

Meeting St. Joseph's Parish Council Minutes – February 12, 2013

Meeting start: February 12, 2013 at 18:00 until 20:45

Attendees

Donald Duthie, Andy Boyer, Dianne Taylor, Kathy Crowe, Paul Dobranski, Jason Jacques, Christopher Adam, Lili Zwart

Regrets: Catherine Kilbride, Mary Anne Burke, Mark Dallaire

Summary

- 1) The proposed agenda was reviewed and approved by consensus.
- 2) Minutes from the previous meeting were reviewed and approved by consensus.
- 3) Reviewed previous action items – see Appendix A
- 4) AGM:
 - Will be held on June 19, 2013 at 7 pm.
 - Ministries will be asked to complete the template three months in advance, updating information from their input the previous year. Financial information, and other metrics such as # of people and hours can be provided.
 - Will ask auditors to finalize the Financial Assessment report by end of May to give Finance Committee and Parish Council one month to review and finalize the report.
 - **ACTION:** 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.
- 5) Parish Council Chair update:
 - Don will resign as Chair, and from the Parish Council, after the June AGM.
 - The terms for Mass representative on the Council end in fall of 2013. The Governance Committee led by Walter Hughes will organize elections, and current council members may elect to run again and renew their two year term. A university representative will join Council in the fall of 2013 to coincide with the term cycle.
 - **ACTION:** Don will write a summary of Chair activities and hours spent on each category of activity.
 - **ACTION:** 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 or Vice-Chair model; we may need to change Chair responsibilities (i.e. a rotation of Council members attend Finance Committee meetings).
- 6) Parish Update:
 - A second bequest was given to St. Joe's and the amount will be communicated to us likely by end of March. The \$200K installment from the first bequest is coming soon.
 - Tax receipts for 2012 have been issued.
 - Sacristy renovations are planned to be completed in six weeks. Discovered sand in the stone walls which may have implications for future work.
 - \$28K of a \$40K grant from the Community Foundation of Ottawa has been received for the Supper Table with direction to use a portion for food and a portion for staff.

- A feasibility study for a Student Café connected to the Supper Table has been completed and the final report will be presented at next Council meeting.
 - Mary Murphy has returned full-time and her position has been re-profiled to be the Coordinator of Outreach and Pastoral Support. Jamie Loback has assumed the liturgy role to write scripts and coordinate liturgical questions.
- 7) Governance Structure Update:
- One Mass celebration on February 3rd was a success.
 - Kathy Crowe has agreed to be the permanent Faith Formation cluster representative and the Music Ministry representative on an interim basis.
 - Walter Hughes is continuing with implementing the governance model.
- 8) Finance Committee Update:
- Infrastructure; John Cuddihy is drafting a Call Letter for proposals to conduct a study on the boiler. Funds have been set aside for this work.
 - Chris presented the final figure for 2012 at the last Finance Cttee meeting. The Operating deficit is now reduced from \$120K to \$80K, ahead of schedule. While expense reduction has gone a long way, revenue has been shrinking.
 - Jason drafted an Investment Policy and the Finance Cttee suggested revisions.
 - Next Finance Cttee meeting will focus on Assets including discussion on communication for Collections which will appear in the bulletin by beginning of March.
 - It was suggested Don, Chris and someone from Finance Committee present the good news at Mass to explain how finances are being managed and expended.
- 9) Cluster Updates:
- Liturgy Cluster potluck had a large turnout, governance model was explained and ideas were generated for increasing volunteers and leadership roles within Ministries.
 - Seasonal Planning and Liturgy Committee representatives drafted a letter proposing the idea of merging these two committees since their work overlaps.
 - **DECISION:** Approved by consensus the Seasonal Planning and Liturgy Committees be merged to create one committee; the Liturgical Planning Committee. It was also agreed that seasonal theme ideas be brought to Council for approval.
 - Music Ministry is preparing for Lent and Easter.
 - Faith Forming Ministry is exploring how individual ministries may work together. May sponsor a workshop for the parish. Joy Heft's Focus on Lent series begins on Wednesday February 20, 2013.
 - Social Justice and Pastoral Care ministry – rewarding work and Diane will explore how relationship between St Joe's and funeral homes may be strengthened.
- 10) Conclave Party:
- The idea of a prayer vigil, followed by supper and watching coverage of the papal conclave was discussed. It would be from 7:00 to 9:30 pm, attendance via ticket purchase limited to approximately 30 people, with a donation jar for staff costs associated with set-up. Date TBD.
 - **DECISION:** Approved by consensus to hold a conclave party.
 - **ACTION:** 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.
- 11) HR:
- In camera.
 - **DECISION:** Objective for Executive Director approved by consensus.

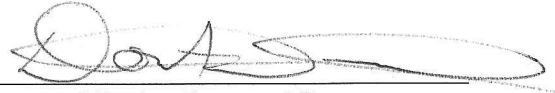
Parish Council Approval

Parish Council minutes approved by consensus on March 12, 2013.



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"> • 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. On Hold. • 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. • 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". • Dec 11-12: Status quo until next year. • Jan 8-13: Don to send out Finance Terms of Reference as their basis to Mary Anne. • Feb 12-13: Status quo 	Mary Anne
2)	Open	Use of Automatic Deposit Cards for the	<ul style="list-style-type: none"> • Don is going to work with Mary to get the cards ready 	Mary Anne

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		Collection Basket	<p>for the weekend of May 12 so that we can get this launched.</p> <ul style="list-style-type: none"> • 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. • Oct 9-12: This should be part of the Stewardship Committee. • Nov 13-12: Don to send Mary Anne the text Mary prepared. • Dec 11-12: Status quo until next year. • Jan 8-13: See action #1 • Feb 12-13: Status quo 	
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"> • Dec 11-12: Will begin work early in the new year. • Jan 8-13: See action #1 • Feb 12-13: Status quo 	Chris
4)	Open – Nov 13-12	Emergency Policy – Need to draft an emergency policy.	<ul style="list-style-type: none"> • Dec 11-12: Changed name to Parish Council chair. Will require all Parish Council members contact information. • Jan 8-13: In reviewing other parish policies on this topic, the scope is a bit more comprehensive. Still in preparing. • Feb 12-13: Status quo 	Don
5)	Open – Dec 11-12	Investment Policy to be drafted by Finance Committee.	<ul style="list-style-type: none"> • Jan 8-13: To be considered Finance Committee in February and presented to Parish Council in March. 	Jason

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			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	
6)	Open – Jan 8-13 Closed – Feb 12-13	Mary Anne, Dianne and Kathy to meet with Fr. Morrisey to refine the Terms of Reference. Pending the outcome of the meeting, a special Parish Council meeting will be held to review the revisions.	Completed	Mary Anne, Dianne, Kathy
7)	Open – Jan 8-13 Closed – Feb 12-13	Mary Anne to speak with the Community Building cluster to organize the reception portion of the one mass.	Completed	Mary Anne
8)	Open – Jan 8-13 Closed – Feb 12-13	Don to send out list of the clusters and their ministries.	Feb 12-13: Status quo	Don
9)	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.		Don
10)	Open – Feb 12-13	Don will write a summary of Chair activities and hours spent on each category of activity.		Don
11)	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		Parish Council

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		either be an existing Council member; Co-Chair or Vice-Chair model; we may need to change Chair responsibilities (i.e. a rotation of Council members attend Finance Committee meetings).		
12)	Open – Feb 12-13	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.		Don