

St. Basil's Church
Finance Council Meeting
February 27, 2017

Those present:

Father Ross Finlan
John Charbonneau
Peter Charbonneau
Judy Young
Mary-Lou Daze-Hakansson
Jim Shields
Qing Yang
Rod Noakes
Jason Fekete

Meeting started at 7:00 p.m.

The minutes from the January 24, 2017 Finance Meeting were unanimously approved.

1. Recovery of Al-Dabei rent deposit

The decision of the Landlord/Tenant Tribunal for the recovery of the first and last months' rent from the initial landlord of the Al Debi family was reserved pending a final decision.

Update on PAD initiative.

Four parishioners were signed up for PAD. Further efforts to increase the number of parishioners participating in PAD will follow later in the year.

Minutes posted to website.

The minutes of the January 24, 2017 meeting will be posted to the website. In future the final minutes will be circulated by e mail for approval by all Finance Council Members so that they can be posted to the website before the next Finance Council Meeting.

2. Property Report.

a) College of Consultants.

Further to the resubmission of the application for exemption, which broke the original submission into 5 parts, we expect to obtain a letter approving items 1-4 on the submission to the College immediately. Item 5, the Electrical Project is discussed in (e)

b) Electrical Project.

The panels and wiring will be \$48, 000, the request for approval from the College for the rest of the electrical project will be submitted as needed.

c) Narthex Doors.

The repairs are imminent and should be approximately \$1,500.

- d) Bell Tower.
Request for further quotes will be sent out. Schematics and drawings have been displayed already to the parish. The current estimate of \$50,000 remains unchanged.
- e) Roof Membranes
To be completed when the weather breaks. The current estimate of \$40,000 remains unchanged.
- f) Status of other work underway.
It is recommended that the support beam be installed in the rectory where the support wall was previously removed. If we have a quote the work can go ahead. There are cracks in the ceiling and wall in the affected room.
- g) Other Matters.
 - a. The new leak in the basement should be remedied by the repairs to the roof membranes.
 - b. Iron crucifix.
Can be installed for about \$400 by a local artist who would weld the base. Installation would take place after the electrical and roof repairs are completed in the altar area.

3. Capital Fundraising Programme.

- a) Concert Update
 - i. Brochure attached
 - ii. Tickets Sellers needed. Finance Council to be given 15 tickets to sell. Youth Ministry to assist in sales after March 18/19 and March 25/26 masses.
 - iii. "Buy ticket" tab to NCCB to be put on website as well as Event Announcement on website. Mary Lou to check to make sure the concert announcement is to go into the "Friday Facts" diocese bulletin.
- b) Update #5 for the Campaign for the Foundation for the Future is to be posted to the website

4. Governance Overview

Mary-Lou announced that the new safe had been delivered to the local supplier. In order to comply with the protocol she requested that a decision be made on the acquisition of deposit bags. Those recommended are from Brink's in batches of 100 with a tamper proof seal. It was agreed that these should be purchased.

- a) Finance Protocol # 2 Parish Council Governance – We are in compliance except the Diocesan Parish Financial Report is delinquent (due February 19, 2017). It will be circulated to the Finance Council members for approval by e mail before it is submitted.

- b) Finance Protocol # 3 Governance of Parish Bank Accounts – we have one account, in compliance, although we are still in the process of closing the TD account as we are completing the transition to the National Bank.
 - c) Finance Protocol # 16 Fundraising-in compliance
 - d) Finance Protocol # 4 Revenue, collections, counting. In compliance with new safe, new numbered bags and 2 people handling the bags.
 - e) Finance Protocol # 9 Annual Financial Report A presentation is to be made to the parish by Peter March 25-26. Peter will circulate a draft in advance of the personation. A summary report will be posted to the web site when ready.
 - f) Finance Protocol # 13 Tax receipts and filings. All tax receipts have been picked up or mailed out to parishioners.
5. January Operating Results
Review by Peter of January Operating Results
6. New Accounting System
It was proposed that the Council should receive a presentation of the chart of accounts so we are familiar with what goes into various accounts and what they are being used for. This would coincide well with the planning for a conversion from the old system to the new system. We should expect to be able to run various reports (such as the Diocesan financial reports and monthly reports we currently see). We are considering a June implementation of the new system.
7. Jim moved that the 2017 budget be ratified as approved by email, Rod seconded it.
8. Website Review
- a) i. Thermometer to be modified
 - ii. To include update 5 and add 2-4 as archives
 - iii. New concert-already discussed
 - iv. 2017 Budget summary to be with the report on 2016 financials included when ready
 - v. Team members for the Campaign for the Foundations for the Future to be amended to -Peter, Rod and Judy
 - b. Concert tickets-Roger to arrange printing, details for purchase and announcement to be posted
 - c. Finance Council minutes-to be posted

- d. Donate now- Peter discussed the possibility of donations to the parish through Canada Helps.org
 - e. Chart that detailed the relationship and interaction between the Parish Council and the Finance Council with each ministry was prepared for Imagine St. Basil's and should be posted
9. Refugee Committee. No action at present.
 10. Appreciative Inquiry Project/Imagine St. Basil's meeting to be held at end of March. (Note-subsequently scheduled to April 4th and 6th.)
 11. Meeting Schedule-for information only
 - a. April 25, 2017-7:00 p.m.
 - b. June 20, 2017 **(please note change of date.)**
 12. No other business
 13. In camera

It was resolved that a process to be undertaken to initiate a performance evaluation for Doreen and Mary-Lou.

The meeting was adjourned at 9:00 p.m.