



## Parish Pastoral Council Minutes

Thursday, February 9, 2017

7:00 - 8:00 PM

<b>Present:</b>	Phil Schmidt (Chair) Fr. Maurice Okolie Fr. Thomas Reddy Basani Susie Sirman (Liturgy Committee) Megan Findlay (Youth) Marieta Paul (Sacramental Prep, School Liaison, Music Ministry) Bill Van Hoof (Maintenance) Stan Lozinski (Knights) Dennis Woytas (RCIA) Gary Hutnan (Ministries Liaison) Ginny Blerot (CWL) Laura Callbeck (Finance)
<b>Regrets:</b>	Erin Cloutier (Vice Chair & Stewardship) Nicole Schoenberger (HFP Office Administration)

1. **Call to order** – Phil

2. **Opening prayer** – Fr. Maurice

1. **Adoption of November 17, 2016 minutes**

Bill moved that the November minutes be adopted. Seconded by Ginny, Motion carried

1. **Presentation – Financial Report**

1.1. Laura presented a draft of the Annual Financial Report. Highlights include:

- Bank balance is up roughly \$6000
- Our building contingency fund went up significantly due to contributions from parishioners
- Refugee fund still has \$55,000 remaining, but the refugee committee is pausing before sponsoring another family. There is a possibility of helping another parish that has volunteers but lacks funding. The committee has worked very well to manage the finances
- Together We Serve: We met our 2016 target. \$4200 will be returned to the parish because we reached our 2016 goals. That will be returned to the Together We Serve fund to assist us in reaching our 2017 goals.
- We still have savings to cover roughly 6 months' worth of operating costs
- Large expenses in 2016
  - Parking lot repairs
  - Rectory repairs and updates
  - New furniture in Conference Room

- World Youth Day and Refugee funds appear as expenses, however the costs are off-set by revenue (they cover their own costs)
- \$123,000 of our untargeted donations went to the diocese (targeted donations to the building fund, Together We Serve, etc. are not portioned off to the diocese)
- A large figure exists in 2017's capital expenditures which is due to the roof.
- The GST figure is increasing for 2017 because it includes the GST that will be due on the roof project (half is returned back to the parish)

1.1. **Succession planning:** Fr. Maurice highlighted what a fantastic job Laura and the Finance Committee are doing to manage the parish finances. He suggested that we consider having someone be mentored by Laura to take over when she is ready to step away.

1.2. **Individual ministry budgets** – there is a desire in the future to have each ministry operate on a budget but not in the immediate future

2. **Old business** – Review action items and decisions from November 17 Minutes

1.1. **Sound system**

- Lance has come in and made significant improvements in the hall. We have had opportunity to test it and it has been successful. The cost of this service was \$4000.
- Dennis suggested an orientation on the new system for the regular groups who use the hall. Probably a “cheat sheet” will suffice, as we want to limit how much individual people are fiddling with the controls
- **ACTION ITEM:** Phil to design a cheat sheet for display near the control panel

5.2 **Seating for families with small children**

- We have asked the ushers to encourage families with small children to sit near the front
- **ACTION ITEM:** Phil to discuss with Joanne the idea of removing the “Reserved for families with small children” signs and place them closer to the front

5.3 **Ministry Leadership Day** is being held this Saturday, February 11, 2017.

5.4 **Better use of meeting space**

- The new tables in the Marguerite d’Youville room have been great and allow for much more flexibility
- New furniture has been purchased in the Conference room
- The piano tuner evaluated and determined which of the two upright pianos is to be kept
- Once the second piano is sold, the remaining piano is to be stored in the Brother Anthony room.
- **ACTION ITEM: Marieta to follow up with Joanne to determine which piano is being kept, and place an item in the bulletin advertising the other piano for sale by bid.**

5.5 **New bulletin**

- Parishioners commented that they missed having the listing of what rooms were being used by which group so that they could figure out which rooms were available.

- Dennis noticed that there was more “white space” than before, and wondered what content had been lost
- The intent has been to continue to work to encourage people to visit electronic sources for information, and cut down on the information that is repetitive from week to week

## 5.6 Audio visual upgrades

- Phil met with the Finance Committee in December regarding the financial feasibility of the audio visual upgrade. Right now the roof has been deemed the priority
- Maybe possible to have a fundraising campaign for the AV system in the future, but not to be in competition for a fundraising campaign for the roof
- Phil would like to seek a quote for adding video to our *existing* sound system in an effort to decrease the cost. Phil was not sure if there would be a cost for the quote, as that was part of his fee when he consulted at Good Shepherd Parish.
- Dennis indicated that he would support seeking out multiple consultants’ viewpoints, and Laura confirmed that it is in line with diocesan guidelines to avoid sole-source hiring
- If we are not intending to proceed with the visual component, then we should look at replacing the books.
  - the work has already been done to digitize the current music in the duotangs
  - with reprinting and relicensing, it is roughly \$4000 estimate for redoing the books
- Other parishes that suggested as potentially worth visiting or seeking out information regarding their AV system include:
  - St. Charles,
  - Corpus Christi
  - St. Albert Parish
  - Our Lady of Perpetual Help (Sherwood Park)
- **ACTION ITEM: Megan, Dennis, Bill and Phil to form a sub-committee for this project.**

## 5.7 Youth minister

- Fr. Maurice requested that Dennis Halyck, a parishioner who is skilled in human resources, interview the two internal candidates and Noelle Pottle was determined to be the most appropriate candidate.
- Dennis checked with the diocese to determine if there was a conflict of interest with Noelle’s mother as the parish administrator. To avoid any appearance of conflict, any proposal involving financing for youth will go through Fr. Maurice.
- Noelle is currently working on a probationary contract and is being evaluated. Everyone is pleased with her work so far.

## 1. New business

### 2.1. Announcements

- The announcements are being cut down dramatically and a more personal greeting is being implemented

- They will continue to be read at the beginning prior to mass.
- Announcements that are of high importance will be delivered by the priest

#### 1.1. Roof repairs

- The final roof quote hasn't been finalized yet
- We have a very rough estimate of \$300,000-500,000 for the roof repair, depending on how far the repair goes. The higher estimate would include the upper windows.
- There is \$260,000 currently in the building fund

#### 6.3 Review of Together in Ministry outcomes

- We would be interested in holding a second workshop to move forward with the goals we identified in the first workshop
  - If we do the TIM2 workshop, it is recommended that other ministry leaders attend the workshop to get a broad viewpoint. Typically runs from 9 am to 3 pm on a Saturday with some pre-reading to be done
  - Fr. Maurice remarked that during our workshop, we clearly identified "Building Community" as our primary goal
    - Discussion ensued regarding a parishioner who had express interest in forming a "Welcoming Committee". We already have a volunteer in the office who does this. If we would like to expand this initiative it will need to be coordinated through the office.
    - We are uncertain whether the TIM workshop is necessary as we have already identified our goal and want to focus on planning and implementation rather than goal *setting*
    - **ACTION ITEM: Phil to talk to the TIM team at the diocese to see if the workshop has merit.**

- **Next meeting – Thursday March 16<sup>th</sup>, 2017**
- **Closing prayer for next meeting – Susie**