

St. Michael's Roman Catholic Parish Administration Board Meeting Minutes

Wednesday, January 30, 2019

7 PM Church Basement

In Attendance: Fr. Sylvanus Omali, Dorene Rosmus, Greg Ward, Doraine Wachniak, Nathan Wazney, Frank Simard, Dave Verrier

Regrets: Guy Delaurier

1. Call to Order 7:05 PM
2. Opening Prayer Fr. Sylvanus
3. Welcoming the Members
4. Approval of Agenda

Motion to approve the agenda moved by Doraine Wachniak Seconded by Dorene Rosmus Carried

5. St. Boniface Diocese's *Roles and Responsibilities of the Parish Administration Board* (2016) and the St. Michael's Administration *Terms of Reference* (2015) documents were identified as guiding documents for the Administration Board
 - **ACTION ITEM:** Nathan Wazney will provide an electronic copy of the St. Michael's *Terms of Reference* to the new Board members.
 - A copy of the Diocese's document was provided to each Board member.
 - **ACTION ITEM:** Each Board member is to review both documents for the next meeting. Discussions at the next meeting will be two-fold:
 - i) To assist the Board in understanding its role and responsibilities.
 - ii) To review the parish's document to ensure it is in keeping with the Diocese's governing document.

6. Election of Officials;

Chair Nomination - Dorene Rosmus

Dorene Rosmus accepted the nomination as Chair of the Parish Administration Board

Vice-Chair Nomination - Greg Ward

Greg Ward accepted the nomination as Vice-Chair of the Parish Administration Board

Secretary/Treasurer Nomination - Doraine Wachniak

Doraine Wachniak accepted the nomination as Secretary/Treasurer of the Parish Administration Board

7. REPORTS

A) FINANCIAL Nathan Wazney

i) Year End Financial Report 2018 Nathan Wazney

St. Michael's Cooks Creek Financial Report Document was reviewed (Year End Financial Report 2018)
30 members are set up with automatic withdrawals.

Nathan reviewed the Income and Expenses Categories. The following line items were of interest for future discussion:

- a) Copier Lease 1100-1
- b) Charge cemetery for lawn care 1100-4
- c) Snow Clearing 900-4

Bank Account Balances were reviewed. We are members of the Sunova Credit Union.

Cemetery

Chequing

Platinum Saving

Share in OakBank CU

Share Equity

Diocese CACR?

Motion to approve the 2018 Year End Financial Report moved by Dorene Rosmus Seconded by Greg Ward. Carried

ii) **Budget 2019 Nathan Wazney**

- a) Review the 2019 Budget to see if there are any recommendations/changes.
- b) In future Parish Pastoral Council expenses will be entered under Church Events. 1500-1
- c) A question was raised about the difference between Church Activities and Church Events. Discussion to dissolve 1300-1 Church Activities line in the budget. Not a category that is used and is subsequently unnecessary. Line 1300-1 Church Activities will be removed as a budget line.

Motion to approve the 2019 Budget with identified changes as discussed above moved by Greg Ward and Seconded by Dorene Rosmus. Carried

iii) **Bank Signing Authority**

- a) Fr. Sylvanus must be a signer on cheques.
- b) Currently the signatures on the account are Lucas Wazney and Tamara Burnham.
- c) Doraine Wachniak or Dorene Rosmus will be second signers on cheques.
- d) Bank Deposit authorities will be Doraine Wachniak, Dorene Rosmus and Greg Ward.
- e) Approved Administration Board minutes which indicate Board executive will need to be provided to Sunova in order to register individuals with signing authority.

B) BUILDING COMMITTEE

Guy Delaurier is Chair of this committee; he provided a detailed document entitled "*St. Michael's Building and Renovation Priority List*" (Updated November 28, 2016)

Discussion on this report will be deferred to a date and time when Guy can present and update the Board on the activities of this committee.

C) CEMETERY 2018 (Report from Dave Verrier)

12 funerals

3 burial

9 cremations

9 Plots sold (Rose Garden may be needed to expand)

ACTION ITEM: Dave will come to the Board with a PLAN for cemetery development. The report will come to the St. Michael's Parish Administration Board in the spring of 2019.

D) FUNDRAISING

Discussion about establishing a Fundraising Committee.

E) HALL RENTALS

Mike Dobel forwarded information on the hall rentals.

ACTION ITEM: Dorene will contact the St. Michael's Catholic Women's League (CWL) to gather information for the Board about the concerns raised by the CWL regarding hall rental.

8. FUNDRAISING ACTIVITIES

- i) Bud, Spud
- ii) Grey Cup
- iii) Valentines Dinner
- iv) Red River Co-Op Membership

9. YARD MAINTENANCE

- i) There was a discussion about the need to ensure that the church walkways are cleared of snow.
ACTION ITEM: Dorene will contact two individuals that may be able to perform this job. (Peter or Glen)

10. NEW BUSINESS

- a) Pastoral Council Rep Frank Simard. Nothing to report at this time as the Council is newly established. Greg Ward will be the Administrative Board Rep on Pastoral Council.

- b) Donation of our Organ to Sacred Heart Church
Motion to donate the organ to Sacred Heart Parish; St. Michael's will not assume any expenses tied to the removal and relocation of the organ, moved by Dorene Rosmus Seconded by Greg Ward Carried
- c) Terms of Office
 There was a proposal to increase the number of members on the Admin Board to mitigate issues that may arise around all members leaving their Term at one time.
 2020 elect 1 or 2 more individuals to the Administration Board.
 2021 elect 1 or 2 more individuals to the Administration Board.
 There will be further discussion about this issue at another meeting.
- d) Church Keys Shauna has a list of people who has keys.
ACTION ITEM: Dorene will call Guy and/or Shauna to see who currently has parish keys.
- e) Counting after mass. Dorene Rosmus, Doraine Wachniak and Greg Ward.
 Four counting teams to be established.
ACTION ITEM: Dorene to confirm if current participants wish to continue. Call will be placed to have more volunteers
- f) CWL; Hall Rentals.
ACTION ITEM: Dorene will ask Mary-Ann Victoruk to identify, in writing, what it is that the CWL is concerned with when the basement is rented.
 Discussion about hall rental and how fees are set.
 If there is a funeral the fee is \$200.00 for church and cemetery.
 Hall is separate.
- g) Website Administration/Social Media
 There was a brief discussion about who is monitoring these methods of communication.
ACTION ITEM: Dorene will contact Shauna to see if she will be willing to continue to monitor this communication site.
- h) Attendees at meetings to be Fr. Sylvanus, Admin Board, Bookkeeper, Building Chair and Cemetery Chair.
- i) Contact Information
ACTION ITEM: Doraine will make up a contact list.
- j) Meeting Dates
 Jan, March, May, Sept and November
 St. Michael's Third Thursday of the month.
 Sacred Heart Second Thursday of the month.
 St. John Paul II Oakbank is the First Thursday of the month.
- k) Annual General Meeting
 - i) Collect Annual Reports from Committee Chairs
 - ii) AGM following mass Sunday, March 3rd, 2019
 Coffee, tea, muffins, fruit and cheese will be served.
 - iii) **ACTION ITEM:** Doraine will contact the different committees for their reports so she can put them together for Dorene. These reports need to be to Doraine by Feb 10th and then to Dorene by Feb 22nd for printing.
 - iv) **ACTION ITEM:** Nathan will send Doraine an electronic copy of former Annual Report.

11. NEXT MEETING

Wednesday, March 20th, 2019 7 PM

12. Closing Prayer

13. Adjourn at 9:40 PM

Minutes recorded by Doraine Wachniak