

St. Catherine Laboure Church
Finance Council Minutes
September 13, 2018

CALL TO ORDER: by Therese Baker at 6:01 pm

OPENING PRAYER: offered by Fr. Fred LeClaire, CMF

ADORATION/MEDITATION: led by Rachel (from *An Hour With Jesus*). Next meeting: Trish

MEMBERS IN ATTENDANCE: Mary Anderson, Therese Baker, Marie Carbajal, Candace Hall, Trish Ketchmark, Rachel Smith, and Fr. Fred LeClaire.

Absent: Maryellen Chavez, Mike Chavez and Lance Wilson (all excused)

CALL TO THE PUBLIC: none

APPROVAL OF THE MINUTES from August 9, 2018

Trish made a motion to approve the minutes from August 9, 2018 as submitted. Mary seconded the motion. Approved with all in favor.

APPROVAL OF THE FINANCIAL STATEMENTS for August 2018

Candace made a motion to approve the Financial Statements for August as submitted. Mary seconded the motion. Approved with all in favor.

Janeen suggested that we open an additional money market savings in order to drop the level in each account to an insurable amount.

Rachel made a motion that we establish an additional savings account at OneAZ credit union, as well as an additional Building Fund Savings account at Chase. Therese seconded the motion. Approved all in favor.

We must have another signer for the accounts. Mary Anderson and Marie Carbajal can go with Father to get on the signature card at the Credit Union and at Chase.

Trish made a motion to add Mary Anderson and Marie Carbajal to become signers on the accounts at Chase and OneAZ Credit Union. Therese seconded the motion. Approved with all in favor.

OLD BUSINESS

- **Sign Insurance Reimbursement** – Father would like the money to be placed in the building fund account as we are not at this time in need of the funds.

Rachel made a motion to move the insurance \$39,258.25 reimbursement check into the building fund savings account. Mary seconded the motion. Approved all in favor.

- **Alarm System Update** – still waiting. Tammy to meet again with vendor to see if we can get this completed.
- **Repair damages to roof leak** – done
- **Audit report** – went well. Father reported that the auditor did not find any issues with the minutes from the past meetings, and thanked Mary for her past service as the secretary. He also expressed his thanks to Janeen and Tammy for their efforts.

- **Scholarship notifications** – Rachel notified the families who said they are registered members of St. Catherine’s that applications are available. The application has been revised to show the dates applications will be accepted. Mary is writing a bulletin request and the information will be included in the newsletter in October, November, and December.

NEW BUSINESS

- **Report to Dean Letter** – signatures were obtained from all members present. Those not present will be asked to sign as soon as possible.
- **Corporate meeting** – October 11, 2018 Fr. Fred (President of Corporation), Len Rechichar, Pastoral Council president (Secretary for Corporation), and Therese Baker, Finance Council president (Treasurer of Corporation) will conduct the meeting to meet the requirements of the Arizona Corporation Commissions. This will be done at 5:15 pm in the St. Michael Room on October 11, 2018.
- **New Tool Trailer Request** – Habitat for Humanity requested money for a new tool trailer. Fr. Fred reminded the Council that we currently give them \$100 per month, plus an additional \$400 when a house is completed here in Chino. There is a house that will be completed on September 21, 2018. Rachel found the GoFund Me account – they are asking for \$7,000 and have raised \$3,200 so far.
 - **ACTION ITEM:** Therese will get more information for discussion at the next meeting.
- **Water run-off by St. Michael Room** – drainage needs to be reworked so the St. Francis room doesn’t flood from the parking lot runoff.
 - **Mary made a motion to authorize up to \$600 for improvement of the drainage ditch. Trish seconded the motion. Approved all in favor.**

OTHER ITEMS:

