

**MINUTES OF A MEETING OF THE BOARD OF
DIRECTORS OF ST. PHILIP THE APOSTLE CATHOLIC CHURCH –
PAYSON**

DATE: August 27, 2012 10:00 A.M. LOCATION: PARISH RECTORY

ATTENDING:

**Fr. William Gyure, President
Jan Parsons, Secretary
Bobbie Simone, Treasurer
Fr. Al Schifano – proxy
Most Rev. Gerald Kicanas – proxy**

Others attending:

Shirley McGeary, Chairman, pastoral council

A meeting of the Board of Directors of St. Philip the Apostle Catholic Church was called to order by Fr. Gyure at 9:54 a.m. in the Parish Rectory.

Fr. Gyure opened the meeting with a prayer.

Fr. Gyure noted that a timely notice was received by all board members. Fr. Bill announced that we do have a quorum.

Minutes of the meeting of May 24th meeting were reviewed. Bobbie Simone made motion to approve the minutes as written. Father Gyure seconded. Motion carried unanimously.

SAFE ENVIRONMENT:

Jan Parsons asked if the parish was in compliance with the Diocesan Safe Environment Program. Fr. Gyure stated that we are in full compliance. Jan asked if we were in full compliance with the Diocesan Policies previously adopted by the Parish Board of Directors. Fr. Bill stated that we are. Fr. Gyure stated that our business manager has recently updated the list of volunteers who have had background checks both in the parish and for St. Vincent de Paul. There were no Audits or Safety Inspections this period.

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PRESIDENT'S REPORT:

Father Gyure reported that we had a backflow preventer valve that had to be replaced. That has been completed. Everything else is according to budget. Jan asked if the Parish had been sued or had any employment or liability claims filed against us since the last meeting.

Father Gyure reported that during this period we have not been sued nor had any employment or liability claims filed against us.

OLD BUSINESS:

Fr. Gyure gave the Board a report on Our Faith, Our Hope, Our Future Capital Campaign. We received a distribution of approximately \$2,000.00 for the quarter. We continue to be at 72% of goal.

Fr. Gyure reported that we continue to have a strong functioning Finance Council and Pastoral Council and that members of the Board are on both functioning committees.

The chair of the Pastoral Council was with us at this meeting. Shirley McGearry gave a synopsis of the meetings of the Pastoral Council. Fran Doering is on vacation. In his stead, he asked that Bobbie Simone give the synopsis of the Finance Council for him. Both reports are attached. (See attachment A and B respectively)

The Pastoral report has been suspended.

The Parish always nominates someone to attend the Diocesan Pastoral Council. This term no one from our parish has stepped forward to attend meetings in Tucson. However, a representative from Oracle, also in our Vicariate, will attend. The position carries with it values to be adhered to by the representative. Fr. Gyure wants to pass those values onto the members of the Board of Directors, Finance Council and Pastoral Council as well. These are upcoming.

Fr. Gyure noted that the term of the Secretary of the Board is going to expire at the end of this year. Fr. Gyure nominated Jan Parsons for another three year term. Bobbie Simone seconded the nomination. Any other parishioners interested in applying for the position will be able to pick up an application from the parish office.

NEW BUSINESS:

The board reviews the Parish Annual Report. Jan Parsons made motion that the St. Philip the Apostle parish-Payson Financial Report for fiscal year ending June 30, 2012 be accepted and made part of the minutes of this meeting. Further, that the president and treasurer be authorized to sign the report on behalf of the corporation. Bobbie Simone seconded. Motion carried unanimously.

Jan Parsons made motion that all actions taken by the officers of the Corporation in furtherance of the business and affairs of the Corporation in the past year be hereby approved and ratified. Bobbie Simone seconded. Motion carried unanimously.

ADJOURN

There being no further business, Fr. Gyure motioned to adjourn the meeting. Bobbie Simone seconded.

Respectfully submitted,
Jan Parsons, Secretary

ADDENDUM – PART A

St Philip the Apostle Parish Council annual report

The Parish Council has a total of 4 meetings in the last year.

8/17/11

10/19/11

2/29/12

6/13/12

The Parish Board of Directors was present at each meeting.

All meetings opened with a prayer and the pledge of allegiance to the flag.

All meetings were called to order and all meetings have a quorum. All meeting minutes were unanimously accepted and approved.

Brief reports were encouraged and given by representatives of Religious Education, Sodality, Knights of Columbus, Right to Life, Spanish Prayer Group and St. Vincent de Paul throughout the year.

Old Business and New Business, and Parishioner's inquiries were allowed and discussed at each appropriate meeting. Every meeting followed Robert's Rules of Order.

ADDENDUM – PART B
ST PHILIP THE APOSTLE FINANCE COUNCIL SYNOPSIS

The Finance Council met four times in the fiscal year...July 1, 2011 to June 30, 2012.
The following is a summary of these meetings:

August 3, 2011

The Finance Committee met at 6:00 p.m. in room #5 of the Parish Center, with six of eight members present.

Agenda included:

- a) Review and approval of the minutes of the May 23rd, 2011 meeting
- b) Review of the Annual Catholic Appeal and an update on our parish's Our Faith, Our Hope and Our Future Campaign.
- c) Review of the final 2011/2012 budget vs. actual yearly expenditures.

After much discussion the Annual Statement was approved and the meeting adjourned.

November 16, 2011

The Finance Committee met at 6:00 p.m. in room #5 of the Parish Center, with seven of ten members present.

Agenda included:

- a) Review of the operating budget vs. actual expenditures for the first four months were discussed and approved.
- b) New Diocesan rules for the renting of parish facilities were explained by Father Bill Gyure. These rules include the proof of liability insurance, event holder must provide security of one guard per hundred guests, proof of liquor license and a bartender who is bonded and insured if liquor is to be served.
- c) Parish and special collections were also discussed and a list will be made by the parish office, showing all special collections for the year. There will be no duplication of events on a given Sunday.

February 1, 2012

The Finance Committee met at 6:00 p.m. in Room #5 of the Parish Center, with six of eight members present...due to illness, two members resigned.

The agenda included:

- a) The review and approval of the minutes from the August 3, 2011 and November 16, 2011 meetings.

- b) Review and approval of the financial statements for the period of July 2011 through December 2011.
- c) An update by Father Bill Gyure on the status of the donation given by the William Shively Estate.
- d) The committee again reviewed the parish collections and other charitable collections for the remainder of 2012.

May 9, 2012

The Finance Committee met at 6:00 p.m. in Room #5 of the Parish Center, with five of nine members present and 2 guests present.

The agenda included:

- a) Review and approval of the February 1, 2012 minutes.
- b) Review of the proposed budget for the fiscal year of July 1, 2012 to June 30, 2013. After much discussion, the budget was approved as submitted.
- c) The dollar amount the pastor is authorized to spend for budgeted and non-budgeted items was discussed. It was agreed that for budgeted items the pastor is authorized to spend corporate funds in accordance with requirements set by the Bishop and the Diocesan Building Policy. For non-budgeted items, the pastor is allowed to spend up to \$25,000.00 without the approval of the finance committee on emergency repairs etc.
- d) The committee again reviewed charitable collections for the first four months of 2012.
- e) Three members of the committee were re-appointed for another three year term.

Finance Committee Chairman,
Fran Doering