

# Stella Maris Parish Finance Council Minutes

Thursday, November 5, 2020

10:00 am General Meeting VIA ZOOM Conference

## Stella Maris Mission Statement:

Stella Maris Catholic Parish prayerfully unites people in the love of Jesus guided by our patron, Mary.

## Stella Maris Vision Statement:

We invite all to journey as disciples. By sharing the Gospel, responding to Jesus' love and the gifts God has given us, we welcome all to grow in faith and in our parish life.

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## ZOOM Conference details:

**Meeting ID: 886 0825 3534**

**Password: 817385**

## General Meeting

### 1. Introductions

- Call to order 10:00 AM
- Opening Prayer
  - Check-in (2-minute time limit) Present: Fr. Tom, Deacon Tony, Chuck Germain, Mike Desmond, Doug Wheaton, Garey Bies, Peg Berezewski, Jim Slomski
- Approval of September 17, 2020 Minutes – approved
- Agenda additions or subtractions -none
- **Comments or questions from non- council members**

### 2. Current Financial Report and Collections Report

- Current Financial Statements – September 30, 2020
  - Expenses within budgeted amounts.
- Weekly Collections Report
  - Down \$58,000 from this time last year. Unrestricted donations
  - Unrestricted donations up \$45,000
  - Interest income up \$11,000
- Status of PPP Grant
  - Information gathered and submitted. Waiting for final instructions from Nicolet Bank.

### 3. Pastor/Minister of Finance, Facilities, and Administration Report

- **Review of fee schedule prepared by Cemetery Committee**
  - Approved by Finance Council
  - At least \$100 of grave cost goes to perpetual care account.
  - Discussion re: SB bronze plaque issue
- **Review of CSR Allocation Distribution Schedule**
  - Deacon Tony to follow up on \$2,000 allocated to Catholic Foundation
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### 4. Committee Reports & Project Updates

- **Stewardship Committee-No report**
- **Endowment Committee -No report**
- **Buildings and Grounds-See addendum attached**
  - Hearing loops for each site was discussed. This issue is being researched as to cost.

- JP bat issue to be fixed by apparatus that will let bats out but not let them back in.
- JP sanctuary upgrade to be given additional funds by JP Altar & Rosary Society

**5. Discussion Items**

- **Parish Annual Meeting – December 6, 2020 in SB after 10:30 Mass**
- **Budget process for 2021-2022**
  - Deacon Tony and Jim Slomski to prepare draft
- **Long term financial plan for the Parish**
  - Deacon Tony has set up 5-year financial plan
  - Includes: mission planning, increasing parish membership, increasing parishioner ministry
- **Clarification of role of Finance Council and Pastoral Council**
  - Per Diocesan Guidelines: FC is responsible for : financial reporting accuracy; internal control; accounting system; budget; fund raising; property management and safekeeping, including safety, insurance, renovation, inventory of goods and cemetery.
  - Deacon Tony to provide PC with Diocesan Guidelines

**6. Action Items**

- **Trustee Election to be announced in bulletin**

**7. Coming Events: Next Meeting January 20, 2021 at 2:00pm via Zoom.**

**8. Evaluation-Comprehensive**

**9. Closing Prayer – All prayer intentions for the parish**

Adjourned: 11:32 am

Respectfully submitted,  
Peg Berezewski, Secretary

**ADDENDUM– BUILDINGS AND GROUNDS COMMITTEE MINUTES**

**Buildings and Grounds Committee**  
**Monday, November 2, 2020 3:30 p.m.**  
**At Sister Bay or ZOOM**  
**Minutes**

Members: Mark Bogenschutz (Chair), Garey Bies, Kelly Charney, David Gray, Les Kiehnau,  
Ex Officio: Jim Charles, Duane Sitte, Deacon Tony Abts,  
Fr. Tom Farrell – Pastor

In attendance: Garey Beis, Les Kiehnau, Jim Charles, Duane Sitte, Deacon Tony Abts, Father Tom Farrell

**1. Prayer**

2. **Minutes** – reviewed the minutes from the March 18, 2020 meeting.

