

St. Basil's Parish
Finance Council Minutes
October 30, 2017

Present:

Fr. James Raphel
Peter Charbonneau
Jim Shields
Qing Yang
Michelle Gleeson
Mary-Lou Daze Hakansson
Rod Noakes

Unable to attend:

Elizabeth Elliot
Jason Fekete
Ellis-Lynn Duchenes

The meeting started at 7:00 p.m.

1. The minutes from the September 26 meeting have been approved by e-mail.
 - a. Recovery of Al-Dabie rent deposit.
No rent tribunal decision has been posted as yet.
 - b. L'Arche Ottawa.
A copy of the original plans for the rectory has been provided to L'Arche as well as an invitation to hear any concrete proposal. No response has been received to date.
 - c. The approved minutes from the last meeting have been posted to the web site.
 - d. A new music director Christopher Santillion has been hired. He will be apprised of the possibility of participating in a musical presentation similar to "PRIMAVERA Spring Renewal" held in April this year at the same time next year.
2. Property Report
 - a. Application to the College of Consultors is to be heard on October 31. Father Wong is the regional consultor.
 - b. Peter is to meet with Jules Dagenais tomorrow at 7:15 a.m. prior to the application hearing
 - c. Update of construction.

The painting of the office has been completed.
The door in the rectory kitchen quote is for \$1600 for painting and installation including the door frame.

The part of rectory ceiling where beam needs to be relocated has been demolished. The only quote received thus far has been for \$3000.
We wish to wait for the approval of the College of Consultors before proceeding with approval.

Jim has requested bids on the Qing proposed re-design of the roof between the church and the sacristy. No bids have been received yet.

Construction on the bell tower is well under way.

Electrical project-work on the wall behind the altar is almost complete. The control panel should be in this week. The dry walling should begin in the second week in November.

The next phase of the electrical upgrade will commence after approval has been received from the College of Consultors.

d) Wifi Upgrade.

The electrician and Kevin Murnaghan have worked out a solution for the system. Kevin will put in a sound system for the basement hall in time for the dinner for the Caldwell Community.

3. Capital Fundraising Program

- a. Peter the head of Renovation Committee informed the meeting that the objective has been met.

4. Budget Overview

Mary-Lou distributed the 2018 format for budget proposal with actuals to the end of September 2017. Last year Peter did the 9 months to the end of September 2016 and then added in the actuals of the previous year to facilitate projections. Mary-Lou suggested collapsing the Diocesan funds lines (4890 and 4891) as they are "in and out funds" and do not form part of the actual parish budget. Mary-Lou will go over the proposed budget. While the majority of HST is recoverable the residual amount is a construction cost and should be recorded as such.

It was proposed that the Quilting Ministry be removed from the General Funds as they has been no financial activity in this ministry of in the past two years.

5. Governance Overview

a. Protocol 10 and 14.

Protocol 10. The budget will be prepared before the end of February for submission to the diocese.

Protocol 14. No council members or other volunteers received remuneration for their work.

b. New Accounting Software

The accounting software needs to be replaced.

SAGE is the software that most parishes in the diocese are using. Staples offered it for \$250 per year with support. Mary-Lou found through the National Bank that it was offered free with support for the first year and \$156 for the following years.

All line items will have to be migrated to the GLs (General Ledger) and some will have to be re-examined to ensure that we actually use them.

The Diocese had provided GLs but they were not usable for St. Basil's.

Peter made a motion to adopt SAGE and Michelle seconded it.

Peter, Michelle and Mary-Lou will work on implementing the system.

6. September Operating Results.

Peter gave highlights of the September Operating Results (Sep 30-2017 St Basil.docx)

In terms of Collections and Other Revenue, we are about \$10,400 behind last year, due to receiving \$6000 from MTO last year for parking on our property as well as \$7,000 lower collection.

If collections do not recover and post the improvement we budgeted St. Basil's could be facing a deficit of approximately \$15,000.

The Capital Fundraising project campaign exceeded its target. (102 %).

St. Basil's has higher HR costs of about \$3000 due to the departure of the previous office administrator (vacation and retiring allowance) and the overlapping with the current office administrator.

Property maintenance was \$2300 over budget due to the purchase of the safe, snow removal surcharge, lift repairs and new furniture and equipment for the rectory and office.

It was explained that the Committee is mandated to approve a break-even budget (Archdiocese Protocol). Any contingencies have to come running a deficit and then monies from the accumulated surplus would cover those costs e.g. the purchase of a new safe this year, which had not been forecast.

7. Website Review

Ellis-Lynn Duchenes will be added to the Finance Council list as Pastoral Council Liaison. The Renovation Campaign area will have to be modified.

8. Refugee Committee Update.

No business at present.

9. Meeting Schedule

a. Draft meeting dates. Next meeting dates are for Jan. 23, Feb. 26, April 24 and June 19, 2018.

b. Next meeting is January 23, 2018.

10. Other business

The church was cold last week-end. Vision Air is working on the system and will turn on the boiler as well as looking at various leaks.

The mats in the narthex need replacing.

Mary-Lou reported that one company wanted \$75 per week for new mats replaced on a weekly basis. Holy Redeemer uses a different company. Mary-Lou will do a cost analysis of the various options and an approval for the best option will be done through e mail with Finance Council.

11. In camera meeting.

A discussion was held of recommendations of the diocese concerning salary increase levels, which can be addressed in the January meeting when we have the numbers from the diocese.