- **Sunday Count Review** – Tammy reported that the teams are doing a wonderful job! Marie has a concern that there are not any alternates listed. A last-minute emergency made it difficult to find an alternate for last week. Tammy reminded the group that they always have the option to do the deposit on Monday if the situation arises.
- **Credit Union Deposit** – Rachel and Tammy reported that the Credit Union’s new process requires the teller to process checks written on the credit union immediately. The teller’s screen goes to the person’s account to verify funds are available, and they must then back out of account to the screen for St. Catherine’s. If they don’t, the money will go into the account of the person who wrote the check. We will need to be diligent when picking up deposit slips and when making the Friday deposits to check for the proper account being listed on the deposit.
- **AC Unit Installation** – Father said it will be more like March before it is installed.
- **Road 1 West property** – Father has a key in case something comes up. The property has recently been “cleaned up.” We may want to look into having someone take care of maintenance of the property on a more regular basis. The person who arranged to lease the property for cattle grazing has not yet installed the fence necessary, and no cattle are currently on the property.

MEMBER CONCERNS

- **Fr. Fred** – informed the Council that the person who pays for his cell phone is now in hospice. He will need the parish to pick up the cost of the phone. \$175 per month is allowed by the Diocese for a phone.
- **Fr. Fred** – reported that the wall oven in the hall kitchen needs to be replaced. He would also like the fridge replaced as well. Father would like to see the oven replaced with a gas wall oven. Tammy and Janeen both indicated that it would be difficult to find a licensed commercial contractor to install the gas line for the oven, without having to bring the kitchen up to code. To replace the electric oven with another electric oven would not require any permits. Father would prefer a side by side fridge with a freezer on the bottom. Father feels the wall oven and the fridge could be replaced for around \$2,000 to \$2,500 to replace the units. He will get more information and prices for the Council to review. Marie and Candace will take some measurements and do some research for the appliances. When asked about a preferred color for the appliances, Father replied, no stainless steel, basic white appliances would suffice.
- **Fr. Fred** – reported that hall use for funeral receptions have made things difficult as of late. We have had a large funeral for 125 with the expectation that we would also provide extra food. Children were unsupervised, resulting in a statue being broken. We were accused of not properly securing the statue. Father feels we are leaving ourselves open for liability issues. He would like to see a requirement that all funeral receptions require Diocesan insurance to protect the parish. It takes two weeks to get the insurance. Currently, we do not provide food for non-parishioners – they must cater the luncheon. For parishioners, we will no longer serve lunches for more than 75 people. He wants parishioners to have to purchase the insurance as well. Non-parishioners will have a \$50 cleaning deposit and a \$150 fee for use of the hall in addition to the purchase of the insurance. Parishioners will have a \$50 cleaning deposit, but not a fee for the hall. There is no charge for use of the church, or for the priest for the service.

Candace made a motion

- **For parishioners of St. Catherine’s – a maximum of 75 people can be served a luncheon in the hall by St. Catherine’s funeral ministry. No extra food will be prepared. The fees for use of the hall will be \$150, (\$100 insurance /\$50 cleaning). If more than 75 persons are to be served, the same fees will apply, but the luncheon must be catered by a licensed catering source. The maximum limit of 150 persons (per Town fire code) will be enforced. No alcohol is permitted.**
- **For non-parishioners the maximum number of people in the hall will be 150 (per Town fire code). The fee for use of the hall is \$300, (\$100 for insurance, \$50 cleaning and \$150 hall use). No luncheon will be provided. Luncheons must be catered by a licensed catering source. No alcohol is permitted.**

Marie seconded the motion. Approved all in favor.

Fr. Fred – printer ink for his HP printer. He needs to purchase the normal ink. The cost is much higher. He needs to increase his printer ink budget from \$250 to \$700 for the year.

Rachel made a motion to increase the budget to \$750 (up \$500). Trish seconded the motion. Approved all in favor.

Marie asked that from noon to 5 pm on Thursday people don’t try to contact her as she is visiting her sister.

ADJOURNMENT

Trish made a motion to adjourn the meeting at 8:05 pm. Marie seconded the motion. Approved with all in favor.

CLOSING PRAYER: offered by Father Fred.

NEXT MEETING: October 11, 2018 at 6 pm in the St. Michael Room

SUBMITTED BY: Tammy Holmes, Recording Secretary