

MINUTES

FINANCE COUNCIL

Date: January 21, 2015
Boardroom

Attendance:

Father Pierre Champoux, Pastor
Father Matthew Chojan, Assistant Pastor
John L'Abbe, Chairperson
Art Lamarche, Vice Chairperson
Mary-Lou Hakansson
Paul Jolicoeur (regrets)
Atul Dilawri (regrets)
Tavis Goski
Mary Jane McAuley

OPENING PRAYER

REVIEW AND ACCEPTANCE OF MINUTES

The minutes of meeting held on December 5, 2014 were reviewed. A motion to accept the minutes as read as put forth by Art Lamarche and seconded by John L'Abbe. All were in favour.

FINANCIAL STATEMENT – For period ending November 30, 2014

The financial statements were reviewed and it appears that revenues and expenses are in line with the budget.

Refugee Family Update:

Still no time frame for their arrival. The parish has been very generous with funds. To date we have raised \$23,000.00 and we still have \$5,000.00 from our last family. We have a total of 28,000.00 and we need a total of \$30,000.00. Gracenotes did a Christmas concert and donated the proceeds. The total was \$600.00. We have a housing committee and they are looking for accommodations for the family. The family will have the final say in where they want to live. The first year they will be learning English. The City of Ottawa will be paying for that. The clothing drive was a success and we also have a bedroom set. Dymon Storage has been very generous and they are giving us a store unit (10x10) free and no time frame. They will also provide a driver and movers for the first move. Dymon is a very community oriented company. Fr. Pierre Champoux had to sign a lease with Dymon. They would like an "in kind /shout out" offering on our part so we have given them space in our bulletin for 6 months free.

CORRESPONDENCE

Fr. Pierre Champoux received a letter from Msgr Beach with regards to pay increases for the clergy and staff at the Diocese. They are getting a 2% pay increase. The Financial Council has approved that the staff at Holy Redeemer receive a 2% increase. That includes the priests and all staff. This will take effect as of January 1, 2015. Barry Smith has been made aware so he can adjust payroll accordingly. Fr. Pierre Champoux will adjust contracts accordingly.

Fr. Pierre Champoux received a letter from Maureen Brannan with regards to her hours. She will now be working a 7.5 work day instead of a 7 hour work day. This is effective as of January 1, 2015. Mary Jane McAuley has informed Barry Smith of the change as requested by the Financial Council.

Chairpersons update on items and projects:

Repairs and maintenance items for 2015 – electrical

- Replace the incandescent fixtures illuminating the stone wall and cross with LED lights
- Replace the power panel and breakers in the hall
- Install 9 ceiling fans with remote control in the worship space
- Continue the spotlight replacement from incandescent to LED in the worship space
- Heater interlock lights
- Replace the parking lot illumination lights with LED
- Replace the exit lights to meet code

Renovations:

- Renovate the staff bathroom
- Repair the brick wall on the north side of the north parking lot
- Clean the parking lot and repaint lines
- Lift & relay the side walk blocks from the pastors driveway to the interlock and office door
- Install new locks on cupboard doors in the hall and kitchen (Nepean/Kanata Locks will be doing this)

Obtain Quotes for the following (3 quotes):

- Rectory kitchen renovation
- New appliances for Rectory Kitchen
- Refresh of the pastor's suite
- Complete tear out and rebuild of bathroom in pastor's suite
- Repair of stairs from main floor to 2nd floor

Any project that costs more than \$15,000.00 must be presented to the College of Consulters.

NEW BUSINESS:

Implementation of a new accounting system: is under way. Atul Dilawri has been working on adding data to the program – Quick Books. Atul Dilawri will be in the office on Thursday January 22, 2015 at 1:30 p.m. to give an in service/overview to staff. All is moving head. This is an on line program and is in the cloud.

Bulletin Income:

We fall short by approximately \$1,000.00 per year. Large ads are \$475.00 and the small ads are \$350.00. We are giving Dymon a 6 month free spot in our bulletin. A motion was put forward to accept the 6 month free spot. The motion was put forth by Mary-Lou Hakansson and 2nd by John L'Abbe.

Popcorn Machine:

Fr. Pierre Champoux purchased a popcorn machine for his movie nights and the youth. When purchasing the machine, a very generous lady paid for it. Fr. Pierre Champoux will be sending her a thank you note on behalf of the parish.

Envelopes:

We have 880 envelope users but only 61% of our parishioners using them. Collection in general is down. See attached chart. Income tax receipts are out and ready for pick up. There are a number of receipts that are mailed out which are requested by parishioners.

Varia:

Carpet cleaning for 2015 we will be done by Marcel Poirier. The parish is looking into purchasing a commercial cleaner for this purpose. We will get 3 quotes and included in the purchase we would like a technician to come out to service the machine.

Mary Jane McAuley is now doing the minutes for the Financial Council. She is to keep track of her time and discuss with Fr. Pierre Champoux how to be compensated for her time.

Next meeting: Wednesday March 4, 2015

Boardroom: already booked therefore need to find another location

Signed:

John L'Abbe, Chairperson

Signed:

*Father Pierre Champoux, Pastor
Holy Redeemer R.C. Church*

Dated:

