

St. Barbara's Parish
Meeting of the
Parish Finance Council

September 20, 2015

A meeting of the Parish Finance Council (the "Council") of St. Barbara's Parish ("the Parish") was held on Sunday, September 20, 2015, at the Parish Rectory in Woburn, Massachusetts, pursuant to notice duly given.

Present were Father Thomas Powers, Al Autenzio, Mary Ann Chorlton, Dolly Maloney, David McLean, and Nicole Wilson, thus constituted a quorum.

Fr. Powers presided at the meeting and Ms. Wilson served as Vice Chair and recorded the minutes.

Fr. Powers opened the meeting with prayer after which he noted that the first item on the agenda was the 2015 Fall Festival update whereby Mary Ann Chorlton, President, reported out that from a planning and logistics standpoint, Farmer's Market and Crafter's Exhibits were solid and last minute interest was still coming in. Nicole Wilson, Treasurer, then reported out that from a financial standpoint, revenue was strong and had surpassed prior year figures.

The next item on the agenda was the matter of the first quarter Financial Reports, which was acknowledged they were available for review on Tuesday, September 17, 2015 in the Parish Business Office during normal business hours. Discussion ensued around the necessity to enhance revenue tracking, due to the growing number of revenue generating initiatives. David McLean, Business Manager, will be finalizing a more detailed general ledger for implementation FY 2017.

Fr. Powers noted that the next item on the agenda was to open the Council up for feedback on the Annual Report. Discussion ensued around the topic of utilities, in particular the

date in which the water metering program will take effect and what plans can be implemented to ensure water faucets and spigots are shut off properly. Fr. Powers updated the Council on current and future capital improvements for the Parish and the prioritization in which they may occur. Fr. Powers reported that he plans to continue with existing landscaping and plowing vendors for the current fiscal year. Both have provided quality and consistent service. For minor repairs, the parish uses current vendors. For larger projects the parish continues to follow a competitive bidding process. He also reported that delays in completion of the Spring planting of trees on account of hot weather. We need a sprinkler system. After further discussion and on motion duly made and seconded, it was unanimously

VOTED: That, the Parish will go out to bid for new contracts on an as need basis.


Fr. Powers brought attention to the Council that the Offertory Increase Program, “Building on Our Past, Securing Our Future” was beginning the week of September 29, 2015 with a commitment mailing to St. Barbara’s registered parishioners.

There being no further business to come before the Council, Fr. Powers closed the meeting with prayer.

VOTED: To adjourn.

ADJOURNED

A true record.



Rev. Thomas J. Powers
Administrator