

St Basil's Finance Council Meeting – Agenda April 23rd, 2019

Present: Fr Daryold, Jim Shields, Jason Fekete, Qing Yang, Michelle Gleeson, Mary Ross and invited guest Kevin Burns

Regrets: Peter Charbonneau, Elizabeth Elliot, Rod Noakes and Mary-Lou Daze.

	Topic	Lead	Current Status	Next Steps Required (Lead Person) and Record of Decisions	Expected Date of Completion
1	Welcoming of Fr Daryold and Opening Prayer	Michelle Fr Daryold			
2	Approval of minutes of February 26 th 2019 meeting	Michelle	Minutes were circulated for comments and approved by members. Minutes have already been posted on parish website	No action required	
	New Agenda Item				
	Preliminary discussion on next steps and approach for fund raising re: Boiler and Elevator + other items	Kevin Burns	Special guest – to launch discussion and next steps. ** see 3B and 3C item below	Jim Shields briefed the committee on the status of the property management issues of the Elevator/Lift; new boiler considerations for heating the hall and church; Rectory roof and ice build up on small roof between alter /sacristy. This update was followed by a discussion with Kevin Burns on the comms messaging around the launch of new fund-raising campaign. A summary of Kevin's key points is noted on separate page below.	
3	Standing Agenda Items				
3a	Review of end of March 2019 Financial Situation	Michelle/Peter	<ul style="list-style-type: none"> Financial Statements (B/S, I/S, CoA) and analysis report are tabled 	Michelle presented End of March Financial Statement and reviewed with committee the analysis report. There were not additional comments/observations.	No additional action required.

3b	Property Report Status Update <ul style="list-style-type: none"> Boiler Elevator Roof Other 	Jim Qing	<ol style="list-style-type: none"> Old Elevator will be removed in early May. Parish will be without an elevator for approximately one month, until new lift is installed. There is some preparation/painting that will be required prior to new installation. Cost is approx. \$45K to \$50K. Heating with Rad in walls for church hall. Received on proposal, looking for 2 additional proposals. Preliminary estimate is \$80K Replacement of Rectory roof. Currently leaking in office areas. Preliminary estimate of cost is \$64K time Repairs of small roofs around church i.e. where ice build ups and behind alter and sacristy. No cost estimates at this time. 		
3c	Capital Report <ul style="list-style-type: none"> Status Update <hr/> <ul style="list-style-type: none"> Go forward approach for integrated fundraising 	Peter All	<p>Briefing of any outstanding items on winding down Restored foundation</p> <hr/> <p>Discussion on next steps and establishment of a specific date - deadline for fund raising campaign</p>	<p>Is there a need for any additional closing out report to parishioners at the end of all the projects?</p> <hr/> <p>See notes on fundraising campaign below.</p>	
3d	Protocol Review	Mary Lou	<ul style="list-style-type: none"> 	Deferred to next meeting because Mary-Lou was absent	
4	Review/Update on action items from previous meeting				
4a	Status of WIFI in the church	Fr Daryold	This item was covered under new agenda topic	Action items: 1) Father Daryold to get Kevin M. to provide committee with information on protocol/guidelines for who get access to WIFI. 2) Once all is completed, there needs to be a bulletin announcement and formal THANK YOU to Kevin for his service/help.	
4b	Status update on Rental of facilities to Karin community				
4c					
5	New Agenda items		Father Daryold raised the issue of lack of consistency on various rental income charges across various activities/groups using the parish facilities.	Mary Lou is to prepare a detailed chart/table with the particulars of each group – amounts/rental agreements etc.,	Report to be presented at our next meeting in June 2019.
	Last meeting of season is scheduled for June 18 th 2019		<ul style="list-style-type: none"> If we are launching fundraising for Boiler/Elevator is there a 	Council members decided that there was not a need for	

			<p>need for meeting in May?</p> <ul style="list-style-type: none"> • Coordination final meeting with Parish Council? Closing dinner? 	<p>an additional meeting in May. New information materials would be circulated by email as required.</p> <p>It was agreed with Mary Ross that there would be a joint dinner and Pastoral Council/Finance Council update.</p>	<p>Dinner and Meeting will take place on June 18th. Mary Ross to work with Karen Z. re: catering by Manal Al-Dabie</p>
6	Closing Prayer	Fr Daryold			

Scribes of Finance Council Meeting	Tag team of record keepers	Scribes of Finance Council Meeting	Tag team of record keepers
September 25 th , 2018	Jason and Rod	January 22, 2019	Rod and Jason
October 23 rd , 30 th 2018	Michelle and Qing	February 26 th , 2019	Mary Lou and Elizabeth
November 27 th , 2018	Jim and Peter	April 23 rd , 2019	Peter and Jim
December 19 th , 2018 (informal)	Michelle	June 18 th , 2019 * Combined dinner with Parish Council followed by FC meeting.	Qing and Michelle

Cheque Signing Schedule:

January 2019	Michelle	July 2019	Michelle
February 2019	Rod	August 2019	Rod
March 2019	Peter	September 2019	Peter
April 2019	Michelle	October 2019	Michelle
May 2019	Rod	November 2019	Rod
June 2019	Peter	December 2019	Peter

Key Points / Key Messaging for upcoming Fund-Raising Campaign

- Elevator is old, is no longer being serviced and needs to be replaced. It will be important to address in the communications materials the need to deal with the confidence issue (i.e.; confidence that this elevator/lift will function better than the current one we have).
- Accessibility. Our mission statement made real. We can't journey together if we can't / don't have access to certain areas of the premises.
- Accessibility for all – as well as messaging around being warm and dry.
- The campaign needs to have a finite start and end date. Need to clearly message that this a new campaign. This is about the “next” items following the Restored Foundation.
- Kevin indicated that it is important to address the confidence issue. He indicated that in the messaging there will need to be a technical piece on how and why this elevator/lift will work. ***Action item:*** Jim S/Qing Y are to provide Kevin with the “reliability statement of the product. Also, to provide information on how much the parish has spent on repairs and ongoing maintenance of the current elevator.
- We need to be clear and upfront as to how much we will need to raise.
- Messaging around maintenance of personal home – ex; need to replace roof, older buildings need maintenance etc., the need to keep warm and dry.
- There was discussion around the depth and breath of Accessibility (physical mobility, sight, hearing etc.). Kevin made the suggestion of having an Accessibility Assessment review performed. ***Action item:*** Jim S to have accessibility assessment performed. The results will also help with cost estimates and may help with the prioritization of “to do” items.
- There was some discussion around the timing of the launch of fundraising and the possibility of linking it to the Parish's upcoming 60th anniversary. There was discussion around a multi pronged approach for fundraising and for communications/messaging. 1) major donors approached individually, 2) general campaign, 3) events, reminders and web page materials.
- There is a dependency in receiving communications material from Kevin as soon as possible in order to begin reaching out to major donors very soon. ***Action items:*** Kevin to prepare draft materials for Finance Council as soon as possible; Fundraising sub-committee to work with Mary-Lou in updating information on major donors and preparing communications (letter) to those donors.