

Finance Council Minutes
Stella Maris Parish Finance Council
Thursday, Sept. 20 2017 - 2:00 pm – Egg Harbor

General Meeting –2:00pm

1. Introductions

Call to order – at 2:10 pm by Chair, Peg Berezewski

Present: Fr. Dave Ruby, Pastor; Richard Dannhausen, Treasurer Trustee; Michelle Piatek, Secretary Trustee; Peg Berezewski, Chair; Tom Polacek; Pat Gureski, Terry McArdle, Chuck Germain

Absent: none

Non-members present: Jim Schorer, Garey Bies, Paul Grey

Approval of the minutes August 24, 2017 – Approved by consensus

Agenda additions or subtractions – none

Opening prayer: Gospel of Matthew 20

2. Comments or questions from non- council members

- Jim Schorer spoke regarding roofing materials and had assembled information since 2009 and 2010 at Baileys Harbor site. Some issues were made about rust on metal roofs. Metal roofs tend to last 50+ years compared to asphalt shingles. Recommends stone coated steel roofing as compared to asphalt roofing that has only a 20 year lifespan. Schorer provided a brochure from a notable roofing contractor that can install a stone coated steel roof. Another listening session is recommended to give parishioners more information on which to come to a consensus.
- Garey Bies stated the council needs to consider the down spouts repair that is creating leakage into the building.
Terry McArdle offered to bring co-chairs to the B&G Committee and asked the Council to take their recommendations. The Committee needs to be given some authority to make recommendations to the Council and prioritize needs.

3. Current Financial Report & Investment Review

Weekly Collection Review: Richard Dannhausen reported on the weekly collection for Year to date – As of current date we are at 30% of budget on revenues.

Statement of Revenues and Expenditures + Balance Sheet for 6/30/17. The Financial Statements are not yet complete. Several accounts had inaccuracies due in part to the switch from Great Plains to QuickBooks and reclassification of certain donations. Peg and Jim Slomski are working with QuickBooks support staff to correct this issue. Corrections will be completed by September 30, 2017.

Two accounts in particular need corrections:

1. Acct 290 Deferred Revenue and Support: Amounts previously recorded as restricted donations were reclassified as temporarily restricted. The amounts were donations for items such as Mass intentions and altar flowers. Council CPA members have agreed these amounts should be removed from the ledger, as the funds have already been used for the intended purposes and are no longer due and owing.
2. Direct Deposits Payable - Arise Health Insurance. Jim and Peg are working with QuickBooks support to determine the cause of inaccurate balance in this account.

Tom stated as of June 30 of 2016 \$121,887 of net revenue is important to look at. Chuck Germaine stated in our budgeting for parish operations, we are running about \$50,000 short of keeping up with what we need for maintenance. If we look at the whole picture, we have the means to do the maintenance and projects we need to do.

Bank and Investment Statements for June 30 2017

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Staffing developments and funding new positions – a new maintenance person has been hired – Jim Charles. Several applications for Worship and Music Minister have been received. Fr. Dave will be interviewing the applicants with the help of others in our music ministry.

Accounting Procedures for Endowment – Chuck Germain presented the committee with the official FASB rules regarding the accounting for an endowment held in Community Funds.

Disposition of Bequest Fred Marcon has bequeathed a large sum of money – Fr. Dave suggested to put 80% in the endowment fund and keep 20 percent for future projects. Fr. Dave sent a letter of appreciation to the family.

Internal Audit - Table to the next meeting. Tom Polacek stated that with the issue of Fish Creek monies could be taken from the Fish Creek mass to Nicolet bank at Fish Creek and the bank could transfer the monies to Sister Bay. He will check into this procedure.

Fundraisers: The food pantry has decided they are not doing a fund raiser at Pumpkin Patch at the parking lot in Egg Harbor but do want to do the Fall Festival parking lot in Sister Bay. The issue to be determined at Executive Council meeting on Oct. 4, 2017.

Estate Seminar: The suggestion was for Robert Ross to put on an estate seminar to give people information. Tom Polacek will follow up on this with the Stewardship Commission.

Tom reported the Committee is approaching persons within the parish on potential endowment fund advisory committee members.

Financial Oversight Issues for Fiscal Year 2017-2018:

Courier/Collection oversight volunteer – Michelle Piatek has taken on the courier/collection oversight person. She has added some of the scheduling to the Ministry scheduling system and is recruiting persons to serve as couriers for the Stella Maris parish sites.

4. Pastor's Report: no report.

5. Committee Reports & Project Updates

Cemetery No report at this meeting. Final numbers for the 2016-2017 fiscal year have been recorded on the bookkeeping system.

Stewardship Committee

General Information – Tom reminded about the volunteer open house on Thursday.

Endowment Fund Progress: We continue to make progress to put together an Advisory Team.

Annual Report Progress: The annual report will again be written from committees and Commissioners. Hopefully completion by end of Sept.

Buildings and Grounds Project Updates

Future committee and leadership – Paul Grey offered to take on leadership of the Committee; Terry McArdle stated he may have some co-chair suggestions, but want to speak to those persons before committing them.

Working with the new maintenance technician – James Charles has been hired as of Monday September 18. Richard Dannhausen met with him and gave him a list of annual maintenance and priority lists as well as future maintenance for next year or near future including the upper parking lot in Egg Harbor.

Hardware needs: Door and lock in Baileys Harbor and lock in Fish Creek tabled to a future meeting.

Parking lot in Egg Harbor – the lower parking lot, handicapped parking lot and office parking lots have been sealed and space painting completed.

Ramp for Parish office – professional opinions are needed - Architects need to look at the specific need.

Jacksonport Windows - Windows were inspected by maintenance tech Jim Charles – one is rotted on the sill. McCardle moved to replace the fixture at Jacksonport and replace bulbs that are needed. Approved.

6. Discussion Items

7. Action Items

Baileys Harbor Roof and Gutter repair – Final Decision - Richard Dannhausen presented estimates from two contractors of the five that were solicited. Chewey and Tio Roofing submitted base bids to include Asphalt shingle roof on the Church replacing the tile roof.

Fr. asked us to consider what was presented in the listening sessions earlier. The suggestion was to conduct another listening session for the parishioners to hear new information regarding the suggested steel roofing. One important consideration regarding the metal roof: costs over \$100,000 would need approval of the Diocese. Terry McArdle telephoned the Luebke firm who could give the parish quotes on both asphalt and metal roof bids by the end of next week.

The decision was to get new estimates from all three contractors on metal roof for comparison purposes. For the roof bids a special meeting will be called October 5 at 9:00 a.m. in Sister Bay.

8. Coming Events

Next Meeting –in Egg Harbor, October 31 at 9:30 a.m.

9. Evaluation- Productive meeting with information provided. Tom suggested we need financial statements in hand for the previous month from the bookkeeping system for the Finance Council meetings.

10. Closing Prayer – All prayer intentions for parish.

Meeting adjourned at 4:00 p.m.

Submitted by

Pat Gureski, Recording Secretary