

St. Dominic Parish
15 Union St., Westfield, NY 14787

8th PPC Meeting on May 15,2017(Monday) at 7:00 PM in Westfield, New York

Agenda:

1. Unfinished business:
 - 1.1. Parish listing for upon this rock campaign and stewardship plan
 - 1.2. Brocton roof
 - 1.3. Family life ministry
 - 1.4. Pro-life ministry
 - 1.5. Youth & young adult ministry
 - 1.6. Evangelization ministry
 - 1.7. Spaghetti supper
 - 1.8. By-Laws of Board of Trustees (pending next meeting)
2. Reports from PPC Committees: Education & Youth, Worship/Liturgy, Parish Life Services, Building and grounds/Cemetery, Finance.
3. Others:

7th Minutes of PPC Meeting on April 24, 2017 at 7:00 PM in Brocton, New York

Presider: The meeting was presided by Dan Quagliana, the PPC President and also led the opening prayer at 7:00 PM.

Attendance: Present - Camile Belcher, Fran Lus, Lucy Rasinski, Dan Quagliana, Pat Tate, Joe Giambra, Phil Baideme, Jim Crolle, Debby Ruland, Father Romy

Absent: Bob Ducato, Natalie Hoebener

Reading of Previous Minutes of Meeting: Dan: Read the previous minutes. Jim: Correction – it should be Don Weingart not Dan. Correction accepted. Minutes were motioned to be accepted by Camile and seconded by Phil. Unanimously accepted.

Agenda:

1. Unfinished business – Stewardship Plan and Upon this rock, Building & Grounds: Brocton roof (\$5,000.00), Parking lot, Letters for Parish listing, Building & renovation guidelines

1.1 Dan: We will start with **Upon this Rock**. What is our status of Upon this Rock campaign? Father: I have been asked by the other priests and by Buffalo as to our status. I indicated that we have not started yet. We are still in the planning stages. Dan: Our parish letters must go out first so we can get an idea of our current parish members. Father: yes. The Parish Council needs to say to begin. Camile: I feel we are on the right track for an accurate assessment of our membership. We should get the letters out and get responses back then we have an accurate list to start with the letters. We have two letters, one to gain an accurate assessment of our membership and two, to send one to the parishioners regarding Upon this Rock and a suggested amount. Father: Right now in this parish there are three different

groups asking for money. 1. Catholic Charities, 2. Upon this Rock, 3. Cemetery. Not to mention all the special envelopes i.e. Holy Land, etc. This will not work unless we have a Finance Council actively working on financial matters. The Finance Council is different from the Board of Trustees. We have no Finance Council here. Camile: Right. Father: So we have to organize the Finance Council and the Board of Trustees. Then send to the Chancery for approval. Then we can begin this Upon this Rock. Dan: What do we have to do for our first step. Father: I think our first step would be to organize the Finance Council. Jim is here, I think he could be lead in the Finance Council. Jim: I think you invited me to complete the organization. According to the by-laws that you sent us it is five trustees, Bishop, you, the two trustees and one other. Father: that is the Board of Trustees which is above all councils. Jim: the board of trustees is set. Father: not yet. There is no by-laws signed and we have to submit the by-laws for approval. Parish Council is organized, we have to do the Finance Council and Board of Trustees. Dan: Do we as the Pastoral Council have to organize the other councils? Father: There should be five on the Financial Council. Jim: On what you sent us it says three. Father: trustees cannot be on the Finance Council. Camile: This is very confusing. Father: a trustee may be able to serve on the Finance Council if he submits the qualifications. Dan: they can be on the Finance Council but not automatically. Camile: Before it was just automatic, we didn't have a choice. So if Father appoints the trustees to be on the Finance Council he could. Father: are you willing to serve on Finance Council? Camile and Phil: Yes. And Jim, yes, now we have three. Jim: now the Finance Council is in place. Father: yes. Father: Jim you are now a member of the Parish Pastoral Council. Dan: now that all Councils are in place we can move forward on the campaign.

1.2 . Dan: The next item is the **Brocton Roof for \$5,000** Pat: I have one bid from Mike Delorenzo. He is a member of the parish and this price is good. Lucy: Is there a warranty or anything with him, and what if any extra work needs to be done. Is this included in the cost? Joe: Everything should be specified i.e. shingles used and whether they are 20 or 25 years, what they are going to use as underlayment on the roof, etc. Fran: Before we accept any proposal we should find out what needs to be done exactly and what supplies will be used. Joe: We should also have a certificate of insurance on file. All and anyone who does work for us should have one on file. Pat: I will call and get questions answered. I will also have him rewrite the proposal. Is this approved or still under discussion for the next meeting when I have more information. Fran: does this have to go to the Diocese for insurance purposes. Joe: only if \$10,000 or more. Pat: is this approved or not. Should I bring back to next meeting? Dan: This will be discussed again at the next meeting.