3. **Review Prioritization of Capital Projects** – This prioritization was reviewed and affirmed: ongoing site operation, safety, structural integrity, required maintenance, site upgrade/improvement, aesthetics/comfort. It will be used as a guide to move projects forward in accordance with this prioritization. \$40,000 has been approved in the budget for fiscal 2020-2021. Approximately 75% of that amount will be committed to projects and 25% will be kept in reserve for urgent items that may present themselves or to make adjustments to overall budget expenses if revenue shortfalls occur.

**4. Review current approved projects underway. = \$18051**

- a. Report on landscaping at Baileys Harbor = \$5376
- b. Sidewalk/Carport concrete at Sister Bay = \$8000 – Shumway Masonry – Scheduled to begin on 11/9.
- c. Re-key rear entry locks at Fish Creek = \$425, completed
- d. Rebuild rear entrance - Baileys Harbor Rectory = \$750, in progress, in house.
- e. Wall and insulate the Rectory Garage at Baileys Harbor = \$1500, in progress, (Garey Beis)
- f. Install iron removal system, Jacksonport = \$2000, completed

**5. Review required maintenance and safety items = \$12000**

- a. Secure front entry step treads = \$1500, in progress, in house
- b. Sidewalk replacement - Office to Church - Egg Harbor = \$ 3000, reconsider for spring
- c. Carport Concrete slab repair - Fish Creek - \$7500, get bid for spring, mud-jacking

**6. Site upgrade/improvement – HOLD**

- a. Egg Harbor Office - create rear entry ramp = \$5100
- b. Egg Harbor Office - paint and stain Office on Garage = \$3500
- c. Flower bed masonry - Sister Bay - \$5000
- d. Replace parking lot light - Baileys Harbor = \$1200 (could make a case for safety) = \$1200
- e. Replace wireless mics at Baileys Harbor, Fish Creek, Sister Bay = \$1500

**7. Summary of Safety Inspection from AON**

- a) Deferred maintenance plan (long term facilities plan) – this needs to be developed for all sites
- b) Fire Protection – inspection of extinguishers and training in the use of same.
- c) Life Safety – clear all egress routes and stairways, floormats, walkways,
- d) Roof inspections and Roof replacement funding – will become part of long term facilities plan.
- e) Site Safety – ladders, scaffoldings, inspection and training
- f) Safety committee – subgroup of Buildings and Grounds Committee
- g) Site Security – locks, keys, emergency and security procedures
- h) Other items
  - a. Boiler certification (Egg Harbor, Baileys Harbor) – in process
  - b. Changes in grade in social hall at Egg Harbor – Railings?

**8. Other items**

a. Hearing Loop for Bailey's Harbor - we have a parishioner (Shirley Raasch) who is advocating for this project and would raise funds for it. She raised funds, I am told, for the carillon at Baileys Harbor. Deacon Tony will consult with our vendor for sound systems as to the feasibility and functionality of a hearing loop. We can then evaluate this item with due consideration to our long-range plan for all facilities.

b. Father made suggestions about:

1. modifications to the sanctuary of the church at Jacksonport. (Drywall on back wall of sanctuary, return the statues of Mary and St. Joseph to the sanctuary) Les Kiehnau, Fr. Tom, Jim Charles and Deacon Tony will meet to discuss these ideas further and report back to the committee in February.
2. Possibility of building a confessional at Egg Harbor – Jim Charles is looking into this project.

c. Other immediate issues were discussed:

1. Bat problem at Jacksonport, - Jim Charles
2. Leakage in gutter at Sister Bay – Jim Charles
3. Extension of exhaust vents at Sister Bay – Jim Charles

9. **Suggestions for a representative from Fish Creek** – Further work will need to be done to surface a new committee member with ties to the Fish Creek worship site. No names were put forward at this time.

10. **Meeting Schedule** (Quarterly) August, November, February, May

a. Next Meeting: February

Respectfully submitted,

Deacon Tony Abts