

St. Mark Parish Property and Finance Committee Meeting

Tuesday, October 26, 2010

7:00 p.m.

St. Mark Club

PRESENT

Father Brennan, Pastor
Brent Laton, Financial Administrator
Bev Currier, Chair
Brian MacDonald
Tom O'Keefe
Clayton Paquette
Rene Villeneuve
Pat Warren

ABSENT

1. **CALL TO ORDER:** Bev Currier, Chair, called the meeting to order.

2. **OPENING PRAYER:** Father Brennan led the group in prayer.

3. **APPROVAL OF MINUTES OF THE SEPTEMBER 28TH MEETING:**

Father Brennan asked that Brent Laton be removed from the Personnel sub-Committee established to interview the candidates for Parish Secretary.

It was moved by Rene Villeneuve, seconded by Pat Warren that the minutes of the September 28, 2010 meeting be approved as amended. Carried.

4. **CORRESPONDENCE:** NONE

5. **UNFINISHED BUSINESS:**

5.1 **Fundraising Campaign** - Father Brennan presented four options for a campaign to solicit funds from the Parish and beyond, including businesses, estates/bequests, elementary school alumni.

- i) Letter to Parishioners and community;
- ii) Door to Door campaign to Parishioners and community;
- iii) Hire professional fundraising organization to solicit funds on behalf of Parish with the organization retaining a portion of the funds raised;
- iv) Parish and community pledges over a five year period.

5.2 **St. Mark Rectory Inspection** - Father Brennan commented on the recent home inspection of St. Mark Rectory by Michael Shur of Kingston. Father Brennan noted the following items contained in the report:

- i) one drain pipe in the basement has deteriorated and needs to be replaced ... temporarily secured at present;
- ii) porch off kitchen has deteriorated. Committee members noted that the washer/dryer was moved into the kitchen from that area as a preliminary measure in order to demolish the porch, however, Father Appelman wanted to store his gardening equipment in that area so the demolition was placed on hold;

- iii) some pipes remain wrapped in asbestos. According the Archdiocesan guidelines, these have to be identified so that contractors who would be working on them will be aware of the presence of asbestos;
- iv) galvanized metal pipes present in building. Some have been replaced with copper when they have failed;
- v) electrical inspection may be necessary to verify that knob and tube wiring is not active. Electrical upgrades were done during the 1986-87 renovation. In 1999, an electrical inspection of all properties took place with necessary repairs completed at that time.

5.3 **Parish Inventory** - It was suggested that Lois and Wayne Boisvenue be asked to complete the inventory listing of items in the Parish, including pictures. Tom O'Keefe will assist as well, if he is available.

6. **PASTOR'S REPORT:** None (covered under other items)

7. **PROPERTY REPORT:**

7.1 **Church Heating System** - Brent Laton reported that alterations to the electronic controls of the heating system have taken place. The new configuration was part of the original specifications by the engineer so there will not be an additional charge. There is now a third thermostat to control the operation of the boilers. The other two thermostats control the ventilation system on an East and West zone basis. Brent also reported that the engineer is trying to work with the air conditioning condenser manufacturer to see if there is a local contractor that we can work with directly to complete that project in the Spring of 2011. Brent noted that there is about \$30,000.00 outstanding in order to purchase and install the air conditioning condensers as well as the hold-back on the original contract regarding training, etc.

7.2 **Crane House** - Brent Laton reported that the insurance company and the Archdiocese have received our latest letter outlining our recommendation for the settlement. Brent stated that there has been some discussion between the two parties but no resolution has occurred. The Archdiocese has not commented on the idea to sell the Crane House with the provision that it be moved off site. Brent will continue to follow up with the Archdiocese. He noted that the Parish will be able to request again in February that the Town of Prescott remove the heritage designation on the building to allow demolition.

