

## **21st Minutes of Parish Pastoral Council Meeting on July 16,2018 in Westfield**

**Attendees:** Camile Belcher, Dan Quagliana, Fran Lus, Phil Baideme, Joe Giambra, Jim Crolle, Bob Ducato, Fr. Romeo Hontiveros and Debby Ruland

**Absent:** Betty Deland and Dianna Giambra

**Presider:** Dan presided over the meeting and called the meeting to order at 7:00 p.m.

**Opening Prayer:** Fr. Romy said the opening prayer.

**Approval of June's Minutes:** Bob motioned to accept the minutes as written and Joe seconded the motion. All were in favor.

### **AGENDA**

#### **1. Unfinished Business**

**1.1** Air conditioning project at St. James worship site in Westfield by installing 5 units of split AC that cost \$10T or less funded by Joe Calarco's Last Will in memory of his parents (see attached copy) and the installation charges by the donation of parishioners 3T's (Time, Talents, Treasurers). Bob has been working on obtaining information regarding air conditioning units. The units from Home Depot are approximately \$1,500/ea. They are 24,000 BTU units and it would take at least five to do the church. If we needed one more, it would be a smaller unit. Bob stated that he has requested quotes from various outfits but has not received anything back at this time. Vecchio's said that it would be approximately \$800 per unit to install, but if we could do some of the work we could bring that cost down. If we could, it would save approximately \$100-\$200/unit. These units mount to a wall, they are not window units. Jim asked Joe if he felt that Bill could do the electrical work. Joe said that a sub panel would have to be installed just for these units. Bill is not qualified to do this work, he is not certified. Bob said that there will be more quotes coming in. The guy from Syracuse will be coming in on the 24<sup>th</sup> to give a quote. We need to get as many quotes as possible. We should also ask Gugino for a quote. Phil suggested calling an emergency meeting once we have all the information on these

systems. Dan thanked Bob for the work he put into this so far. Camile also stated that we will need to talk about how we are going to fund this project. She stated that she is against taking any money out of savings. We have the \$10,000 from Calarco but we are going to need a lot more. Father wants to use this money for the air conditioning project.

**1.2** Parish Thrift Sale/Store Plan & Jim's acceptance of St. Dominic Thrift/Sale Store Business Manager job description as approved on May 21, 2018. (See PPC minutes of May 21, 2018). Dan stated that this was discussed but didn't want to appoint you without you verbally accepting. Jim stated that he and Father had discussed this, and he is on board with it.

**1.3** Justin Steeg ordination to Diaconate will be on September 15, 2018 at 9:30 a.m. in OLV, Lackawanna and Priesthood on June 2, 2019 at 9:30 a.m. in the Cathedral, Buffalo. He will assist as deacon on September 29-30, 2018 at St. Dominic's masses. He will schedule his first Mass in St. Dominic Parish in June 2019. Father stated that this is Justin's plan at this time. Father would like to have a reception for him in September after his ordination and then another one after his first Mass here. Joe felt that in the afternoon on the 30<sup>th</sup> would be a good time. Jim suggested that we get a committee or Parish Council working on this. Father felt that both communities should get together to plan for this. A joint community meeting should be planned on the 10<sup>th</sup> for this. We will discuss this again at the next meeting.

**1.4** Collection envelopes – Debby still needs to find out the shipping cost and update the system so only those that want envelopes will get them. We will discuss this again at the next meeting

**1.5** SDP Action Plan 2018 from EO 1 to EO 10

**1.5.1** Education & Youth below 18 yrs. Old – Dianna. Nothing available yet.

**1.5.2** Parish Community Life: Brocton—Fran & Westfield/Ripley—Jim. Nothing available yet.

**1.5.3** Building & Grounds—Joe/Cemetery—Bob. Joe turned his one-year plan in. Bob also turned one in.

**1.5.4** Communication: Website—Joe. This has not been completed yet. Bulletin—Debby. This also has not been completed yet. Mass/Media—Joe. Nothing currently. Dan felt that we are half way through this year and we should have these completed. He has a template that he will send to everyone.

## **2. Reports from PPC Committees**

**2.1** Education & Youth below 18 yrs. Old—Dianna. Nothing to report.

**2.2** Education & Youth 18 yrs. and above—Bob. Nothing to report.

**2.3** Liturgy—Father. Masses continue at both locations. We are going to move the organ downstairs and Paul will donate the organ. Camile felt that Paul wasn't happy about moving down. Most churches have their cantor and organist in the front.

