

Finance Council Minutes
Stella Maris Parish Finance Council
Egg Harbor
Thursday, May 24, 2018
Accountant' Pre-Meeting 1:00 pm
General Meeting 2:00pm

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.

Accountants' Pre-Meeting

1. Review latest financial statements - tabled
2. Endowment accounting procedures:
 - a. journal entry procedures are appropriate.
 - b. Error in one account was corrected
 - c. Bernie Freeman gets report of donors with no amounts; Jim Slomski gets report with names and amounts from the Catholic Foundation. Tom to coordinate with Bart Ahern to prevent duplication of requests.

General Meeting

1. Introductions

- Call to order 2:00 PM
- Check-in (2-minute time limit)
 - Present: Fr Dave Ruby, pastor; Richard Dannhausen, Finance Trustee; Peg Berezewski, Chair/acting secretary; Tom Polacek; Terry McArdle; Walter Vail; Chuck Germain; Michael Desmond
- Approval of Minutes
 - April 4, 2018 – Regular Meeting - approved
 - April 27, 2018 – BH Roof Special Meeting - approved
- Agenda additions or subtractions – B&G issues. See below
- Opening prayer:

2. Comments or questions from non- council members - none

3. Current Financial Report & Investment Review

- Weekly Collection Review
 - Currently up from last year but below budget.
- Bank and Investment Statements for April 2018 - Tabled
- CD Recommendations
 - Approved to move a total of \$200,000 from money market to CD's.
 - Laddering procedure will be to move \$25,000 every 3 months into a 2-yr CD for 2 years.
 - Permanent agenda item to reflect this procedure.
- Budget 2018-2019
 - The preliminary budget was examined by the council. Appropriate changes were made, and the final budget numbers were approved.

4. Pastor's Report – New Worship minister hired and will begin in July 2018.

5. Committee Reports & Project Updates

- Cemetery
 - June's participation
 - New leadership in needed in near future
- Stewardship Committee
 - Money concerns/Discipleship
 - Tom presented his written report. See Appendix A
- Endowment Committee
 - Disbursement choices for FY 2017-2018
 - The council decided to waive this year's disbursement.
 - Endowment committee

- Buildings and Grounds
 - Stella Maris B&G Committee guidelines
 - Terry will combine SMP guidelines with GB Diocese guidelines and set up a structured format for the committee
 - Status of recruitment
 - Reported that several people are interested
 - Addition to agenda: After the BH roof and wall work is done, the following projects should move to the forefront of projects:
 - Re-do EH steps. Currently a safety hazard
 - Repaint outside of office in EH
 - EH basement issues
 - FC parking lot needs sealcoating and striping
 - FC siding needs re-staining

- **Project Updates**
- Egg Harbor Office floor
 - Council decision to have hardwood floors refinished by Ralph's Hardwood Flooring Co. This includes all office and meeting spaces on the first floor. The kitchen and porch will not be included.
 - Plans are being finalized for the moving of files, furniture and office equipment, as well as plans to accommodate the office personnel during the refinishing.
 - Jim Charles will reinforce the area where the floor is sagging.
 - Before work on the floors begins, the areas will be repainted, and electrical and lighting updates will be made.
- Baileys Harbor roof
 - Still on schedule to be started in September.
- Baileys Harbor wall
 - Work will be done by Franke Masonry at a cost of \$35,000. Additional costs of approximately \$15,000 will be incurred to repair/replace landscaping

- **Discussion Items**
- Baileys Harbor Altar and Rosary Society requests:
 - Dues collection and new membership envelopes in pews
 - Approved. Envelopes must be removed from the pews after 2 weeks.
 - Solicit funds for flowers in the Mary Garden in BH.
 - Denied.
- Egg Harbor Foundation-see above
- Egg Harbor office exterior painting – see above

- **Action Items**
 - Full-time Minister of Administration
 - Description attached
 - Suggested salary \$50,000 per year
 - Approved by Finance council
 - Part-time Worship Administrative Assistant
 - Suggested salary, \$10,000 per year
 - Under discussion

9. Coming Events

- a. **Next Meeting: Friday, July 27, 2018, 2:00pm Baileys Harbor**

10. Evaluation – omitted so that council could examine issues in EH basement.

11. Closing Prayer – All prayer intentions for the parish

Adjourned: 4:36pm

Respectfully submitted
 Peg Berezewski, Chair/Acting Secretary

Appendix A –

Memo to Finance Council
Stewardship Update
May 24, 2018

Stewardship:

1. Annual Service and Sharing Campaign to kick off June 16-17. All materials due to office not later than June 5. Similar program as prior year...i.e. witness presentation and supportive homily
2. Follow up calls planned for 1st two weeks of July. Plan to use many of same 18-person call team as last year. Seeking a response of > 50%. Always looking to add callers.
3. Annual report “heads-up” message sent May 19 to Council and Committee Leaders. Alerting them to submit their annual report segments by July 31. Also sent message to Lori and Jim requesting their information in July.
4. Volunteer Appreciation Event targeted for Sept ...same format as prior year (open house)

Endowment:

1. May 15 meeting focused on distribution of materials; preparing Advisory Team to address questions when they are out and about and organization our efforts.
2. Appointed Tom P chairperson of Endowment.
3. Walter Vail and Tom Mulligan volunteered to lead the “going public” campaign
4. Talked to Janet Wagner at CF regarding letter from Diocese requesting all parishes to wrap up their campaigns. We are OK going public through the summer...but need to suspend fund raising activities in early Sept.
5. Need a better report out of SMP to enable our “Ask Team” to stay on top of who has contributed...discussed with Peg.
6. Need the Finance Council to be solidly “on board” for this summers “going public” campaign (i.e. look for opportunities to help with some of the events).
7. Tom Mulligan, Walter Vail and Tom met May 19 to draft the “going public” calendar of events
8. Meeting scheduled June 1 to present plan to entire Advisory Team.

We have a lot to do and a shortened calendar....so a sense of urgency is needed.