

## Pastoral Council and Finance Committee Joint Meeting

November 14, 2017, 18:00 – 20:00

### Attendees:

Joanne Lee (Chair)	Roslyn Brown (Member-at-Large)
Richard Beaudette (Pastor)	Jackie Maurais (Member-at-Large)
Chris Adam (Exec. Director)	Robert Sykes (Member-at-Large)
Angela McCanny (Pastoral Care & Social Justice Cluster)	Bob Orser (Member-at-Large)
Donna Rietschlin (Liturgy Cluster)	Terry Byrne (Member-at-Large)
Paul Roche (Faith Formation & Initiation Cluster)	Edwin Okoduwa (University Mass)
Greg Forestell (Treasurer)	John Cuddihy (Finance Committee)
Patricia Malikail (Finance Committee Chair)	Marcus Hewitt (Finance Committee)

### Regrets:

Jenine Figurado (University Mass)  
Andrea MacWilliam (Community Building Cluster)

---

#### 1. Welcome and Opening Prayer

2. **Adoption of Agenda**, moved by Terry Byrne, seconded by Bob Orser.

3. **Ratification of Record of Meeting of Oct. 10, 2017** – passed by consensus

3.1. **Action Items review** – deferred to December

#### 4. Standing Items

##### 4.1. Pastor's Report

- Mass of Anointing of the Sick was celebrated on Oct. 28 with about 50 gathered. There were many positive comments. There is a tentative plan to celebrate the Sacrament of the Sick on Feb. 11, 2018 (Day of Prayer for the Sick) perhaps at one of the Masses Sunday morning and at the Saturday Mass.
- On-going meetings with Reflectors group, to continue formation of all members and reflect on how we break open the Word in our community
- YAM presentation Oct. 25 on Good and Evil/Sin and Grace was a wonderful evening of faith sharing as well as searching.
- Two sessions scheduled during Advent for young adults – looking at indigenous creation stories vis a vis the Genesis accounts of creation.
- Planning for Advent/Christmas cycle – celebrations, preaching. Fr. Richard will have a larger preaching schedule during this cycle

- With the appointment of Fr. Tim Coonen, OMI as pastor of Canadian Martyrs effective Jan. 1, 2018, there will be discussion about ways to collaborate in programs and events.

#### 4.2. Executive Director's Report

- **Appointment to the Board of Jewish Family Services (JFS)** – Chris has been appointed to sit on the Board of Directors of Jewish Family Services for a one-year renewable term. Many of the JFS services are complementary to those offered by the programs and ministries at St. Joe's. JFS also has experience developing case management programs and is well-known for their subsidiary called *The Counselling Group*. In early 2018, Chris hopes to explore the possibility of St. Joseph's Parish developing a counselling services program offered through the prism of Christian spirituality and the Oblate charism. More details expected at the Feb.2018 PPC meeting.
- **Meeting with a local funding organization**  
On Nov. 10 2017, Chris, Mary Murphy and Brandon Rushton met with the Grants Coordinator of the organization. By the end of December, Chris and Brandon will submit a more comprehensive Supper Table report than usual to provide information for donors in the form of a detailed print and digital booklet on activities and initiatives in 2017, with a focus on the community kitchen pilot project. Brandon and Chris will also work on an application for a new community funding grant with applications due Feb. 1 2018.
- **Supper Table operations** -With Mary Murphy's departure from the Parish, Brandon Rushton has assumed responsibility for the operations of the Supper Table until at least 2 January 2018. Brandon retains responsibility for oversight of the front office, but part-time reception staff will work additional shifts, ensuring that Brandon is able to focus on the Supper Table during this period and leave the front office. The Supper Table's Advisory Committee is preparing a paper on the direction and future approaches or opportunities will be relevant as part of PPC discussions on a Pastoral Plan.
- **Capital improvements** - New flooring has been installed in the 2<sup>nd</sup> floor hallway and the dining area. The next step will be to pull up the carpet in the staircase and landing in order to repair and varnish the existing flooring below.
- **Parking revenues** – Oct. 2017 parking revenue stood at \$24,000. In November, we will increase our daily maximum parking rate to \$14 month, concurrently reserving additional spots for our staff and volunteers. New signs will indicate the reserved spots.
- **Women's Centre Christmas Appeal** - The Women's Centre would like to update and improve its Christmas appeal which has declined in recent years. PPC discussion centred around creating a well-developed fundraising strategy for the coming year and whether multiple bids have been obtained for this service. There was concern as to whether the currently proposed \$6000 expenditure will yield a high enough return if the fundraising target for the Christmas appeal is \$55000 - \$60000.

- **Security Coordinator Position** – Planning continues with regard to addressing safety issues in the parish. All management staff believe that they will feel more secure working at St. Joe’s with the presence of security with some wishing security presence during the week days and others preferring that presence to be available seven days a week to cover evening use of the building including Masses and rehearsals. PPC recommended that there be review of current security needs to be followed by discussion to assist with budget decisions.

**ACTION ITEM** – Chris will initiate a security review to be presented to the PPC in January/February.

#### **4.3. Upcoming Parish/Ministry events (tour de table)**

- Terry Byrne – tour of church Wed. morning, Nov. 22, 10:00 am.
- Bob Orser – PPC Communication template ready for bulletin; church will provide an email address so that he doesn’t need to use his personal address.
- Fr. Richard – YAM – two sessions on creation stories in Advent
- Paul Roche and Robert Sykes – Children’s Pageant does not have a director or producer yet this year. Edwin is willing to help.

