

SAINT CATHERINE LABOURE FINANCE COUNCIL MEETING

MINUTES – FEBRUARY 9, 2017

Present: Fr. Fred, Leonard Venardos, Candy Hall, Lance Wilson, Trish Ketchmark, Mary Anderson (Secretary). Absent: Rachel Smith; visitor: Therese Baker

Opening Prayer: Fr. Fred led us in an opening prayer.

Leonard then introduced Theresa Baker who is interested in joining the Finance Council.

~ Approval of the Minutes: The minutes of the January meeting were reviewed. Candy Hall made the motion to approve the minutes; seconded by Trish Ketchmark. The minutes were unanimously approved.

~ Approval of the Financials: During the review of the Financials, we noted that the Pastoral Council was overdrawn or spent \$53. 31 beyond their budget amount. Lance Wilson made the motion to approve the minutes; seconded by Mary Anderson. The financials were unanimously approved.

~ Old Business:

~ The count teams will continue with their respective members. Theresa was assigned to Mary's team, as well as a new Counter, Faye Davis.

~ We are still waiting for a bid from Prescott Landscaping for work to be done in front of the Church.

~ New Business:

~ Snow removal: we are looking for a Landscaper or licensed company to be available for snow removal. The expense will be considered, on our next budget.

~ Parking lot needs to be ADA compliant for handicapped parking. We received a bid from J&B Striping, LLC, which seems reasonable, of \$6,490. A motion was made by Lance Wilson, seconded by Candy Hall to accept the bid and proceed with the parking lot improvement provided we receive two positive references. Motion was unanimously approved.

~ We briefly discussed the possibility of replacing the old trailer, which was acquired used, in the early 70s, with another building. Leonard will check the town's requirements for some possibilities.

~ Replacement doors for the front of the Church and new locks for all doors were discussed. We received a bid from High Desert Lock & Safe to replace the various

locks totaling \$1,585.88. Motion was made to replace the Church door by Lance Wilson, seconded by Trish Ketchmark. Motion to accept the bid to change the locks and provide keys was made by Candy Hall, seconded by Trish Ketchmark. Both motions were unanimously approved.

~ Copy machine: There was an extensive discussion on the copy machine. It broke down in December & January. Before we replace the current machine, we decided on the following:

- 1) Set up Link 360 automated toner monitoring & meter reporting.
- 2) Office to monitor the number of copies generated more closely – tracking copies by purpose (Bulletin) and/or requestor (Ministry).
- 3) Keep records of all correspondence, e.g., e-mails, and follow-up on responses to the company, etc. concerning the copier.
- 4) Check on other machines available; the possibility of buying another machine, so that we would have 2 copy machines available.

~ Father discussed the new Diocesan Campaign to raise funds from all the Parishes in the Diocese to build a new High School in the Phoenix area. We shall receive more information on this fund raiser shortly.

The meeting ended with a closing prayer from Fr. Fred.

Respectfully submitted,

Mary Anderson