

Finance Council Minutes
Stella Maris Parish Finance Council
Baileys Harbor
Friday, July 27, 2018
Accountants' Pre-Meeting 1:00 pm
General Meeting 2:00pm

1. Year End Review

- Questions, modifications
 - Several questions regarding the reporting of endowment revenue and expenses were identified. Chuck Germain will work with Jim Slomski to address this issue.
 - It was also recommended that an outside accounting firm do month end reviews of the financial statements. Tom Polacek will check billing rates with various local accounting firms. To be added to Discussion Items for full council review.
 - The main reason to consider an outside accounting firm is to update our processes, identify and implement financial reporting practices that are done timelier and to enable us to move ahead with business improvements such as better money management and expense analysis.

- Budget Revision
 - Several items were identified as necessary changes to the 2018-2019 fiscal year that were not budgeted. Two items were significant including the part time staff in the office and replacing the songbooks at an estimated cost of roughly \$20,000 – \$35,000

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**General Meeting**

**1. Introductions**

- Call to order 2:00 PM
- Check-in (2-minute time limit)
  - Present: Father Dave; Garey Bies, finance trustee; Peg Berezewski, chair/secretary; Chuck Germain; Walter Vail; Tom Polacek; Terry McArdle.
  - Absent: Michael Desmond
- Approval of Minutes
  - May 24, 2018 - Approved
- Agenda additions or subtractions: Addition of Discussion Item: Green Policy
- Opening prayer:

**2. Comments or questions from non- council members**

- Green Policy Presentation: Wayne Kudick, Pat Glen and Joan Schaupp presented a draft of a policy for Stella Maris Parish. Appendix A

**3. Current Financial Report & Investment Review**

- Weekly Collection Review – (we didn't see a weekly collect report and we didn't compare attendance to any prior period) . Recommendation to \_\_\_\_\_ promote ACH payments or WeShare in November
- Need someone to update weekly collection report (to replace Richard D). – Chuck Germain will volunteered to contact Jim Slomski to see where the information originates.

- Bank and Investment Statements for June 30, 2018 were distributed to council members.
- Year-end financial statements: See Discussion Items below
- Budget 2018-2019 –Revision discussed. Decided not to revise the — approved budget

#### 4. Pastor's Report

- Status of Facilities, Admin, and Tech position – one person applied, and was offered the position. Candidate to decide if he will take the position
- Status of p/t Music Minister assistant – one applicant.
- Cleaning person hired for Baileys Harbor church and rectory. This person is an independent contractor

#### 5. Committee Reports & Project Updates

- **Cemetery:** Purchase of plots has declined
- **Stewardship Committee**
  - Stewardship annual campaign resulted in an **initial** 30% response from parishioners. An additional 12% responded after they were contacted. This year there were 17 volunteers calling parishioners. Next year there will be 19 callers.
  - The annual Appreciation Day will be on Wednesday, September 19, 2018 at Sister Bay beginning at 6:00 pm.
- **Endowment Committee**
  - Going public phase. Four presentations at all masses.
  - Next meeting: Monday, July 30<sup>th</sup> at 9:00 am in Sister Bay
  - Diocese capital fundraiser: Stella Maris has been moved from category one to category 3. This will give the parish more time before another major fundraiser is rolled out.
- **Buildings and Grounds**
  - Status of recruitment for B & G committee: Garey will begin recruiting individuals from each of the sites to form a new committee. Terry McArdle will assist in this project.
  - FC Sealcoating and striping: Bids from 2 companies for seal coating of Fish Creek parking lot were examined. The contractor chosen was Door County Asphalt Sealers. Also, Bay Striping will do the striping of the FC lot. Cost will be \$4,935 for sealing, and \$1080 for striping for a total of \$6015
  - Sister Bay and Fish Creek churches exterior painting – Garey to get quotes for next meeting
  - 5 contracts for propane must be renewed. Jim Charles(?) to address this.
- **Project Updates**
  - Egg Harbor Office floor- scheduled for the Fall. An electrician has been contacted to work on the electric before the floor are laid.
  - Baileys Harbor wall — Waiting on contractors schedule
  - Egg Harbor Foundation – Richard Dannhausen has contacted a company. Work on this will begin in the Spring of 2019
  - Egg Harbor office interior painting planned for?
  - Jacksonport windows: 2 windows need to be replaced at \$350 each. Looking for appropriate door to replace the existing one.
  - Sister Bay: Armando will clean the carpet and strip the floors.

