

Meeting St. Joseph's Parish Pastoral Council

Minutes – May 13, 2014, 18:00-21:00

Attendees:

Present: Christine Burton (Chair), Andy Boyer (Pastor), Chris Adam, Anthony (for 7pm), Eleanor Rabnett, Rose Purification, Kathy Crowe, René Danis, Jacqueline Dawson, Don Duthie, Dianne Taylor, Herman de Souza

Regrets: Joanne Lee, Phil Spencer, Joe Gauthier

Summary:

- 1) **Agenda** - approved by consensus
- 2) **April Minutes** - approved by consensus

3) Operational Update

HVAC – The tender will be done within 2-3 weeks; PPC to approve before going public. We are currently about 1 week behind but should be done still to be done by the end of the summer.

Supper Table Manager Staffing update – A job description was created by Chris and is with the Supper Table Action Committee (STAC) for input from Mary Murphy (as interim manager). The position will be posted to Charity Village within the next 2 weeks. Timeline: beginning of June for applications and review to hire a new director by July. **ACTION:** to draft an update for the bulletin to indicate to the Parish that the call for volunteers for the Supper Table was expected due to the school summer break (university volunteers have left for the season).

4) New Business

Election process – The discussion deferred to July meeting but PPC is asked to please consider the following: 1) the timing of elections (which is currently tied to the liturgical year), is it better to have discernment in the summer for election in the fall or should new members be elected and announced at the June AGM? 2) How do we make sure that election turn-over works appropriately? Is it a good idea to have half of all council members replaced each year or should we have a longer period (2 vs. 3, etc.).

PPC Chair Selection process – Walter Hughes gave his feedback on the document and discussed the process with a number of individuals in the Parish. Term limits for the PPC Chair were discussed. It was also noted that PPC should make sure that the position of Treasurer and Chair are not changed at the same time so as to provide continuity.

PPC Chair Term limits – Refreshing the leadership of the church is important; PPC discussed the existing term limits as well as the procedure for the Parish to remove a sitting Chair should it be necessary. **DECISION:** That section 4B (of the PPC Chair Selection document) be changed

so that a petition on the retention or dismissal of PPC Chair be referred to council? Moved: Herman, seconded, Eleanor. Approved.

DECISION: That such a petition would require backing from 20% of registered Parishioners. Should this number stay at 20%? Approved.

DECISION: That such a petition should not have a limit per year or per term of chair. Approved.

DECISION: That a vote by an absolute majority of those PPC members present will pass the petition but if the vote is split, PPC will discuss until a majority vote is cast. Therefore, the vote will need to take place in one meeting. Approved.

DECISION: Christine will return to Walter Hughes for a final discussion, and the document, as modified by Christine per the decisions made in this meeting will stand. Moved: Eleanor, seconded: René. Approved.

Animating the clusters – Is it a good idea to insist that volunteers have more meetings just for the sake of having meetings? There should be an objective. However, is there enough communication among the committees in the clusters? There is an obligation that reporting is done up through the cluster representative.

Volunteer Appreciation Celebration debrief – May 1 was an unqualified success! Feedback was positive for the celebration on May 1 and the Mass events. Should we perhaps do this again next year? PPC recognizes Christine's inspiration for the May Volunteer Celebration and acknowledge her gift of inspiring others.

May bulletin – is to be done by Andy (addendum, Christine provided the PPC update as Andy's excellent piece was used for another purpose).

5) Previous Action items

AGM call for updates – AGM is to be held June 11, please send cluster updates to Chris when completed (deadline of May 30).

Noted: There is a need a new photo of PPC.

OMI Anniversary – Eleanor will have something re: resources/info for the June meeting.

6) Cluster/Mass Rep Updates

Herman: There is a proposal from Maria Virjee for a Marketplace of Possibilities for Sept/Oct 2014. The Community Building Cluster will lead the process and organize in collaboration with the other clusters and Finance. **DECISION:** to mandate CBC to come forward with a proposal for the June meeting. Approved.

Envelopes for guests are being used (in quite high demand). There is now a plaque next to the picture of Tom in the organ loft crediting the photographers.

The Winner of the Senator Jersey Auction will be passing it on to another charity for auction – Dianne will let the STAC know that it's a gift that keeps on giving!

Jacqueline: The Spring Choir concert will be held June 8 at 3PM. Also the recent Grandmother to Grandmother's concert raised \$7000 for their cause to help Grandmothers in Africa. St. Joseph's Choir participated and the organizers gave a donation to the Parish.

7) Finance

Terms of Reference – There are difficulties with keeping/recruiting members for the Finance Committee (FC), so there has been a necessary change to the required numbers for quorum (e.g. when half of voting council is presence). Consequently, the Pastor and PPC Chair are now voting members of the FC, although the Director is still ex officio. There is no conflict as the FC can only recommend serious topics come to PPC for decision. **DECISION:** To accept the recommended changes to the ToR (moved: Dianne, seconded: Kathy)? Approved.

Auditor's Review for 2013 – The 2013 audit is now in progress. A draft statement is scheduled for May 20. FC and PPC will meet on May 27 at 17:30 to review the audited statement. **ACTION:** Christine will send out email with documents and with a reminder re: date of meeting.

New FC Chairperson/recruitment – Retention continues to be a critical issue. There is a need for individuals with specific skill sets (not just those used to large budgets but also finance/economics backgrounds).

Don will be withdrawing as interim chair of FC (by AGM, June 11, 2014). PPC thanks him for his time and talent. FC will only have 4 members in addition to the Core team (PPC Chair, Pastor, and Director). Additionally, the Treasurer role really needs to be held by a Chartered Accountant (Joe Gauthier is coming close to the end of his term). PPC needs to look for replacements. **ACTION:** formal thanks at AGM for Don's role.

Update – Revenue for 2013 is relatively stable. However, there is no cushion and collection revenue remains an ongoing issue and remains flat. **ACTION:** to have discussion at the June PPC meeting re: financial issues of the church and the need to encourage greater donations from the Parish. How do we do this?

8) In camera discussion

Next meeting is June 10, 2014

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair

Christine Burton

Minutes Prepared By

Jacqueline Dawson