

# Meeting St. Joseph's Parish Council

## Minutes – March 12, 2013

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Meeting start: March 12, 2013 at 18:00 until 21:30

### Attendees

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Donald Duthie, Andy Boyer, Dianne Taylor, Kathy Crowe, Paul Dobranski, Jason Jacques, Christopher Adam, Lili Zwart, Mary-Anne Burke, Mark Dallaire, John Cuddihy

Regrets: Catherine Kilbride

### Summary

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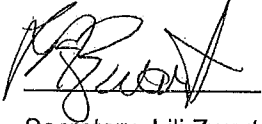
- 1) The proposed agenda was revised to move Finance Committee Update to the beginning of meeting and include agenda item to discuss Catherine's availability. Revised agenda was approved by consensus.
- 2) Minutes from the previous meeting were reviewed and approved by consensus.
- 3) Finance Committee Update:
  - Investment Policy to be reviewed/approved by Council. Spending policy is being drafted.
  - Recommends envelopes are hung on hooks for visitors & receipts issued for donations over \$10.
  - Recommends just collection amount appears in bulletin on a weekly basis, with a more comprehensive summary on a monthly basis, including targets.
  - Will provide two comprehensive updates per year, including one at the AGM.
  - Asset evaluation being done for the heating system. Once costed, and explored possible donations, an Assessment Study will be finalized before summer so work can proceed prior to the next heating season.
  - Refugee Outreach Committee, multi-faith in philosophy, has one rep from St. Joes. Receives directed donations and has a surplus from last year (prior to policy under new governance model was developed this year). Committee does not have a Terms of Reference or an itemized description of appropriate disbursements, and loans given under this fund are not charged interest. Therefore some fund disbursements have the potential to place St. Joe's at legal risk in terms of Canada Revenue Agency rules. Also causing staff a fair bit of administrative work (receiving loan payments from 7-8 people and cutting 1-2 cheques per month for various expenditures).
  - **ACTION:** Mary Anne will invite Pierre to our next Council meeting so we can explain our new governance model, the policies that we have developed to observe due diligence and to learn the nature of this committee, who's involved, and how we can support its needs.
  - **ACTION:** Don will add to the Agenda for next Council meeting.
- 4) Reviewed previous action items – see Appendix A
  - **ACTION:** Core Team will meet to clarify process going forward. The Community Building Cluster has had several meetings and plans to give a presentation to the Core Team, Cluster and the Council, however it was discussed and agreed upon that this process and the work needs to be more closely under the review of the Council. The Council appointed last fall a specific committee to first develop a Terms of Reference for a Stewardship Campaign for approval by the Council.

- **DECISION:** The Investment Policy was approved by consensus.
- 5) Parish Council Chair:
- In Camera.
  - A list of Chair duties was reviewed and it was agreed some of the duties could be assigned to other Council members and that the Chair will no longer be required to attend Finance Committee meetings. Agreed Chair term should be 1-2 years.
- 6) AGM:
- Held on June 19<sup>th</sup>.
  - Don will create the annual report and Chair the AGM, and Kathy, Diane and Chris will organize the event.
- 7) Parish Update:
- On February 28, Chris attended the archdiocese pastoral day event and spoke to Jeffery Kerslake, Episcopal vicar and the archbishop. He invited Mathieu Fleury City Councilor to have lunch at St. Joe's.
  - Sacristy renovations are within budget and the sacristy will be usable for Easter.
  - The parking lot space capacity is being exceeded.
- 8) Parish Thefts:
- Over the past two years there have been numerous thefts including stations of the cross, a dream catcher, poles and most recently a sound mixer. The sound mixer was stolen because a cupboard was left unlocked.
  - Agreed to leave the church doors open from 8:00 to 5:00 pm daily but sometimes people are found in the confessionals and choir loft. The sacristy is always locked.
  - **ACTION:** Chris will develop the operational changes required to address safety and security needs (ie/ staff perimeter checks, radios, alarms).
- 9) Re-zoning St. Clement:
- The archdiocese has St. Clement up for sale and the Islamist Society of Sandy Hill wishes to purchase it to convert it into a mosque.
  - The archdiocese wants to sell it for a contractor to turn it into student housing.
  - Action Sandy Hill has garnered broader community support and the Muslim community has asked for letters of public support for their mosque.
  - **DECISION:** Approved by consensus to abstain from writing a letter of support since it is not in our mission statement and does not foster our relationship with archdiocese.
  - **ACTION:** Don will send a note to Chris on Council's decision.
- 10) Governance Update:
- Still require a Music Ministry representative on Council, and they are currently continuing to seek a representative.
  - The mass representatives election will be held in the fall and announced at the AGM.
- 11) Cluster Updates:
- Liturgical Planning Committee agrees that seasonal themes will be shared with Council prior to making decisions.
  - The Music Ministry is thinking of holding a concert in May.
  - A May 26th fundraiser will be held at 2 pm at Ottawa Little Theatre. Tickets are \$20, \$14 of which will go to the Supper Table.

## Parish Council Approval

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Parish Council minutes approved by consensus on April 9, 2013.



