

St. Mary Parish Finance Council
Meeting Minutes – October 9, 2019

5:00 pm – 6:25 pm

Present: Fr. David Burgard, Fr. Kevin Roelant, Recording Secretary Janice Byron, Council Members Mike Hoydic, Jack Ready and Pat Williams

Guests: Julie Dull, Finance Director, Mike Newcomer, Maintenance Director and Dan VanWasshenova, candidate for finance council

- Fr. David opened the meeting with reflection and prayer.
- Official Approval of August 13, 2019 meeting minutes.
 - Mike Hoydic motioned for the formal approval of the August 13, 2019 Finance Council Meeting Minutes. Pat Williams seconded the motion. All finance council members had received the minutes via email following the August meeting and all council members responded via email with approval of the minutes.
- Report by Finance Director Julie Dull
 - Julie Dull answered questions from council members as they reviewed multiple reports which Julie Dull provided via email prior to the meeting (Budget vs Actual July – August 2019; Budget vs Actual August 2019; Statement of Activity July – August 2019; Statement of Activity August 2019; Statement of Financial Position August 31, 2019; Forecast July 2019 – June 2020; and St Mary Church Offertory Report August 2019).
 - The 2019 Fiscal Year Report has been submitted to the Archdiocese of Detroit.
 - All action items from the routine Archdiocese of Detroit audit have been addressed and corrected. Council members reviewed the reply report which is set to be sent to the Archdiocese of Detroit this week.

- Julie Dull reported that offertory collections are still a concern and although there was an increase in August, the collection continues to be down from past years.
 - Pat Williams requested Julie Dull to add footnotes on the Forecast report for references on future reports.
 - New microphones were purchased adding an expense which was not included in the budget.
 - A new computer was purchased for Mary Quick, Director of Faith Formation. The cost of this computer will be split three ways between St. Mary, St. Michael and St. John parishes.
 - The expense for the creation of atrium space in the school basement will reflect in this year's budget. Mike Newcomer is completing the work.
 - CSA donations are short approximately \$13,000 from our commitment to Archdiocese of Detroit. Note: The Archdiocese increased St. Mary's obligation approximately \$7,000 from last year.
 - To date, Julie Dull has not been informed of the amount for the vicariate subsidy this year.
- Old Business
 - Vacant Finance Council Positions
 - At the August finance council meeting a few names were recommended as possible candidates for the open positions on finance council. Members were asked to reach out to those suggested individuals to see if they had an interest in possibly becoming a member.
 - Dan Vanwasshenova was invited and attended the October finance council meeting.
 - Pat Williams and Mike Hoydic both reported that the individuals they spoke with were not interested at this time.
 - A discussion was made again regarding possible candidates. Jack Ready will reach out to a parish member that was recommended.
 - Status of Inactive Member List

- Pat Williams reported that parish office manager, Karen Beaudrie, has completed the inactive member list. These inactive members were removed from the mailing list regarding offertory envelopes.
- Julie Dull reported that there has been a decrease in the cost of offertory envelopes due to a change in vendors and also in part due to the removal of mailings to the inactive member.
- ACH Electronic Offering
 - Following the ACH authorization form being printed in the Chronicle one time in September, Julie Dull reports that 35 families have submitted forms for ACH authorization in September. As of October 43 families are set up for ACH electronic offering totaling \$5475.00.
 - A digital copy of the ACH authorization form is on the parish website.
- Tri-Fold Financial Update
 - A tri-fold financial update will be sent to parishioners again this fall.
 - Julie Dull will update financial figures and distribute to council members for approval
 - Fr. David will work on a narrative
 - Pat Williams will contact Lamour Printing regarding printing
- Building and Maintenance Updates (Report by Mike Newcomer, Director of Maintenance)
 - Carpeting
 - Mike Newcomer has scheduled the carpeting in the sacristy to be replaced first. Ceramic tile will be placed in front of the counters.
 - Money for this project is covered through donations from various parishioners
 - It was reported that an additional parishioner indicated the desire to donate money to replace the office carpeting.
 - Maintenance on (East) Stained Glass Window
 - Mike Newcomer, reports that Thompson Glass will not begin the project until late October/November. He was told it will take approximately one week for the work to be performed. The leaded panels of glass that need repair will be removed and taken to their shop for repair. Most of the work will be completed from the inside of the church. A manlift will be rented for this project.

- Cove Lighting
 - Mike Newcomer is looking into a few possible options regarding the cove lighting instead of replacing all of the current cove lighting. Mike indicated that he would like to work on the cove lighting the same time period that Thompson Glass repairs the windows in order to use the manlift being rented.
- Glass Block Windows
 - Mike Newcomer continues to work on repairing the glass block windows and is hoping to have this projected completed soon. He believes the damage to the windows was caused by snow plowing. Mike will look into obtaining a price for bullet proof laminating as an option to protect the glass blocks.
- Church Boilers
 - Mike Newcomer reports that the church currently has four boilers. He estimates the cost of replacing the four boilers to be \$90,000.
 - Mike believes the current boilers will not need to be replaced for two or three years.
- Future Meeting Dates
 - Thursday, December 5, 2019 at 5:00 pm in the Rectory without finance director.
 - Thursday, January 16, 2019 at 5:00 pm in the Rectory with finance director.

Submitted by: Janice Byron