

Sacred Heart –Grosse Ile
Finance Committee meeting Minutes
January 20, 2021

Attendance

Fr. Marc Gawronski	Sue Beidlingmaier
Mark Gilroy	Dennis O'Brien
Gregg Zuccker	Gary Latendresse
Ken Juip	

Zoom Meeting Minutes

- Ken called the meeting to order and Fr. Marc led the committee in prayer.
- Meeting minutes from the October 2020 meeting were declared approved prior to the meeting.
- **Family of Parishes (FOP)**
 - Fr. Marc shared an update on the Family of Parishes. Starting in March representatives from each parish will begin to meet and get to know each other. Also, a central finance committee will be established with one or two representatives from SH on that committee.
 - Fr. Marc briefed the committee on recent changes to the work schedules for Kim Hyland as he will now be spending more time at Sacred Heart. His current 50/50 shared salary will be adjusted to 75% SH and 25% St. Cyprians.
 - Fr. Marc also discussed adjustments to Sue's work schedule as she will be assuming full responsibility for managing the financial affairs along with Fr. Marc for St. Joseph's parish in Trenton. This precipitated a discussion about Sue's ability to add this extra assignment without detriment to Sacred Heart and how her compensation would be handled. Fr. Marc stated that Sacred Heart would continue to pay Sue's full salary and that discussing her compensation arrangement was off limits to the committee. After more discussion Fr Marc agreed to review this arrangement with the finance committee through the remainder of this calendar year and make any necessary adjustments to salary distribution in the upcoming budget for the 21/22 fiscal year.
- Dennis O'Brien suggested having other staff members at each location be upgraded to the acting "in charge" role when Sue is away. The selected individual might also assume some of Sue's other duties when she is here. I would assume this expanded role might warrant a small increase in compensation.
- **Marketing & Communications Specialist**-Fr. Marc and Ken briefed the committee on the hiring of Patti Miller to fill a new part-time Marketing & Communications position. It was stated that Ms. Miller has a wealth of marketing experience and that her assignment was to enhance Sacred Heart's Social Media capabilities to be able to reach more parish members through electronic means as well as marketing to the larger population. Per Sue the cost of this part time position will not adversely impact our finances since we have a budgeted Youth Ministry Director position that has not been filled.
- **Gather Space Heating & Cooling Equipment Status**
 - Sue reported that temporary repairs were made to the furnaces in the Gathering Space but that parts had to be cannibalized from the backup furnace recently. The committee then asked about the status of the effort replace these aged furnace and related AC units. It was reported that the Building & Grounds Committee secured three bids and recommended that the bid from Superior Comfort Heating & Cooling for \$21,940 be approved. Sue will pursue this with Superior.

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- After a brief discussion, the Finance Committee recommends the Superior Comfort bid be approved by the Parish Council.
- **Mass Attendance Tracking**
 - Gregg then addressed his updated format for tracking attendance noting that the data now includes reasonably accurate information about online mass attendance. Although it is not possible to estimate how many people in a household are watching, it is possible to capture the number of online participants and apply a factor assuming a certain number of members per participant.
- **Mass Attendance Tracking (continues)**
 - It was suggested that Patti Miller might be able to contribute to additional tools and techniques to further improve reporting.
 - Gregg also provided positive feedback on the seating procedures for the Christmas masses. Having socially distanced protocols and alternative seating options was very well received. The work of the Worship commission and staff were recognized to make this a successful set of services.
- **New PPP Loan Eligibility**-Mark Gilroy reported that based on the recently released new PPP Guidelines that Sacred would be eligible for a second PPP loan. The key criteria would be able to document a 25% quarter-to-quarter decline in income for a quarter, any quarter supposedly. Mark, Gary and Sue met to review Sacred Heart's Second Quarter 2019 and Second Quarter 2020 Income levels. Mark believes that under one approach Sacred Heart was within \$7,000 of meeting the 25% reduction and under another approach within \$1,000 of the required reduction. At this point there is not a consensus on an exact position. Mark committed to try to create a descriptive approach for Sue to follow to pinpoint a specific and acceptable conclusion. Gary will also try to approach this question independently.

Ken then asked if it was possible to add detail to the deposits listed in the Monthly Budget report published by Sue. However, since this is a report downloaded from Quick Books it may not be possible to add that level of detail without a lot of extra work which would not justify. Sue committed to see if there was an easily downloadable detail that would meet this request.
- **Sale of Land**
 - Gary briefed the committee that documents describing the Sacred Heart land sale opportunity to seven different Developer / Builders on December 22, 2020. As of today, no one has contacted Gary to inquire or ask questions.
 - Fr. Marc then interjected that we should pause this effort until a letter and drawings detailing Sacred Heart's proposal was sent and approved by the Archbishop. Gary responded that he believed that step had already been taken and approved by the AOD as we did receive documents and a plan to move forward from Michael McInerney of the AOD in November of 2019. Fr. Marc stated that because the parish has a new pastor that process needs to be repeated and asked Gary to prepare a letter and drawings to be sent by Fr. Marc to the Archbishop.
 - The matter of including the baseball area was then debated. Gregg opined that the ball field hasn't been regularly used in years. Mark allowed that there was a need more baseball fields on the island and off island. There are plenty of soccer fields. Fr. Marc interjected that he wants all three parcels included in his approach to the AOD>

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Sale of Land (continued)

- Approval from the AOD means that we have permission to proceed with pursuing the sale along with securing bids on the properties. The final decisions remain with Sacred Heart.
- The discussion then turned to whether an endowment would really be large enough to handle Sacred Heart's financial challenges. It was generally agreed that the combination of an endowment coupled with periodic capital campaigns aimed at specific high dollar projects and the funding of an endowment were a more realistic approach.
- **Relative to the funding of an endowment to help provide long-term financial security for Sacred Heart, Fr. Marc and the Finance Committee recommend that the Parish Council authorize the Finance Committee to approach the Archbishop to seek approval to sell three parcels of land that are not used or where use is very limited. The three parcels are:**
 1. **The wooded property located south of the church driveway on Parke Lane. This property comprises 6.69 acres and is sufficient to allow condos or even 9 single family homes to be built on 30,000 sq. ft. lots.**
 2. **The area behind the schools and north of the church parking lot is approximately 2.5 acres. This area currently includes the baseball field.**
 3. **The site that includes the convent and the property it sits on.**
- Fr. Marc reminded all that there is a prohibition of parish capital campaigns. It is not clear if or when that might change. He then allowed that any capital campaigns in support of Unleash the Gospel have been taken off the table at this time.

There being no other topics to discuss, the meeting was ended with a prayer.

Gary P. Latendresse
Secretary