1.3 Dan: The next item is the **Parking Lots** Pat: Bill and I received three bids for both parking lots: Olsen at \$7,000+; Black n Gold – wouldn't identify all costs; Charlie Kuell - \$6,786.05. Bill and I have discussed this at great length and we feel Charlie Kuell would be our best choice. Dan: The price looks appropriate. Pat: In Brocton, this is the worst one, they will cut some out and they will do a yellow line striping and 2 handy cap places. The drain needs reinforcement. A thick seam will also be put in. They will seal the lot and fill all cracks. They are going to seal the whole thing. Joe: Also at the mouth of the entrance it will have to be redone and Pat said that they said they plan on doing that. Pat: In Westfield patch work and crack filing will be done and drain reinforcement. I will also obtain an insurance certificate. Can we vote? Dan: Is there any further discussion on this? Camile: Where are we getting the money for this? Joe: Finance Council. Dan: We can't spend as Parish Council it has to go to the Finance Council. Camile: We moved approximately \$20,000 in long term and we have \$25,000 in short term. I guess we can take it from there. Camile and the Finance Council approved the Parking Lot project. Dan: Let's go to vote. Favor for Charlie and the parking lot: Joe moved and Fran seconded. Opposed none. Carried unanimously.

1.4 Dan: Next Letters for **Parish Listing**. Father: Don gave Father the current record for parish listing. I am giving to parish secretary so she can make some adjustments for the new listing. Dan: so when you say listing, this is the listing of current parishioners? Father: Yes. Joe: are we going to send letters to everyone? There is a letter ready to go. The email that came out had many attachments and it just wasn't right. Many duplicates, etc. Can it be corrected. Phil: I move that a packed put together in hard copy to give to each one of us. Jim: I motion to agree. Joe: I like email. Dan: we have a motion. That copies be mailed out to each member. Father: I have objection. It costs money and time to prepare three days before meeting so you have time to read it. If mailed it would not reach you. Jim: If someone wants a packet make one up for them available at the Rectory on Friday before the meeting. If we don't pick it up bring it to the meeting. Phil: Move to vote. Motion: Jim...email to go out to those who request it and hard copies for whoever and pick it up at the Rectory to be available three days before the next meeting. Dan: Father, would this be possible? Father: I will ask the secretary to do it. Dan: motion...emails will still go out and those that wish can pick up a copy at the office the Friday before the meeting. Those that would like hard copies are: Lucy, Phil, Fran, Jim and Pat would like theirs in hard copy. Second: Dan. All in favor. Motion carried. Camile: as a side note it states in the by-laws if you miss two meetings you are done. This has been Bob's second or third. Father: Today was the cemetery meeting so approved. Lucy: By-laws state without an excuse.

1.5 Dan: the next item is **Building & Grounds Renovation Guidelines**. No one knew exactly what this was. Father: the Diocese will assist if we need

help or how to do something. There was an attachment for this. There is a guideline. There should be some in charge of this. If we have problems we can contact the diocese and they will help us. They are assisting different parishes. Dan: We will table this for our next meeting.

2. By-Laws of Finance Council and Board of Trustees, Finance & Trustees inputs

Dan: The Board of Trustees. Father: The Board of Trustees is different from the Parish Council. We must organize a Board of Trustees and then send to the Chancery for approval. Right now we have no Finance Council. Dan: What's our first step? Father: Our first step is to organize the Parish Trustees. Jim: You appointed me to the Finance Council and there should be two trustees which would be Camile and Phil plus yourself. According to the By - Laws that you sent, the structure of the Parish are five Trustees: the Bishop, You, two Trustees and someone else.

Father: The Board of Trustees approves Pastoral Council and Finance Council.

