

## St Basil's Finance Council Meeting –Minutes January 22<sup>nd</sup> 2019

**In Attendance:** Father Dayrold, Peter Charbonneau, Mary-Lou Daze, Elizabeth Elliot, Michelle Gleeson, Rod Noakes, Mary Ross, Jim Shields

**Regrets:** Jason Fekete, Qing Yang

	Topic	Lead	Current Status	Next Steps Required (Lead Person) and Record of Decisions	Expected Date of Completion
<b>1</b>	Welcoming of Fr Daryold and Opening Prayer	Michelle Fr Daryold			
<b>2</b>	Approval of minutes of December meeting	Michelle	Preparation of record of discussion was delayed. December meeting was informal meeting with focus of discussion on the need for long term capital planning. Discussion points will be circulated with the January minutes	Michelle to prepare Summary of December discussion points	To be circulated with draft January minutes
<b>3</b>	<b>Standing Agenda Items</b>				
<b>3a</b>	Review of end of December 2018 Financial Situation	Michelle/Peter  Mary-Lou  All	Financial Statements (B/S, I/S, CoA) and analysis report are tabled  Status of preparation/submission of Diocesan year-end report.  Discussion on best approach - strategy for briefing parish on 2018-year end results	Financial statements tabled. Operating deficit for 2018 is \$27, 400 (close to forecast)  Completion of Diocese Year End financial report. Template issue with report to be resolved - Mary-Lou/Peter  Decision was made to brief parishioners before masses and insert in bulletin. Positive response last year. (Separate meetings often poorly attended, inconvenient)  Draft power point presentation will be prepared and circulated for review/comment.	Report due February 22   Presentation to be in March after acceptance of diocesan report.
<b>3b</b>	Property Report <ul style="list-style-type: none"> <li>• Status Update</li> <li>• Boiler</li> </ul>	Jim Qing	Boiler: 1) installed, plumbing, electrical and gas work has been completed. During January the contractor Dilfo adjusted the	The heating system in the hall will be looked at in this Spring.  Jim to speak with Dilfo about getting "Serge" to	Feedback by

	<ul style="list-style-type: none"> <li>• Elevator</li> <li>• Other</li> </ul>		<p>computer controlling the boiler so there is consistent heat in the church.  2) Father Dayrold raised a point about a recommendation received in regards to having the Subject Matter Expert (SME) Serge from Dilfo prepare a detailed “user manual” on the new boiler system.</p> <p>Elevator: 1) Two quotes have been received. Savaria \$42,880 (elevator only, removal of current elevator quote being prepared) Garaventa Elvron CPL elevator \$42,989 plus \$1000 to remove current elevator. (Elevators are HST exempt.). 2) Application for approval to College of Consulters is due February 12<sup>th</sup>.</p> <p>Preliminary discussion/exploring the feasibility of applying for a grant either with Trillium/Heritage Canada.</p> <p>Status of Crucifix. Work on the crucifix and installation will be done this month.</p> <p>Floor between altar and sacristy has been repaired. A new door and frame have been installed. The electrical panel work has been completed.</p> <p>Status of WI-FI in church: Wiring is complete. The equipment and manual for the Wi-Fi is now available.</p>	<p>prepare a detailed user manual</p> <p>Awaiting a third quote from Capital Elevator.</p> <p>Jim/Qing to prepare and submit application by Feb 12<sup>th</sup>. Diocese meeting is scheduled for February 25<sup>th</sup> 2019. Application for approval to Diocese College of Consulters is due February 12<sup>th</sup>.</p> <p>Michelle is doing some preliminary investigation</p> <p>Installation of crucifix and announcement in parish bulletin</p> <p>Kevin Murnaghan is reviewing materials and prepping for installation and testing.</p>	<p>next meeting in February 2019</p> <p>February 12<sup>th</sup>, 2019</p> <p>End of January 2019</p> <p>As Kevin’s time permits.</p>
<b>3c</b>	<p>Capital Report</p> <ul style="list-style-type: none"> <li>• Status Update</li> </ul>	Peter	Discussion on winding down Restored foundation	\$122,000 to be expended on balance of Restored Foundations.	