## 7. Discussion Items

- **Hiring an accounting firm: Discussed how to go about improving the timeliness and accuracy of our monthly financial reports.** Tom and Chuck recommend bringing in an outside accounting firm to review the financial statements monthly. Tom to check billing rates of 3 local firms. Father will talk to the diocese for guidance in this matter.
- **Green Policy:** After discussion, the Finance Council recommends changing the name from Green Policy to Sustainable Policy. After more discussion at the next regular meeting the FC will collaborate with the pastoral council to come up with an action plan.

## 8. Action Items

- Baileys Harbor roof –discussed need to salvage tile and the specs related to the roof underlayment construction, need to refresh bids, then approve, a contractor or contractors.
- A special FC meeting regarding current bids will be held on Tuesday, August 7<sup>th</sup> (Time and Place???)

9. **Coming Events:** Next regular meeting will be August 31, 2018 at Egg Harbor. Accountants will meet at 1:00pm and the general meeting at 2:00pm Green Bay Diocese Annual Report

10. **Evaluation:** Lots of issues covered.

## 11. Closing Prayer – All prayer intentions for the parish

Adjourned: at 4:22pm

Respectfully submitted by  
Peg Berezewski  
Chair/Secretary

## Appendix A

Stella Maris **Green Purchase Policy**, proposal, July 27, 2018

### Goal

The goal of this policy is to establish environmentally conscious purchasing practices for Stella Maris Parish. Making the commitment to purchase and acquire environmentally preferable “Green” products and services sets the example and demonstrates Stella Maris’ commitment to care for our earth and asserts that we seek to purchase goods and services that are better for the environment either due to their means of manufacture or by their properties that are “Green”, as utilized.

The adoption of a “Green” purchase policy brings into action the Roman Catholic Church’s Social Justice Creation Care teachings as clearly fortified in Pope Francis’ Encyclical, “Laudato Si’, (Praise to You, my Lord) On Care for Our Common Home.”

<http://www.usccb.org/about/leadership/holy-see/francis/pope-francis-encyclical-laudato-si-on-environment.cfm>

This policy will be a significant step toward instilling a “Green” ethos of daily living for our Parish membership and our visitors and our community at-large.

Establishment of environmentally preferable “Green” practices will be furthered by sending a clear message to producers and suppliers that “Green” purchasing is the parish’s policy.

### Statement of policy

Whenever feasible, environmentally preferable products and services that are of comparable quality and price to their standard counterparts should receive purchasing preference. Vendors and producers should be notified that Stella Maris has adopted a “Green” purchase policy and will be asked to provide options for environmentally preferable “Green” products and services.

“Green”, an environmental care acronym of Catholic expression inspired by “Laudato Si’, On Care for Our Common Home” ..... Applying .....

