

Meeting St. Joseph's Parish Pastoral Council

Minutes – November 12, 2013

Meeting: November 12, 2013 at 18:00-20:00

Attendees

Christine Burton (Chair), Andy Boyer (Pastor, via conference line), Jacqueline Dawson, René Denis, Kathy Crowe, Dianne Taylor, Chris Adam, Eleanor Rabnett, Rose Purification, John Cuddihy.

Regrets: Joe Gauthier, Catherine Kilbride, Joanne Lee

Summary

- 1) Agenda approved with minor edits.
- 2) Minutes for the October 2013 meetings approved by consensus with minor edits. Secretarial decisions made during the interim period between October and November 2013 meetings were confirmed.
- 3) Welcome to our new Mass Reps! Eleanor Rabnett (5:00), René Denis (9:30), and Rose Purification (11:30).
- 4) *Cluster Updates:*
 - a) Faith Formation (Kathy) – a tentative meeting is scheduled before end of November. The Terms of Reference (ToR) is done.
 - b) Pastoral Care and Social Justice (Dianne) – this will need a discussion with Catherine but Dianne is recommending that the Funeral Ministry move under the Liturgy Cluster.
 - i) **ACTION:** Dianne will follow-up with Catherine and also discuss with Walter Hughes.
 - c) Dianne also advises PPC that there will be a future proposal from Tom Taylor to do a Christmas Carol play in December 2014, in cooperation with the Music Ministry. The play would be produced in partnership with the Ottawa Little Theatre and would run for three years and be a fundraiser for the Supper Table.
 - d) Music Ministry (Jacqueline) – a Christmas concert is scheduled for December 1. The ToR draft is completed and with the Music Director, Jamie Loback, for review.
- 5) *Operational Update:*
 - a) HVAC – Schermerhorn has done assessments on the boilers and rates the steam boiler between fair and good. The hot water boiler (from 1943!) is also currently working and there are no outstanding issues with either of them. Verdict: the system is inefficient but functioning. A maintenance/service agreement is in effect and Schermerhorn has agreed to see us through the winter although they did not recommend a contract be put in place.
 - b) International Day – November 15. One Eucharistic Celebration will be held at 10:30AM and will be followed by a food fair. The Embassies of Egypt, India, Germany, Slovakia, Bulgaria, Jamaica, and Hungary will be participating. The Women's Centre and the Supper Table will set up tables to showcase their respective services. PPC will bring food as well and help with set-up/clean-up. A

photo of the PPC will be taken on November 17 at the One Eucharistic Celebration. Name badges will be created for all PPC members.

- c) Dave Ro is looking for additional volunteers for the December 19 Supper Table dinner at 5:30PM.

6) *New Business:*

- a) Mass Representative Elections – the process went well overall. We still need a rep for the 7PM celebration.
 - i) **ACTION:** Kathy will follow-up with the few that showed interest in participating.
 - ii) **ACTION:** Kathy and Dianne will write up their observations of the process for future elections as well as create a Terms of Office for Mass and Cluster Reps by January 2014. They recommend that the election time should be in the spring.
- b) Artwork purchase proposal – concerns were raised that it would be difficult justifying the fundraising for art when there are other more pressing concerns with Parish finances. Our financial issues are mainly operation and are not just a function of supporting the Supper Table. We are looking into long-term solutions for the Parish to solve these issues. We could go outside of the Parish to raise funds but there is an additional concern with setting a precedent for this type of request.
 - i) **DECISION:** the vote passed by consensus to not approve the proposal.
- c) Listening Circle – The Peterborough Examiner wrote an article mentioning a particular parish in Peterborough that is dealing with many of the same issues that St. Joe's has dealt with in the past. Christine has been in touch and they wish to visit St. Joseph's sometime in the spring. In turn they will demonstrate the type of Listening Circles that they hold for their community.
- d) PPC Visibility – the website needs to be updated. PPC wants to commend the History Committee for their work on the biographies of the WW1 soldiers for Remembrance Day.
- e) Bulletin – Joanne will be submitting something for the November addition.

7) *Previous Action Items:*

- a) The PPC retreat has been moved to Saturday, January 18, 9:30AM-4:00PM, and will cover both the spiritual and business dimensions with which PPC meets. The Finance Committee will be invited. Lunch will be a potluck.
 - i) **ACTION:** Fay Edmunds has volunteered to act as facilitator and Dianne will follow-up on her availability. PPC has offered to pay for her train ticket from Toronto.
- b) HVAC – action items are completed. Arborus Consulting will be following-up with us re: the assessment on replacement. They will also include the ventilation issues with the Church, the Hall, and the office areas in the document.
 - i) **ACTION:** Chris to follow-up.

8) *Finance:*

- a) An additional meeting will be held on November 26 for PPC and Finance to go over the budget. Kathy sends regrets for the meeting. PPC aims to have the December 10 meeting as a final review for the budget. Our former Treasurer (Jason is on hiatus this year) will review the budget as well.
 - i) **ACTION:** the spending policy will be sent for review next December as well.

9) December 8 is OMI's Feast Day. Christine will draft a letter regarding inviting any priests that wish to celebrate with us on that day.

10) December 10, 2013 is the next PPC meeting.

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair

Christine Burton

Minutes Prepared By

Jacqueline Dawson