Brent reported that he has received a cost estimate from _____ to board up the main floor windows of Crane House with OSB. The estimate is between \$400.00 and \$500.00 (labour and materials), depending up the amount of work involved concerning the aluminum storm windows and whether or not they would need to be removed.

RECOMMENDATION

It was recommended that the Parish proceed to engage _____ to board up the main floor windows of Crane House, using OSB with the total cost not to exceed \$500.00, including labour, materials and taxes.

8. **FINANCIAL ADMINISTRATOR REPORT:**

8.1 Brent Laton presented the Financial Report for the period ending September 30, 2010.

The operating account bank balance as at September 30th was \$61,925.45.

Brent reported that the average Sunday offertory was \$1,730.00 up to this point in the year (\$1,800.00 in 2009, \$1,979.00 in 2008). This year, there was one week over \$2,000.00 and 35 weeks under \$1,800.00 (three over \$2,000.00 and 28 under \$1,800.00 in 2009).

Brent noted that the cancellation of the Annual Parish Bazaar will reduce revenue this year, but monies are being received through the Bazaar Collection as a mini-fundraiser for the Parish.

Brent also noted the change in salary as a result of the appointment of Father Brennan as Pastor. In the past, since Father Appelman belonged to a religious order, there was an arrangement whereby he received an amount deemed as car allowance as salary. There were also semi-annual donations made to the Mill Hill Fathers Canada, in lieu of salary. Since Father Brennan is a Diocesan priest, we will follow the regular salary schedule as outlined by the Archdiocese moving forward. This will result in an increase of approximately \$10,000.00 for salary and associated payroll costs per year.

The reduction in insurance coverage at Crane House resulted in a rebate of premiums for part of 2009 and all of 2010. Brent noted that when the invoice was received, he noted that the coverage amount for Crane House had not been adjusted, nor had the rebate for 2009 been applied. He requested and recently received an updated invoice which will be paid in three installments, the last being paid on December 31, 2010.

Brent noted that in a similar fashion to the arrangement made for Father Appelman's salary, the amount levied on Parishes for the Archdiocesan Priests' Retirement Fund was also waived. Parishes pay 2% of the first four Revenue items and for 2010, we will pay approximately \$1,900.00 to this fund.

At the last meeting, Brent referenced the Goods and Services Tax rebate application that the Parish submitted for 2009 and the fact that it was under review. He reported that the issue is ongoing since there is some confusion with the Canada Revenue Agency surrounding the invoices issued for the remediation work at Crane House. Brent will continue to dialogue with the CRA to come to a resolution for the full rebate, hopefully before year-end so that the Parish's financial records will be complete in year.

Brent reported that if the inconsistencies are removed, such as the GST rebate, insurance premiums, etc., the Parish has actually realized a net profit of approximately \$4,000.00 to this point in the year. This translates into the Parish being able to recover 1/5 of the expense incurred for the new HVAC system in St. Mark Church as well as raise the bank balance for the Parish by approximately \$25,000.00. He credited the efforts of the Parish Finance / Property Committee as being wise stewards of Parish resources in order to achieve this significant milestone and plan for the future.

The Campus Building Maintenance Fund Balance (included in Operating Account Balance) as at September 30th was \$6,227.81.

9. **PARISH CENTRE REPORT:**

9.1 **Bookings Report** - Clayton Paquette report the following new bookings.

November 17, 2010	St. Mark Confirmation Reception
November 21, 2010	Knights of Columbus / C.W.L. Turkey Dinner
November 27, 2010	St. Mark Parish Musical Evening
November 28, 2010	St. Mark Catholic School Grade Seven Pancake Breakfast
December 4, 2010	Knights of Columbus 4 th Degree Christmas Dinner

Brent Laton confirmed that St. Mark Parish Centre was used for three polling stations in the municipal election held on Monday, October 25th.

