

St. Basil's Church
Finance Council Meeting
June 21, 2017

Those present:

Fr. Ross Finlan
Fr. James Raphel
Peter Charbonneau
John Charbonneau
Jim Shields
Judy Young
Jason Fekete
Mary-Lou Daze Hakansson
Michelle Gleeson
Elizabeth Elliot

The meeting started at 6:00 p.m.

1. Fr. James who is starting as pastoral administrator of the parish at the beginning of August was welcomed to the meeting. Two new members of Finance Council were also welcomed; Michelle Gleeson and Elizabeth Elliot. Michelle Gleeson will assume the role of Chair of Finance Council in January 2018. Peter will remain on Finance Council.

- a) Recovery of Al Dabei rent deposit. Still awaiting documentation on this.
- b) L'Arche Ottawa. No developments on this proposal to move residents of L'Arche Ottawa to the St. Basil's Rectory which would necessitate a renovation of the rectory.
- c) The minutes from the April 25th meeting were approved by e-mail and have been posted to the parish website.

2. Property Report.

- a) & b) Re-assessment from the Diocese.

Peter spoke with Jules Dagenais, Director of Finance and Administration for the Archdiocese, who also attends the meetings of the College of Consultors. The parish will not have to remit the \$14,000 assessment for 2016 at this time, as Jules is willing to support the retroactive application of the amended applications for exemptions filed by the Parish in 2015 and 2016. If the amended applications are approved, the tax assessment will be reduced to zero. A further application will be made for 2017.

- c) Update on Construction

Two quotes were received for repair of the bell tower. McDonald Bros. estimate was for \$126,000 and Waterdown Construction was for \$64,000. A third quote is coming in.

On the electrical project we have received quotes of \$59,000 plus HST from Federal Electric and \$54,000 plus HST from LaMarche. This will be the subject of the next application for tax exemption from the College of Consultants. For the Lighting and Controls \$8,900 is the cost of the electrical work and \$7,200 for the physical repairs.

d) Other Matters

The re-design of the roof between the Sacristy and the Church to avoid flooding is in the hands of the contractor.

3. Capital Fundraising Program

a) The target is \$470,000 for the campaign; as of the end of May about \$458,000 had been raised.

Major donors have donated about \$178,000, the general campaign has raised \$63,000.

There have been three fund raising events: two concerts and a card party. About \$5,000 to \$7,000 is to come in from major donors.

b) There will be a general appeal in the fall to cover the \$10,000 to \$15,000 remaining to be raised.

c) The thermometer on the website will be adjusted.

We are not in a position to send out letters to individual donors as we do not have office access to the records of donation made earlier in the campaign. This being the case a broad thank you will be made to the parish. Included in the broad message, there is to be a reference made so that these donors can see themselves in the general thank you.

4. Governance Overview

Protocol 6 does not apply, as St. Basil's does not have a parish credit card.

We are in compliance with Protocol 7, bank reconciliation.

We are in compliance with Protocol 8 as our budget has been set.

After having reviewed the petty cash situation the custodian has relinquished his petty cash, as it was not required. Any expenses incurred will be covered by the administration petty cash. The current petty cash levels are sufficient at this point in time and will be reassessed in a year's time.

Mary-Lou explained the functioning of credit cards and bank reconciliation for the new members of Finance Council.

5. May Operating Results

Peter discussed the May results document included in the agenda attachments. We are behind in Sunday collection revenues, if this does not improve we could be facing a deficit of \$10,000 this year. It was noted that about \$30,000 has been raised for Restored Foundations.

Salary expenses should be reduced somewhat as there is currently only one administrative staff member in the office.

The calculations did not include help for the transition to the new accounting system. This assistance will add \$1000 to \$1500 to the budget.

6. Music Director

Ellis Lynn Deschenes is leading the hiring process. The music director is currently mostly involved with the 11:00 a.m. mass. (It is important to note that the Music Director plans the music for all the Masses and other liturgical events and also coordinates with the musicians for the 5 and 9 o'clock masses)

There is a payment of \$95 per service and there was consensus that this should continue. Two candidates have come forward.

7. Website Review.

As noted previously, the minutes of the April 25 meeting are on the website. Rod will speak to Aaron about changing the fundraising thermometer for Restored Foundations.

Donor button for Canada Helps website should go on the banner page on the St. Basil's website. The Canada Helps on-line donations are to be reported separately.

The Google Calendar for the parish is up and running.

8. Refugee Committee.

The family is still waiting processing overseas

9. Agenda.

Members are to consult their calendars and resolve this item at the September 26 Meeting.

All meetings start at 7:00 p.m.

For information purposes only the proposed dates are:

September 26, 2017;

October 24, 2017;

January 23, 2018;

February 26, 2018

April 24, 2018;

June 19, 2018 (starting at 6:00 p.m. followed by joint session with Pastoral Council]

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10. Other Business

Father Ross recommended amending the policy with regard to hall rentals being pre-empted by funerals. Although this does not occur often, it does have a dissuasive effect where groups wish to rent the hall for events and are met with this stipulation. Finance Council agreed with this.

Pastoral Council is interested in having Wi-Fi installed in the church, hall and sacristy. The cost was given as \$2000. As this proposal requires developing a plan and recruiting an IT specialist, it was decided to put this on the agenda for the September meeting. Kevin Murnaghan who discussed the proposition in detail with Pastoral Council is to be invited to attend the meeting to give details of the proposal.

The income from the CIBC shares donated by a parishioner for charitable purposes only will be distributed to charities shortly.

The meeting was terminated at 7:05 p.m.