There need to be By -Laws and they need to be sent in for approval to the Diocese. There are no By-Laws and we must submit By Laws to Diocese for approval. The Board of Trustees By-Laws are not yet ready and not signed. Dan: Do we as Parish Council have to organize the Finance Council? Joe: How many members? Father: Five Phil: According to this there are three for Finance Council. Father: Trustees cannot be members. Joe: There should be three members, two trustees and who Father appoints. Father: According to By-Laws the trustees are different not members of Parish Council. Father: Parish Finance Council. Jim: are you willing to serve on the Finance Council? Jim: Yes and it will be a complete committee. Camile, Phil and me. Overall each parish is organized with the Bishop as head of organization and then two trustees, the Pastor and one other person he selects. Dan: Finance Council....do you have by-laws in place? Camile: No – there are by-laws that came from the diocese so I guess we could adopt those. Jim: I think it is for the parish council not the finance committee. Phil agreed. Dan: Finance does not need by-laws. The Parish Pastoral Council has by-laws. The Council is bound by both by-laws. Lucy: So Camile and Phil are Trustees and on the Finance Committee. Camile: Yes. Father: A Trustee may be part of the Parish Council if he meets qualifications but not automatically. Dan: So the Trustees, Finance Council and the Parish Pastoral Council are now in place. Father: The Finance Council can discuss many issues aside from money. Jim should also be part of the Parish Pastoral Council. Everyone agreed. Dan: Let's move forward with the campaign. Anything else to be discussed about the campaign? Father: I think I will delegate this to the Finance Council.

3. Family Life Ministry, Pro-Life Ministry, Youth & Young Adult Ministry, Evangelization Ministry, Bereavement Support Ministry, Cultural Diversity

Father: there was an attachment. I got this from the Diocese of Buffalo. The Diocese can help us also and we can ask them for help. i.e. Family Life Ministry. What we need is a lead team for the ministry. Dan has interest in the Family Life Ministry. We don't have pro-life or youth & young adult ministry; it is different from religious education. Dan: so we are appointing people to these ministries. Father: yes.

3.1. Dan: Father asked Alicia and I to head the **Family Life Ministry**. Part of that involved being speakers at the diocesan's precana sessions. So my wife and I will head up this ministry.

3.2 Pro-Life Ministry. Lucy: I thought Sue had her name for Pro Life but not sure. Camile: Phil and Sue Shear from Fredonia were but feels that they moved. Phil: why as a council are we appointing people to this. Dan: Father Romy asked us to. Phil: we are to appoint people? Dan: we are an Advisory Committee. Anyone on this committee want to head up this ministry? Sue Boneberg would be our lead for this committee.

3.3. Youth & Young Adult Ministry. Dan: This is different that what Natalie does. No one.

3.4 Evangelization: no one.

3.5 Bereavement Support Ministry. Ceci Pilla and Sue Boneberg.

3.6 Cultural Diversity. Jim: does anyone know what this means? If we have no guilelines how can we ask someone if we don't know what it is ourself.

4. Reports from PPC Committees: Education & Youth, Liturgy & Worship, Parish Life Services, Buildings & Grounds, Finance

4.1 Education and Youth. Dan: Natalie did not give me a report for this.

4.2 Liturgy & Worship. Dan: this would be Father Romy but he is not available at this time.

4.3 Parish Life Services. Lucy: I have nothing. Spaghetti Supper was cancelled. There is a meeting scheduled for June 9th. Nothing else to report.

4.4 Buildings & Grounds. Pat: Kneelers fixed in Westfield and is complete.

Entrance way and Hallway in Brocton is scheduled for May 10th at least to discuss the situation. Drainage in Westfield will cost approximately \$60. This is the walkway from the kitchen door. We will have to dig hole stone it and run a pipe and stone it again. Exit Signs in both locations. They weren't working and they took eight batteries. Holy Name Society bought and paid for all the signs. No schedule has been set up yet. Dan: thank you Holy Name. Fence at Westfield. There will be a meeting May 10th at Eason Hall for approval. They need to approve because it is a 6' fence. Cost \$1562. Lucy: Where is the money coming from? Pat: Father approved the project. Brocton Rectory – We did spraying for bugs and that has been complete.

Brocton – the foundation at the bottom of the statue needs to be fixed. There has been no date to fix that. Jim: I motion that we send Holy Name Society a thank you letter/card with Father Romy's signature. Phil: Second. Carried unanimously.

4.5 Dan: Finance Report. Phil: We had a meeting on 4/11. We went over by-laws and discussed them and other issues of the Parish finance. Camile: Operating Funds – small expenses anything under \$6 -7,000 can go here. Anything over then we have to see how to finance it.

5.5. Dan: Others: Anything anyone want to talk about. Jim: instead of reading the minutes at the meeting everyone should have already read them so we should just vote approved or disapproved.

Carried forward for next meeting: Spaghetti Supper

Jim: Can we motion for adjournment. Phil: seconded. Adjourned. 8:30 pm
Father said closing prayer.

Next meeting May 15th 7:00 pm at Westfield site. Always the 3rd Monday of the month.

Recorded by: Debby Ruland, PPC Secretar