**2.4** Parish Community Life: Brocton—Fran & Westfield/Ripley—Jim. Fran reported that they had their meetings regularly. Holy Name has recessed for the summer. Right now, they are doing their fund raiser, selling tickets for the Harvest Raffle. Proceeds go to retirement for religious and Catholic Charities and needs the parish may have. The Brocton Community picnic is all set for this Sunday. Holy Name men are doing all the set up and purchased the meat for the picnic. Jim stated that they also have been meeting regularly. He feels they are at a disadvantage because they meet after the PPC does and then they must wait a whole month before they hear an answer on anything the council might have to approve. He suggested that they meet on the second Thursday of the month, so this will work better. One thing that was talked about at the Brocton meeting was, how to make us more aware in the community. One thing discussed was maybe having a movie night during the winter months. A family movie night, free for anyone in the community. We could sell popcorn, etc. for fund raising. We have halls to use and this would be an inexpensive night for families to do something. The Brocton Community had mixed feelings. Who's going to run it, how are we going to run it, we don't want to be a baby-sitting facility. Jim will bring this up at the Westfield Community meeting also to get their response.

**2.5** Buildings & Grounds—Joe. The Westfield Church Hall has had the painting completed. Mark Walter welded the leg under the sink in the kitchen. LED lights were added to the lights in Westfield. They removed

the maple tree in front of the Rectory and trimmed trees in the back of the Church. In Brocton Bill painted the safety strips on the steps and trimmed the hedges. Pat Tate made a new cross for the bell tower and Bill put it on. He also sprayed the weeds in the parking lot. The annual safety inspection has been completed at both churches and rectories. We have the results and Bill is working on them. Phil asked if there was anything major. Joe said that there must be smoke alarms and carbon monoxide alarms replaced in both locations, most of them in Westfield. They will be 10 yrs. batteries in these. Phil felt that with Brocton not having no one there every day, there should be some sort of alarm system there because otherwise you are at the mercy of neighbors to let you know. There were some other issues in the Brocton Rectory that he and Bill will take care of.

**2.5.1 Cemetery—Bob.** Bob reported that on the 19<sup>th</sup> & 20<sup>th</sup> the columbarium had been installed. He and Bill will be trained to unlock and lock the niches with the special tool. We have put information in the bulletin once already. We will be putting more information in weeks to come. It looks like a lot of interest in the columbarium. They will be revising the handbook for the cemetery at their next meeting. We do have enough space in that section of the cemetery for 10 columbarium units. That is 480 sites. Jim felt that the markers for this should be available for the parish to see them. Maybe pictures should be put on the web site. Jim felt that now that the columbarium is in and there is interest that maybe this would be a good time to have these available again.

**2.6 Finance Report—Finance Committee.** Camile reported that Betty has worked on the next batch of financial statements but needs some of the bank statements before she will have it complete. Betty did ask if there could be a Finance Council meeting scheduled. She will have everything ready at that time. Camile suggested July 30<sup>th</sup> and the Council agreed. Camile said that this meeting will be held in Brocton at 7:00 p.m.

**2.7 Picnics: Parish (August 5) and Brocton (July 22).** Dan said the Brocton picnic was discussed earlier. Jim stated that for the Parish picnic Father wanted the Westfield Community to take charge for different committees. He should have this ready by next week.

**2.8** Rosary Coast to Coast Progress Report. Debby reported that Barb will draft a letter together and send to Father for approval, this will be sent to the surrounding parishes. This will be October 7<sup>th</sup> at 4:00 p.m.

### **3. Others**

**3.1** St. Dominic Feast Day on August 8, 2018. There will be Mass at 7:00 p.m. in Westfield. Father wondered if we would like to have activities, but it is up to us.

**3.2** October is month of the Rosary: Every family household should have statue of the Our Lady of Grace at their homes with family rosary or neighborhood rosary. Father stated that this should be done by the communities because it involves family and community prayer. The Catholic identity is the Blessed Virgin.

**3.3** The date for the Annual Parish Assembly and Preparation Committee: November 2018. Dan asked what date would be best for everyone. Jim suggested November 14<sup>th</sup>. Dan felt that is a good date. It was decided that November 14<sup>th</sup> at 7:30 p.m. following the Mass. What is Preparation Committee? Father stated it was preparing the organization. Jim thought it would be something that he and Fran should put together. In 2016 was the last time we did this. This will be the responsibility of the communities.

**3.4** Christmas party for all St. Dominic Parish Church leaders and Preparation Committee in December 2018. Jim asked Father if he needed a committee for this. Father indicated that we would. Dan asked if we should table this and Phil motioned to hold till the next meeting. Jim seconded the motion. All in favor.

**3.5** Cook Books. Jim informed the committee that he and Father have talked about what the parish has already lost from our older members. Something as easy as a family or church recipe. He sent away for a project on cook books. We should ask all parishioners to share their most cherished recipes and we could put them in a cook book and it would be a wonderful fund raiser. This could bring our communities together. He asked if the Parish Council would have a committee and get this accomplished. Maybe we could get this done for Christmas. The main goal is to get the communities together under one Parish. This could be a treasure and keepsake for the

parish. With the committee's permission he will proceed with this. Everyone was in favor.

Dan asked if anyone has anything else to bring up. Nothing.

The next meeting will be Monday, August 20<sup>th</sup> at 7:00 p.m. in Brocton.

Camile motioned to adjourn the meeting and Fran seconded the motion.

Closing prayer was said by Bob.

Recorded by Debby Ruland