10. **NEW BUSINESS :**

10.1 **Capital Project Prioritizing / Capital Expense Procedures** - Father Brennan reported on the following items:

- i) Handicap Access - Father Brennan suggested that the driveway surrounding the front of St. Mark Church could be reconfigured to create a level access to the main entrance. The roadway would be brought up to the same level as the main door and a retaining wall created on the South side of the driveway as well as steps from the Dibble Street walkway. He also spoke about making a wheelchair accessible washroom in the lower Bell Tower area. This would result in the Bell Tower entrance being permanently blocked off and the possibility of removing the current cement access ramp.
- ii) St. Mark Rectory - Father Brennan suggested that St. Mark Rectory could be completely renovated to transform it into five or six rental suites. The suites would contain a bedroom and bathroom. The residents would share a common dining room and kitchen with an addition off the kitchen to serve as a common room. An elevator would be installed from the basement to the attic. Father Brennan proposed a rental fee of \$1,000.00 per month plus \$250.00 for maintenance fees. He estimated the cost to renovate the Rectory to be approximately \$200,000.00.

Father Brennan proposed two ideas for alternate living arrangements for the Pastor due to the transformation of the Rectory. The first would be to purchase the property at 172 Dibble Street West. A Parishioner has offered to donate \$120,000.00 towards the total asking price of the house of \$175,000.00. The house would be deeded to the Parish and then the Parish would be responsible for the maintenance of the building. Another alternative would be to rent a townhouse at Prescott Place, owned by a former Parishioner at a rate of \$800.00 per month, including utilities. Father Brennan also proposed that office space could be housed in the current storage rooms upstairs at St. Mark Parish Centre.

RECOMMENDATION

It was recommended that Brent Laton compile a cost benefit analysis to compare the current costs of St. Mark Rectory and the cost to maintain a vacant Rectory in addition to one of the proposed living arrangements for the Pastor.

- 10.2 **Carbon Monoxide Detectors** - Father Brennan noted that the inspector reported that there weren't any smoke detectors or Carbon Monoxide detectors in St. Mark Rectory.

RECOMMENDATION

It was recommended that Brent Laton investigate the presence of smoke alarms and carbon monoxide detectors in all Parish buildings.

- 10.3 **Employees and Work Agreements** - Father Brennan reported that he has received information from the Archdiocese of Kingston in regards to the hiring of a Parish Secretary. Tom O'Keefe noted that since the Archdiocese has not provided sample interview questions that he will obtain some questions to be used when the secretarial candidates are interviewed. Father Brennan will contact Tom O'Keefe and Bev Currier to coordinate acceptable dates to interview the candidates.

- 10.4 **Review of Guidelines for Pastors and Volunteers working with Children** - Father Brennan noted the guidelines from the Archdiocese of Kingston in regards to this situation.

RECOMMENDATION

It was recommended that the directive from the Archdiocese of Kingston in regards to Pastors and Volunteers working with Children be published in an upcoming Parish Bulletin so that Parishioners are aware of the guidelines in this regard.

- 10.5 **Review of Diocesan Financial Regulations re: General Internal Control** - Father Brennan outlined the guidelines from the Archdiocese of Kingston regarding the tabulating of the Sunday Collection. The guidelines suggest that as far as possible, the Sunday Collection should be counted by a minimum of two unrelated persons. It is understood that some Parishes may have long standing relationships with volunteers which will need to be considered before transitioning to the "two counter" method. Brent Laton noted that he has been volunteering to count the Sunday Collections for approximately ten years. He noted that due to the illness and subsequent death of the individual who was counting the Sunday Collection that Father Appelman approached him to perform the task on a temporary basis. Several volunteers from the Parish attempted to perform the counting on a regular basis, but found that they were not able to do it. Father Appelman then approached Brent Laton to resume counting the Sunday Collection on a permanent basis. Brent reported that he would certainly welcome the opportunity to be relieved of this duty, noting that it is a time consuming effort each week and takes a lot of commitment on the part of a Parish volunteer. He noted that he has transitioned other Parishes into the "two counter" method and has the resources to do it for St. Mark Parish. He noted that it is very important to have well trained individuals with proper guidelines in place in order to achieve the high level of internal control that the Archdiocese is seeking.