Secretary, Lili Zwart



Parish Council Chair

Donald Duthie

~~Minutes Prepared By~~

~~Donald Duthie~~

## Appendix A - Parish Council Action Items – February 12, 2013

#	Opened / Status	Action Item	Updates	Action By
1)	Open	Stewardship Campaign Update	<ul style="list-style-type: none"> <li>• Sept 11-12 - Stewardship - Meeting has not taken place yet, but still hoping to have a campaign ready for the fall. Use of Automatic Deposit Cards for the Collection Basket will be part of the stewardship campaign. Once decided, will determine how to implement. <b>On Hold.</b></li> <li>• Oct 9-12: A Stewardship Committee and plan was created without Parish Council approval or input. Decision by council that this committee be also responsible for Fundraising. The Testimonials and their plan need to be postponed, until the new year, as there is too much going on with other activities within the parish. The committee needs to define a Terms of Reference and is subject to the approval of Parish Council. Mary-Anne Burke has offered to be the Parish Council representative.</li> <li>• Nov 13-12: Mary Anne met with Herman (current lead of the Stewardship Committee) and shared Parish Council concerns. Chris Adam is now the staff contact. Christine Burton will now be a new member of the committee. Committee will now be called "Stewardship Initiation Committee".</li> <li>• Dec 11-12: Status quo until next year.</li> <li>• Jan 8-13: Don to send out Finance Terms of Reference as their basis to Mary Anne.</li> <li>• Feb 12-13: Status quo</li> </ul>	Don/Chris/Andy

#	Opened / Status	Action Item	Updates	Action By
			<ul style="list-style-type: none"> <li>March 12: Action Item Re-assigned - Core Team will meet to clarify process going forward. The Community Building Cluster has had several meetings and plans to give a presentation to the Core Team, Cluster and the Council, however it was discussed and agreed upon that this process and the work needs to be more closely under the review of the Council. The Council appointed last fall a specific committee to first develop a Terms of Reference for a Stewardship Campaign for approval by the Council.</li> </ul>	
2)	Open	Use of Automatic Deposit Cards for the Collection Basket	<ul style="list-style-type: none"> <li>Don is going to work with Mary to get the cards ready for the weekend of May 12 so that we can get this launched.</li> <li>Mary sent Don the draft text this week and to the liturgy committee. Once decided, will determine how to implement. Will be in place in September as part of Stewardship campaign.</li> <li>Oct 9-12: This should be part of the Stewardship Committee.</li> <li>Nov 13-12: Don to send Mary Anne the text Mary prepared.</li> <li>Dec 11-12: Status quo until next year.</li> <li>Jan 8-13: See action #1</li> <li>Feb 12-13: Status quo</li> </ul>	Don/Chris/Andy
3)	Open – Nov 13-12	International Day - Chris to work with the Stewardship Initiative Committee to draft a proposal.	<ul style="list-style-type: none"> <li>Dec 11-12: Will begin work early in the new year.</li> <li>Jan 8-13: See action #1</li> <li>Feb 12-13: Status quo</li> <li>March 12: Status quo</li> </ul>	Chris

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4)	Open – Nov 13-12	Emergency Policy – Need to draft an emergency policy.	<ul style="list-style-type: none"> <li>Dec 11-12: Changed name to Parish Council chair. Will require all Parish Council members contact information.</li> <li>Jan 8-13: In reviewing other parish policies on this topic, the scope is a bit more comprehensive. Still in preparing.</li> <li>Feb 12-13: Status quo</li> <li>March 12: Status quo</li> </ul>	Don
5)	Open – Dec 11-12  <b>Closed – Mar 12-13</b>	Investment Policy to be drafted by Finance Committee.	<ul style="list-style-type: none"> <li>Jan 8-13: To be considered Finance Committee in February and presented to Parish Council in March.</li> <li>Feb 12-13: To be approved secretorially by the Finance Committee, will be further discussed next week and presented at the Parish Council meeting in March</li> <li>March 12: Approved by consensus by Council</li> </ul>	Jason
6)	Open – Feb 12-13	Don will provide notice in next week bulletin that cluster representatives will be asked to provide input to the templates in the near future and that the AGM will be in June.	March 12: Status quo	Don
7)	Open – Feb 12-13  <b>Closed – Mar 12-13</b>	Don will write a summary of Chair activities and hours spent on each category of activity.	March 12: Action completed.	Don
8)	Open – Feb 12-13	Parish Council to find a replacement for Chair prior to the AGM so Chair can job shadow and attend Core Team and Council meetings. There is no process in place to find a Chair. Could either be an existing Council member; Co-Chair	March 12: In Camera	Parish Council

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		or Vice-Chair model; we may need to change Chair responsibilities (i.e. a rotation of Council members attend Finance Committee meetings).		
9)	Open – Feb 12-13  <b>Closed – Mar 12-13</b>	Don to notify Christine Burton of our decision and that she will need to book parish space, check on Andy’s availability and do the communications for this event.	March 12 - Completed	Don
10)	Open Mar 12-13	<ul style="list-style-type: none"> <li>Mary Anne will invite Pierre to our next Council meeting so we can explain our new governance model, the policies that we have developed to observe due diligence and to learn the nature of this committee, who’s involved, and how we can support its needs.</li> <li>Don will add to the Agenda for next Council meeting.</li> </ul>		Mary Anne / Don
11)	Open Mar 12-13	Chris will develop the operational changes required to address safety and security needs (ie/ staff perimeter checks, radios, alarms).		Chris
12)	Open Mar 12-13	Don will send a note to Chris on Council’s decision regarding St. Clement’s Church.		Don
13)	Open Mar 12-13			
14)	Open Mar 12-			

#	Opened / Status	Action Item	Updates	Action By
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15)	Open Mar 12-13			
16)	Open Mar 12-13			

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