### Rationale to create a Green Purchase Policy

**for Stella Maris Parish, Northern Door County:**

1. Door County, especially northern Door County, is an exceptionally gifted sample of God’s creation.
2. Millions of people visit Door County to enjoy and our Environmental treasure. Continuing demonstration of buying Green, publicizing Green lifestyles, and providing ongoing education on strategies to save our planet puts Stella Maris in an especially well-positioned locale to educate vast numbers of Catholics, our parishioners and the multitudes of visitors regarding Pope Francis’s call to environmental action.
3. With Laudato Si’s URGENT call to action, “dominion” has been re-defined to teach us how to fulfill human responsibility for Our Common Home: (science confirms, we have limited time to correct & adapt to the world’s destruction), excerpted from Laudato Si’.....
  - a. We are not God. The earth was here before us and it has been given to us. This allows us to respond to the charge that Judeo-Christian thinking, on the basis of the Genesis account which grants man “dominion” over the earth (cf. *Gen* 1:28), has encouraged the unbridled exploitation of nature by painting him as domineering and destructive by nature. This is not a correct interpretation of the Bible as understood by the Church. Although it is true that we Christians have at times incorrectly interpreted the Scriptures, nowadays we must forcefully reject the notion that our being created in God’s image and given dominion over the earth justifies absolute domination over other creatures. The biblical texts are to be read in their context, with an appropriate hermeneutic, (interpretation duty) recognizing that they tell us to “till and keep” the garden of the world (cf. *Gen* 2:15). “Tilling” refers to cultivating, ploughing or working, while “keeping” means caring, protecting, overseeing and preserving. This implies a relationship of mutual responsibility between human beings and nature. Each community can take from the bounty of the earth whatever it needs for subsistence, but it also has the duty to protect the earth and to ensure its fruitfulness for coming generations. “The earth is the Lord’s” (*Ps* 24:1); to him belongs “the earth with all that is within it” (*Dt* 10:14). Thus, God rejects every claim to absolute ownership: “The land shall not be sold in perpetuity, for the land is mine; for you are strangers and sojourners with me” (*Lev* 25:23).
4. To those who much has been given, much is expected. We live in a Green nirvana of Creation, therefore, we have a heightened responsibility to protect our local ..... and world-wide “common home.”
5. The Roman Catholic Church consistently expresses a “preferential option for the poor.” The destruction of our environmental world through overconsumption and waste and poisoning of our water, air and land .... impacts the poorest of the poor of our world / common home with the most destructive, severe and irreversible consequences.
6. Given that our Country, our world and our local economy utilizes \$\$\$ to measure strength and progress and influence, we at Stella Maris have a unique opportunity to use purchasing materials and services as an overt action to demonstrate our Parish commitment to teaching how to save, preserve and sustain our common home.
7. Stella Maris with its privileged position in on one of God’s Gardens of Eden has a unique potential to synchronize with the tourism populations to become a model of demonstrating and teaching how to live in a world that is experiencing an imminent “existential threat” to existence for humans on our common home.
8. Stella Maris can become the model of leadership for our Diocese on “Care for Our Common Home.”

**Guidelines for products that would be considered environmentally preferable with a Green Purchase Policy:**

- A. Products that contain the highest percentage of postconsumer recycled content possible.
- B. Products that reduce greenhouse gas emissions and/ or are made with renewable energy.
- C. Products that are reusable, recyclable or bio-based/compostable.
- D. Products that eliminate or reduce the use of chemicals hazardous to the environment and public health.
- E. Products that are considered to not add to air and water pollution.
- F. Products with minimal packaging.
- G. Select suppliers that provide environmentally preferable products and can document the supply-chain impacts of their efforts, (such as trade association certification.)
- H. Products that serve several functions (e.g. multipurpose cleaner) and reduce the overall number of products purchased
- I. Utilize environmental responsible biodegradable solvents and citrus based rather than petroleum-based cleaners and chemicals used for cleaning and maintenance of buildings and grounds.
- J. Encourage the use of durable, as opposed to single use or disposable kitchen items
- K. Kitchen supplies and service ware such as cups and plates and napkins should be recyclable and preferably compostable whenever possible.
- L. Plastic trash bags should be replaced with compostable plastic bags when ever possible
- M. Whenever possible and reasonable, products and services should be obtained from local vendors to reduces the amount of time and distance products have to travel. Reduced travel will reduce pollution.
- N. Products that can not be bought locally could be shipped via ground by the vendor which is less polluting.
- O. When reviewing contractors for projects of a large scale, whenever realistic and possible select businesses that recycle materials being removed and/or replaced or one that will guarantee responsible disposal of same