11. **DATE OF NEXT MEETING:** Tuesday, November 23, 2010.

12. **CLOSING PRAYER:** Father Brennan led the group in prayer.

ADJOURNMENT: Hearing no further business, Bev Currier, Chair, adjourned the meeting.

**FINANCIAL ADMINISTRATOR'S REPORT
FOR THE MONTH OF OCTOBER AND NOVEMBER, 2010**

1. Payment was made to Woodchuk Galleries in Gananoque in the amount of \$160.35 representing the purchase of wine / water cruets for St. Mark Church.
2. Payment was made to Martin Visser in the amount of \$250.00 representing the labour to install OSB on the windows at Crane House.
3. Payment was made to Prescott Building Centre in the amount of \$240.31 representing the OSB used to cover the windows at Crane House.
4. Payment was made to the Royal Canadian Legion Branch #97 Poppy Trust Fund in the amount of \$35.00 representing our donation for a Remembrance Day Cross for 2010.
5. Payment was made to Xerox Canada Ltd. In the amount of \$705.65 representing the lease payment for Q4/10 for the Parish multi-purpose office machine (photocopier / fax machine / printer / scanner).
6. Payment was made to Father Erlindo Molon in the amount of \$550.00 for clergy coverage and mileage expenses on October 2nd, October 3rd, October 9th, October 10th and October 30th.
7. Payment was made to the Archdiocese of Kingston for recent Diocesan Special Collections: **Needs of the Canadian Church - \$487.00** (*\$575.00 in 2009, \$663.00 in 2008, \$651.05 in 2007, \$723.00 in 2006, \$575.00 in 2005, \$707.00 in 2004*).
8. Payment was made to the Archdiocese of Kingston in the amount of \$625.00 representing the Annual Priests' Retreat.
9. Payment was made to the Archdiocese of Kingston in the amount of \$356.65 representing the health premiums for the Pastor for the months of August and September, 2010.
10. Payment was made in four instalments to HKMB in trust for the ACBO in the total amount of \$13,141.29 representing insurance premiums for 2010 (\$13,385.72 in 2009, \$13,362.18 in 2008, \$14,380.71 in 2007).
11. Payment was made to W.L. Peters in the amount of \$297.77 representing the purchase of a new refrigerator for St. Mark Club and the disposal of the old Club refrigerator, upright freezer from St. Mark Rectory and stove from St. Mark Club (\$70.00 included in total).
12. Payment was made to Steve's Refrigeration in the amount of \$1,004.72 representing the annual servicing and necessary repairs to the HVAC system in St. Mark Parish Centre.
13. Payment was made to Woodchuk Galleries in Gananoque in the amount of \$199.84 representing the purchase of three glass containers for the display / reservation of Holy Oils in St. Mark Church.
14. The Parish Bazaar Collection has netted \$1,901.07 to date (\$1,327.00 in 2009, \$1,380.00 in 2008, \$1,030.00 in 2007).

FINANCIAL SUMMARY
as at October 31, 2010

ST. MARK CHURCH (Operating Account - Parish / Parish Centre)

Balance at September 1, 2010	\$60,012.33
Add: Income for the period	19,349.26
Less: Expenses for the period	(17,463.40)
Bank Balance at October 31, 2010	<u>\$61,898.19</u>
Add: Sacred Heart Parish Receivable at October 31, 2010	2,578.62
Less: Diocesan/Parish Collections Payable at October 31, 2010	(4,596.00)
<i>Less: Campus Maintenance Fund at October 31, 2010</i>	<i>(6,953.81)</i>
Book Balance at October 31, 2010	<u>\$52,927.00</u>

Respectfully submitted,



J. Brent Laton
Financial Administrator