#### **4.4. Deferred Items**

- Pastoral Plan Working Group – will meet in the coming month
- Review the Ministry Fall Check-in Report – invite the ministry leads to the December Meeting to talk about issues raised in the report.

**ACTION ITEM** – Joanne will arrange for the creation of an invitation (with RSVP request) to invite the ministry leads to the December PPC Meeting.

**ACTION ITEM** – Cluster Reps will send the invitation out to the ministry leads by email and will reinforce invitation by phoning those ministries that have particular issues to be discussed at the December PPC meeting.

### **5. Finance Committee Introductory Remarks (Patricia Malikail)**

#### **5.1 Review of Finance Committee Work in 2017**

Finance Committee has been working to create predictability and stability in the parish finances and funding. With the great support of the staff, the budget has been balanced since 2014 with the following successes:

- increasing salaries where needed to provide fair liveable wage for staff
- curbing expenses
- planning for medium and long-term expenditures by building depreciation into the annual budget

In 2017, the Finance Committee has undertaken a Financial Policies review (see item 6.1 below), streamlining and reconciling financial reporting and an approach to 2018

report. The agenda for 2018 includes continued work on developing and revising the remaining financial policies.

## **6. Revised Financial Policies**

**6.1 Proposal to PPC** – The Finance Committee has reviewed the Parish’s Finance Committee Terms of Reference and 11 policies in 2017 and recommends the following to Parish Pastoral Council:

- 6.1.1 Terms of Reference** – approval of the Terms of Reference (last version not signed by PPC Chair)
- 6.1.2 Cash Management Policy** – approval of the revised policy. Revisions incorporate the protocol for counting mass collections and previous separate policies covering petty cash and the use of credit cards.
- 6.1.3 Spending Policy** – approval of the revised policy which now incorporates the Reimbursement of Expenses Policy
- 6.1.4 Real Property Management Policy** – proposed revisions be considered after a 2018 in-depth review of capital planning by Finance Committee.
- 6.1.5 Fundraising Policy** – no changes
- 6.1.6 Directed Donations Policy** – no changes
- 6.1.7 Financial Reserves Policy** – approval of the revised policy. Revisions enhance clarity and consistency with audited statements, improving transparency. A new provision creates a specific reserve to fund programming initiatives.
- 6.1.8 Financial Investment Policy** – agreement to consider proposed revisions in 2018.
- 6.1.9 Financial Reporting Policy** – agreement to consider proposed revisions in the 1<sup>st</sup> quarter of 2018. Finance Committee has initiated on a trial basis: a) quarterly rather than monthly review of statements and b) the addition of a Statement of Cash Flow to the Income Statement and Balance Sheet previously reviewed. Further recommendations are pending streamlining the generation of financial statements by making better use of our accounting software. The revised policy will include a table summarizing the schedule for review of all financial policies and review obligations.

**Motion:** That the recommendations of Nov. 14, 2017 to the Parish Pastoral Council by the Finance Committee be accepted as proposed.

**Moved:** Paul Roche

**Seconded:** Bob Orser

**Carried**

The revised policies will be brought to the attention of relevant staff by the Executive Director.

**6.2 Fundraising:** Discussion arose regarding the need for attention to fundraising in the parish. The Finance Committee affirmed that fundraising is not their specific duty and that their team does not have time for this activity. It was suggested that a PPC ad hoc fundraising committee be created that would take a comprehensive look at

the fundraising needs of the Supper Table, Women's Centre and the parish as a whole, with the Finance Committee acting in an advisory role to the ad hoc committee. This issue will be discussed again at a PPC meeting in the new year.

## 7. 2018 Budget

A draft 2018 budget was presented by the Finance Committee for consideration by the PPC that reflected a \$9000 deficit. It was noted that maintenance costs have been increasing annually. The budget included a proposed amount for security measures for the entire year which is a new expense. Discussion of measures for balancing the budget included the following:

- Recognizing a possible increase in parking lot revenue of \$5000 in 2018
- Pending rental agreement for the hall which, if it goes through, will bring in \$2000-\$3000 increased revenue
- An external organization grant for the Supper Table which, if favourable, could bring in an additional \$40 000
- Proposal for a voluntary reduction in staff hours.

**Motion:** That the draft budget be accepted with modifications to increase the parking revenue by \$5000 and make a small reduction in the salary budget with respect to commitments for the second half of the year.

**Moved:** Bob Orser

**Seconded:** Robert Sykes

**Carried**

The discussion of this motion included that expectation that the shortfall in the salary budget be covered by an anticipated increase in rental revenues and the awarding of a grant from the local funding organization.

8. **Reflection:** Donna

**Meal:** Pizza to be ordered and goodies (brought by PPC members)

9. **The meeting ended with a closing prayer.**

NEXT PPC Meeting: December 12, 2017

---

**Parish Council Minutes approved by consensus on: December 12, 2017**

**Parish Council Chair:**  
**Joanne Lee**

**Minutes prepared by:**  
**Angela McCanny**