

Finance Council Meeting

July 7, 2022, 7:00 PM

Meeting Begins: 7:05 PM

Opening Prayer: Fr. Emmanuel Mensah

Minutes from last combined meeting: Motion to adopt. (Finance Council only) May 31, 2022

Roma (Moved to accept.) Jim Sauerbier (Approved)

Roll Call:

Council Chair: Calvin Holt

John Walters (Shrine Representative)

Fr. Emmanuel Mensah

Jim Sauerbier

Roma Williams (Left at 8:05 pm)

Mary McDaniel (Via Zoom/Phone)

Kimberly Rogerson (Bookkeeper/Admin)

New Parish Administrator/Pastor:

Motion to add Fr. Emmanuel to the authorized signature list for BSV (Bank of Southside Virginia)

As well as Wells Fargo Investment accounts. (Roma Williams)

Second – Jim Sauerbier

All in favor (Holt, Walters, McDaniel, Sauerbier, Williams)

Question: (J. Walters) What signatures are we talking about?

The explanation was given - how the process of money expenditures works, bills, purchases, etc.

Check request forms for approval and tracking purposes. (Entire process is explained.)

John Walters - Is there a church credit card? There is a debit card.

John Walters - Who has the authorization to use it? Kept in a locked cabinet. There is a sign-out sheet.
No one can take the card and use it.

John Walters - Who is reconciling the bank statements? Mary McDaniel or Pat Cook

Jim Sauerbier - The Key is everything is being reconciled.

Bank bags pick up – Authorized – Emile Vautrinot, Kimberly Rogerson, Fr. Emmanuel Mensah

Priest Expenses:

Processes: Use a Debit card (a separate one for Fr. Mensah) for purchases and turn in receipts.

Fr. Mensah had his debit card from the church to use for his upkeep as budgeted.

- To track purchases – track via online banking.
- Gym Membership \$34.00 per month
- Gas
- Continued Education, etc.
- Woman in Virginia Beach that cooks for Fr. Mensah (Ghana cuisine)
- E-Z Pass
- Church pays car insurance (State Farm). Can investigate changing insurance companies.
- Food – Diocesan Guideline \$650.00 per month

Cell Phone – Church to pay for priests' cell phones (Landline at Rectory to stay active.)

- GPS is imperative for Father's ability to locate correct addresses on emergency calls.
- If the phone were replaced for some reason, that would be at the church's expense.

Request a separate debit card for Fr. Mensah

Separate Line for church business:

Spectrum – We will investigate an additional line if there is congestion.

Securing the church:

Calvin Holt: Cannot afford it.

Mary McDaniel: Worried about Father going over to the church at night, Mary's Garden, and lack of line of sight from the front area of the church. System estimates: some seem extreme.

John Walters: Have any other churches in the area had issues with break-ins?

Kim Rogerson- The diocese distributed a packet about the threats against the church, and copies were emailed to all finance and pastoral council members.

Jim Sauerbier – Each of the bids has sensors for window sensors, entry keypads, and cameras including in the Mary's Garden area.

Jim Sauerbier - All exterior locks were changed, and all exterior doors have locks.

3 Bids Received -ADT, Johns Brothers, and Pro-Tec

Mary McDaniel – Has experience with Johns Brothers and ADT in the past. Both are good. Either one I am happy with.

Jim Sauerbier - Johns Brothers, price System of \$975.00 with a \$40.00 monthly monitoring fee.

Video System \$3,000.00 (Johns Brothers)

The price difference is between home security level equipment and commercial grade equipment.

Roma – Had ADT was pleased.

The wire used by ADT is CAT 6 higher graded wire as opposed to CAT 5 by the other bids.

The system monitoring is cellular reception and central monitoring, all included in the monthly fee.

Do the systems cover the Shrine or just St. Jude? Just St. Jude and just the church.

The Ring has a security option – you can add cameras around. We would need to hardwire and expand into the rest of the church. (Investigate Ring)

Get a Ring system for the rectory as well or Simply Safe.

- Range
- Camera (Limit on numbers can be added)
- Contact Mr. Stiglitz regarding expanding Wi-Fi to the rest of the church.

Gutters:

Shrine: *Jakes Gutting and Vinyl Siding* – To install gutters at the Shrine - After gutters are installed, **Lawn Scapes** submitted a bid to redirect the water flow from the church and connect downspouts.

- Landscaping redirection – Unable to get any other contractors to come out.
- Motion to approve – All approved (Sauerbier, Williams, McDaniel, Walters, Holt)

Stained Glass window over the church's entry, Binswanger Glass gave a quote of \$3275.00 to replace the Plexi with UV stabilized acrylic. It will prevent damage to stained glass and not cloud as quickly. (Approved – With provision regarding venting) (Sauerbier, Walters, Williams, McDaniel, Holt)

Question: Mary McDaniel – I have had an issue with covered stained glass creating a heat pocket that damages the integrity of the window. Is the acrylic vented and vented in or out?

St. Jude: Jakes installed the gutters here, and the pine needles are clogging them.

- Leaf Filter submitted a bid (Jim Sauerbier brought in a sample of the screen)
Micro mesh that pine needles cannot clog. (**Bid accepted, submitted the tax-exempt form**)
 1. Motion to approve – All approved
- Exterior Source Leaf Guard – Micro guard is the answer to the leaf filter.

New Business

Suggestion - Mary McDaniel: Fundraising – Consider fundraising to assist with the tight budget.

Calvin Holt - Fundraising is not the responsibility of the Finance Council. It is the responsibility of the pastoral council.

Fr. Mensah – Request the Finance Council chair to present to the parishioners. (Update the parishioners)

Calvin Holt – I will look at next week as the date to give an update since this week is the Annual Appeal.

* Now that we have withdrawn so much money from our investment account, we should encourage donations to begin to replenish those funds.

Calvin Holt - **Suggestion** – Donation directly from IRA. I cannot itemize it as a deduction, but it lowers the adjusted gross income.

Updates are in the bulletin – Reminder in the introductions that publications are available in the commons.

Suggestion: (Jim Sauerbier) Make announcements before mass begins regarding updates on projects etc.

Calvin Holt: Mention that after mass Calvin, Nita, Kim, Jim, and Mary are available for questions.

Fr. Mensah: Council meetings are open to parishioners.

Calvin Holt: Pastoral Council meetings are open, not Finance Council meetings.

Air conditioning (Shrine): Bids to replace units –

- Two bids received from Geotek Home Services
- 1. Geo-Thermal: \$58,520.00
- 2. 2 - 20 seer units: \$26,721.88 (Two - 5-ton capacity units)

(Propane will disappear)

Request REDS Mechanical to give a bid with comparable units

(Call made to REDS and gave John Walters as a point of contact.)

Closing Prayer: Fr. Mensah

Meeting Closed: 8:57 PM

Finance Council Chair: Calvin Holt Date: 9-8-2022

Pastor: Shipsal Date: 9/8/22

Administrative Assistant/Bookkeeper: [Signature] Date: 9/8/2022