	<ul style="list-style-type: none"> <li>Go forward approach for integrated fundraising</li> </ul>	All	<p>Discussion and development of strategy for go forward fund raising</p> <ul style="list-style-type: none"> <li>A new campaign would currently be looking at raising \$210K to \$220K to pay for elevator, pipes for the basement, roof for the rectory and replenish the reserve fund.</li> </ul>	<p>\$108,000 for electrical \$9,000 for rectory \$4,000 HST</p> <p>Prepare and present a final report on the current campaign – Restored Foundation for parishioners.</p> <p>FC chair to request from premises committee a document be prepared on key elements of a new campaign.</p> <p>FC to seek assistance on campaign marketing with a proposed starting date of the first week of April with a short presentation to the parish at the start of masses.</p>	Looking at a May to August completion for the campaign.
3d	<p><b>Protocol Review (#6,7,8)</b> Credit Cards, Bank Reconciliation, Parish Financial Reporting</p>	Mary Lou	<ul style="list-style-type: none"> <li>May-Lou made a presentation on details.</li> </ul>	No further action required. St. Basil's is in conformity with protocols #6,7 &8.	
4	<b>Review/Update on action items from previous meeting</b>				
4a	CIBC shares and analysis of special collection envelopes	Michelle/Rod	<ul style="list-style-type: none"> <li>Status update on presentation to Pastoral Council.</li> <li>PC agrees to the proposals on the CIBC shares and special collection envelopes.</li> <li>PC from a communications perspective, will be responsible for coordination of "information elements" of special envelopes.</li> </ul>	<p>Rod will give details to the office on the parish special collection envelopes to be eliminated from the 2020 envelopes for parishioners.</p> <p>PC – Mary Ross to ensure commentators notes/announcements include information to parishioners the explanation of the purpose of the special collections on the document to the lector's/commentators' ministry. *Note - Descriptions are included in the CIBC shares document previously shared with PC</p>	<p>Fall 2019 before 2020 envelopes are ordered.</p> <p>Starting as soon as possible for next special envelope collection</p>

				members.	
<b>5</b>	<b>New Agenda items</b>				
5a	2019 budget	Michelle	Michelle provided details of the liturgical components of the 2019 budget to pastoral council at their recent January meeting.	Final 2019 budget spreadsheet to be included as attachment to these minutes for all FC members.	
<b>5b</b>	Status update on Rental of facilities to Karin community	Fr Dayrold	Karin community can use the parish hall facilities for celebration of their services.	Father Dayrold to finalize contract process with Karin community for their leasing of the parish hall for their religious services.  With the support of the Pastoral Council, additional reassurances are to be sent to the archdiocese re: Karin community possibly using the church facilities with the parish taking steps to ensure the sanctity of the blessed sacrament and other RC symbols.	End of January 2019  As soon as possible
<b>6</b>	<b>Closing Prayer</b>				

Scribes of Finance Council Meeting	Tag team of record keepers	Scribes of Finance Council Meeting	Tag team of record keepers
September 25 <sup>th</sup> , 2018	Jason and Rod	January 22, 2019	Rod and Jason
October 23 <sup>rd</sup> , 30 <sup>th</sup> 2018	Michelle and Qing	February 26 <sup>th</sup> , 2019	Mary Lou and Elizabeth
November 27 <sup>th</sup> , 2018	Jim and Peter	April 23 <sup>rd</sup> , 2019	Peter and Jim
December 19 <sup>th</sup> , 2018 (informal)	Michelle	June 18 <sup>th</sup> , 2019 (3 <sup>rd</sup> Tues vs 4 <sup>th</sup> Tues)	Qing and Michelle

**Cheque Signing Schedule:**

January 2019	Michelle
February 2019	Rod
March 2019	Peter
April 2019	Michelle
May 2019	Rod
June 2019	Peter