CU; Jack – 5th/3rd. **To revisit this topic at next meeting**
4. **Internet Communication** Pat Williams reported that the parish currently has about 500 email addresses for parishioners. All new parishioners and those registering for a baptism or wedding are asked to supply email contact information. The parish has a website and also a Facebook page (with 550+ "likes"). Pat will attend a meeting on August 23rd with Connie Janus, webpage coordinator to further explore how we can utilize electronic media to further our parish mission. Input will be sought from Deacon Mike and possibly posting Lay Leanings. **Follow up next meeting**

5. **Computer update and internet services** Our reminder calendar suggested that we replace the oldest computer currently in service. Karen Boudrie will be asked to check on the need to do so and also to check the age of all our computers. We also discussed whether staff is satisfied with the operation of our computer, internet and phone network since we don't currently have a service contract. Tech Experts is currently providing service to Pat's former employer. Anyone we decide to use, should we have a service contract, would have to work with VTG. **Follow up discussion next meeting.**

6. **Call to Faithful Stewardship** This was the heading of the non-financial portion of our trifold report to the parish for the past two years. Should the language be changed? Rick suggested that the language could be a little more direct. Fr. David will look at the language and consider possible changes. We also had a consensus that the picture for the trifold should feature the new doors. **Follow-up next meeting.**

7. **New PFC Member** Names were suggested and prioritized. Fr. David will consider the suggestions and invite at least one additional member to join us. There was no discussion about the selection of a new chairperson.

Next Meeting: August 16th at 5PM with the finance director. The main agenda items will be: review of the fiscal year report and content preparation for the parish trifold brochure.

minutes drafted by Jack Ready 7-28-18