

St. Basil's Parish
Finance Council Minutes
Sept. 26, 2017

Present:

Fr. James Raphael
Peter Charbonneau
Jim Shields
Jason Fekete
Michelle Gleeson
Elizabeth Elliot
Qing Yang
Rod Noakes
Ellis-Lynn Duchesnes

Guests: Kevin Murnaghan

The meeting started at 7 p.m.

Introduction of Ellis-Lynn Duchesnes (Pastoral Council Liaison to Finance Council) and Kevin Murnaghan (has been volunteering his time on Information Technology items), who sat in on meeting.

1. Matters from the minutes not otherwise on agenda:

- a. Recovery of al Dabei rent deposit: Still waiting to hear the decision from the landlord/tenant tribunal, but Jim expects the Parish will get the money back. Jim says one month's rent is estimated to be around \$1,300.
- b. L'Arche Ottawa: Father James says a few members of the L'Arche community will come visit him soon to explain what they're looking for. L'Arche architect has a copy of the Parish's rectory plans. L'Arche's current landlord has sold the church to a developer, and L'Arche is now looking for a new facility.
- c. Minutes posted to website: No objections to minutes posted to the website.
- d. Recruitment of Music Director: Unsuccessful recruitment over the summer for a new music director. Another candidate has been identified and will be interviewed on Sept. 27. The annual budget has funding for \$125 per service, an annual increase of approximately \$1,400 or \$1,500 more per year compared to the previous arrangements.
 - Peter Charbonneau says the new music director should be involved on a team to help organize a volunteer fundraising concert once a year for the Parish either with the choir or a guest. It would help fund the music department's activities. Ellis-Lynn agrees it's a good idea that the new music director should be involved with a team to organize the concert.
 - There is currently about \$5,000 currently in the music ministry fund.

2. Property report:

- a. Re-assessment from the Diocese: The tax exemption reassessment will be discussed in October. Peter says everything for the 2015 and 2016 tax exemption application has been provided to Jules Dagenais with the Archdiocese of Ottawa. There's potential as well for exemptions for the bell tower repairs and repairs to the six membranes of the roof. Asking for \$273,000 in tax exemptions from the

\$470,000 in work because we're using more than \$200,000 of our surplus for the capital projects. Father James notes the deadline for submission for tax exemptions is Oct. 13.

b. College of Consultors: New parish projects requiring approval from the Archdiocese must be submitted to the College by Oct. 13. St. Basil's has multiple projects it's seeking approval for from the College. The bell tower repairs have received approval from the College.

c. Update on construction:

Narthex doors – Nothing to report.

Bell tower – Repairs have started to the bell tower.

Roof membranes – Qing has designed a potential remedy for the roof, which leaks after snow and ice buildup. Qing has planned to put a small plywood roof over top of the roof membrane to collect the snow and let it slide off.

Electrical project – On the wall behind the altar, the electrical work has finally started. That will be followed by the drywall, painting and flooring. The leaking roof has been causing flooding that is damaging the electrical system. The electrical cost was \$8,900, which has been approved the Archdiocese, and the drywall, painting and flooring is now expected to cost \$3,900. The Archdiocese has approved a total of \$15,000 for the repairs.

Status of other work underway

- Repairs to the rectory door that goes out from the kitchen onto the deck will cost more than \$1,000 to build a new door, but a new frame and larger door would cost about \$400, not including installation. Decision is made to go with the new frame and larger door.
- Father James would like his room, office and other parts of rectory painted. Costs about \$3,000.
- Structural problems in the rectory mean part of the roof is sagging. New ceiling drywall and new beam are needed. Peter notes there might be some flexibility in the budget to cover off the cost.
- Disability ramp – a volunteer has offered free labour to renovate the disability ramp. The church has agreed to pick up the cost of the materials. About \$140 for the lumber and \$940 for the membrane. Michelle asks if there's a motion detector that can be added to the ramp to light it up at night. Finance council will look into cost for lamps/motion detector on both ramps for the church.

d. **Wifi Upgrade** - Kevin notes how there is interest to get controlled wireless internet access in St. Basil's to help with Children's Liturgy, and that Pastoral Council had also expressed interest in getting Internet access to allow people to Skype into meetings if necessary, etc. Kevin says the immediate cost is for equipment. Father James notes St. Basil's account with Rogers is a business account. Peter says he'd like to see it partitioned so that Internet access in the rectory can be prioritized when needed over use in the Parish hall. Cost will be \$1,100 or \$1,200 for equipment to wire everything up.

