

St Basil's Finance Council Meeting – Minutes June 18th, 2019

Present: Fr Daryold, Peter Charbonneau, Michelle Gleeson, Qing Yang, Elizabeth Elliot, Rod Noakes, Jason Fekete, Jim Shields

Regrets: 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 April 23 rd 2019 meeting	Michelle	Minutes were circulated for comments and approved by members. Minutes have already been posted on parish website	No action required	
3	Standing Agenda Items				
3a	Review of end of April 2019 Financial Situation	Michelle/Peter	<ul style="list-style-type: none"> Financial Statements (B/S, I/S, CoA) and analysis report are tabled 	<ul style="list-style-type: none"> May F/S may not be ready in time for review. 	Financial Statements were reviewed by committee. PS; May and June F/S were sent to members over summer by email.
3b	Property Report Status Update <ul style="list-style-type: none"> Elevator Heating Rads 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 . 		The construction/installation of the new lift is scheduled on Sept. 15. The elevator contractor, UpperCanada, will remove the existing lift and install the new lift. Another contractor, Waterdon, is responsible for preparing the hoistway between the removal of the existing lift and the installation of the new one and finishing the doors and trim after the new installation. UpperCanada will perform testing and touching up prior to calling for the TSSA inspection.

			4) 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 • Status Update	Peter	Briefing of any outstanding items on winding down Restored foundation	Is there a need for any additional closing out report parishioners at the end of all the projects? Additional electrical works are all included in the Restored Foundation. Once the electrical works are finished, Peter will be preparing a closing-out report with the help of Mary-Lou.
3d	Protocol Review	Mary Lou		Deferred to next meeting because Mary-Lou was absent 1) Proposal was made and agreed to by FC that prior to each meeting, Mary-Lou would circulate a paragraph why/how the parish is in compliance to the various protocol topics. 2) Fr. Daryold suggested the collections during masses should be visible when they are brought up to Alter. There is a protocol process about the collections being in a locked bag. Discussion re: modifying current process & having two ushers do the locked bag activities at back of church during the communion. Practice to be tried this summer.
4	Review/Update on action items from previous meeting			
4a	Launch of Accessibility and Hospitality Fund Raising	Michelle/Peter/Rod	Provide status update on this initiative Discussion on next steps and establishment of a specific date - deadline for fund raising campaign. Discussion re: cash flow and timing of fund-raising VS timing of repairs	1) The fund-raising letter to the major donors have been edited and is ready to go. Mary-Lou has prepared the list of the major donors. The letters will be signed and sent out soon. 2) The approval for the raised tax-exemption from the diocese arrived today, June 18 th . 3) The fund-raising campaign can be a year-round event and be integrated with the activities of the coming St. Basil's anniversary celebration. 4) There is a need to increase awareness of all parishioners of fundraising requirements. Need to organize some kind of awareness event in early fall.

				<p>5) There was some discussion on exploring the possibility of having a second collection at Sunday masses for fund raising. This may need to be explored further.</p> <p>6) There was discussion in regards to the timing of fund raising, parish current cash flows vs timing of repairs. It was agreed that to the extent that monies are not raised, the parish can't/should not proceed with significant expenditures. There is a significant risk consideration re: depleting reserves = less interest revenue and bigger operating deficits.</p>
4b	Possible Revenue Source - Advertising	Jason	Jason was appointed lead on exploring possible billboard rental opportunists	<p>1) Jason has reached out to different companies, and the discussions with the companies are ongoing. Some companies have shown interest in setting up advertising billboards on our parking lot before the stop sign or along the highway.</p> <p>2) The projects for accessibility in a community facility are likely eligible for the funding from the Trillium Foundation. Procedure of the grant includes registration, evaluation and qualification. The deadline for this year's application has passed. Jason will keep updating on the progress.</p>
4c	Status of WIFI in the church	Fr Daryold	<p>Status of Kevin M to provide committee with information on protocol/guidelines for who gets access to WIFI.</p> <p>Status of formal thanking Kevin and publication in bulletin of WI/Fi connectivity</p>	<p>Action items: 1) Father Daryold to get Kevin M. to provide committee with information on protocol/guidelines for who get access to WIFI.</p> <p>2) Once all is completed, there needs to be a bulletin announcement and formal THANK YOU to Kevin for his service/help.</p>
4d	Rental Agreements	Fr Daryold	Father Daryold raised the issue of lack of consistency on various rental income charges.	<p>Review materials prepared by Mary- Lou. Determine next steps.</p> <p>1) Discussion and decisions were made on various rental income situations. Specifics are contractual in nature.</p>
5	New Agenda items			

	Review and approval of 2019/20 Fall/Winter FC meeting schedule.	Michelle	Provide FC members with copy of proposed schedule for review and approval.		<p>1) Michelle distributed a proposed plan of agenda topics and schedule of meetings for the 2019/20 season</p> <p>2) No meeting in January, because focus is on preparing Archdiocese Year End Financial Statement. This meeting has been replaced with one scheduled February.</p> <p>3) December 2019 meeting has been changed to 17th.</p>
6	New proposal				Add envelope at pew to provide convenience for people who forget their envelope.
7	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 24 th , 2019	Jason and Rod	February 25 th , 2020,	Rod and Jason
October 22 nd , 2019	Elizabeth and Qing	March 24 th , 2020	Mary Lou and Elizabeth
November 26 th , 2019	Jim and Peter	April 28 th , 2020	Peter and Jim
December 17 th , 2019 (informal)	Michelle	June 23 rd , 2020 * Combined dinner with Parish Council followed by FC meeting.	Qing and Michelle

Cheque Signing Schedule:

July 2019	Michelle	January 2020	Michelle
August 2019	Rod	February 2020	Rod
September 2019	Peter	March 2020	Peter
October 2019	Michelle	April 2020	Michelle
November 2019	Rod	May 2020	Peter
December 2019	Peter	June 2020	Rod