- Father wants to at least double Internet capacity with the new WiFi project.
- Finance Council unanimously approves proceeding with the WiFi project as proposed by Kevin.

e. **Other matters** - Audio amplifier problems have been producing dropped audio during mass. Kevin has been looking into cost of a new UPS (uninterrupted power supply). Kevin believes the cost of a new UPS is approximately \$750. Peter believes the audio problems could go away once all of the electrical work is done in the church in about a year. Kevin will follow up with Jim on a more precise cost of fixing the problem. The UPS would not be necessary once the electrical system is upgraded, so it's a short-term solution. Peter suggests potentially renting a UPS if the cost is too prohibitive.

- Kevin says some of the echoes from the microphone in the church can be resolved by wearing a headset microphone. Multiple people in the meeting note the sound has been problematic during mass. One of the headset models being examined is similar to what Father Wong wore, which costs about \$800. Kevin will work with Father James to see which model he's comfortable with.

3. Capital Fundraising program:

a. Status of fundraising – The church has reached 100 per cent of its goal for capital fundraising. A total of \$473,886 has been collected, surpassing the \$470,000 total with some small amounts still coming in. About \$11,900 was raised through special events, slightly below target of \$13,500. Peter notes the Finance Council will make an appeal before Christmas to parishioners on collections and getting more people active in the Church.

b. Update number #6 to be drafted – Peter has a draft ready to update the church on the status of capital fundraising.

4. Governance overview:

a. Protocol 11 and 12 – Leasing and Long Term Obligations and Computer Security

Protocol 11: Leases and long-term agreements. St. Basil's is in compliance with Archdiocese protocols. Father James says the Xerox photocopier is problematic. The lease on the photocopier is until April 2018. Finance Council will look into leasing a new copier.

Protocol 12: Computer security. St. Basil's is in compliance and has appropriate computer security.

b. New accounting software – is in compliance with Archdiocese protocols.

5. August Operating results:

Peter reports there is an August operating deficit of \$13,714. If collections don't recover, St. Basil's could be facing an annual deficit of \$12,000. Peter notes the September deposits look much better than August deposits.

6. Website review:

Rod and Peter note some new additions to the website, including updating the fundraising thermometer. It was noted that new members of the Finance Council, including Father James, are now listed on the website.

7. Refugee Committee update:

No update. Still waiting for the family to be approved to immigrate to Canada. There is \$27,000 sitting in the refugee fund that was donated by a relative of the family we are trying to sponsor.

8. Meeting schedule:

a. Draft meeting dates for 2017-2018:

Meetings are set for Sept. 26, Oct. 24, 2017 and Jan. 23, Feb. 26, April 24, June 19, 2018.

b. Next meeting is October 24, 2017 at 7pm

9. Any other business:

- Father James notes the Archbishop's charity dinner is October 18. Finance Council held discussion on whether to sell individual tickets to parishioners or make a donation for it. Father suggests sending a donation for the charity dinner, and Finance Council agrees.

- Parish now has a credit card as of a few weeks ago, but the balance must be paid in full each month.

- Two bulletin boards arrived but are too big for the walls. They will be sent back for new ones that will fit.
- Father James has asked Jim to write up contracts for the two office staff.
- Father notes tow truck drivers are regularly loitering and parking in the church parking lot, often leaving garbage, smoking illegal substances and idling. Ellis-Lynn says she'll take it up with City Councillor Jeff Leiper.

Meeting ended at 9:05 p.m.