

# Meeting St. Joseph's Parish Council

## Minutes – October 9, 2012

---

Meeting start: October 9, 2012 at 18:00 until 22:00

### Attendees

---

Donald Duthie, Mark Dallaire, Mary Anne Burke, Andy Boyer, Paul Dobranski, Jason Jacques, Christopher Adam, John Cuddihy (Finance Committee Chair)

Regrets: Kevin Lee

### Summary

---

- 1) Meeting was called to order for this special Parish Council meeting to address the results of the AGM.
- 2) Reviewed previous action items – see Appendix A
- 3) Governance Committee Update
  - Governance Committee met last week, clusters will nominate a facilitator and a chair.
  - Governance Committee members are to give each of the clusters support, there are 5 clusters but different ministries. Based on some recent input on a Ministry Booklet being prepared by Angela McCanny, the clusters are slightly different and a different grouping.
  - The cluster must complete nominations for council by November 23.
  - The first cluster meeting is on October 20.
- 4) Finance Committee Update
  - Petty Cash and credit card policies and ready for review for next Parish Council meeting
  - Budget process underway and will be creating a template/form for ministry and staff input.
  - Asset Management policy is linked to a Reserve Policy
  - Looking to bring in the departments/ministries into the budget process
- 5) Parish Logo
  - Various parish logos were presented, based on the work of the Communications Committee. Agreement on the logo (Appendix B) and identified that we should include the tag line “An Inclusive Community”. We also need a standard font. An announcement can be included in the Parish Bulletin. The logo will also be part of new signage that will replace the current plywood.
  - **DECISION:** Parish Council approved by consensus the parish logo identified in Appendix B, and our tag line will be “An Inclusive Community”.

- **ACTION:** Don to finalize logo and provide to Chris.
- **ACTION:** Chris to arrange for new signage.

6) Fundraising Policy

- The draft Fundraising Policy was reviewed. The policy will address recent requests on new fundraising initiatives and will hopefully address complaints that have been raised on recent fundraising initiatives.
- Agreement that this can be an interim policy, pending review and input from the Stewardship and Fundraising Committee.
- **DECISION:** Parish Council approved by consensus the Fundraising Policy based on changes discussed.

7) Council discussed staffing (In Camera Minutes – October 9, 2012)

### **October 9, 2012 Decision Summary**

---

- Cost allocations for the Parish, Supper Table and Women's Centre
- Handling of Parish Council In Camera Minutes
- Parish Council Terms of Reference
- Asset Management Policy
- Parish Council Logo and Tag Line
- Fundraising Policy

### **Parish Council Approval**

---

Parish Council minutes approved by consensus on \_\_\_\_\_.

Parish Council Chair  
Donald Duthie

Minutes Prepared By  
Donald Duthie

## Appendix A - Parish Council Open Action Items – October 9, 2012

#	Opened / Status	Action Item	Updates	Action By
1)	Open	Supper Table Issue Resolution	(In Camera)	Don / Chris
2)	<b>CLOSED – Oct 9, 2012</b>	Succession planning	(In Camera) <ul style="list-style-type: none"> <li>Oct9-12: Agreement to close this action item.</li> </ul>	Chris/Don
3)	<b>CLOSED – Oct 9, 2012</b>	Utility Allocation for Women’s Center & Supper Table - Discussed the issue around the allocation and distribution of utility and other expenses in relation to the Women’s Centre and Supper Table.	<ul style="list-style-type: none"> <li>Don will send an e-mail to IFC to suggest that they come up with a solution. Perhaps a starting point can be a formula based on a percentage of square footage that they use in relation to the parish square footage (including storage) and then adjust accordingly.</li> <li><b>DECISION:</b> Oct 9-12: Allocation of costs recommended by Finance Committee and approved by Parish Council by consensus.</li> </ul>	Chris / Don / Jason
4)	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> </ul>	Mary

#	Opened / Status	Action Item	Updates	Action By
5)	<b>CLOSED – Oct 9, 2012</b>	Bookkeeper – Chris indicates we have a full time bookkeeper now. However, as of September, we should be fine at 3 days/week with option for 2 days more when required. The current bookkeeper will be going back to school in the fall, and we're not sure if he will be able to stay with us.	<ul style="list-style-type: none"> <li>Sept 11-12 - Bookkeeper - We still do have the bookkeeper, part time. In Mondays, Wednesdays and Fridays. He continues his studies and has some concerns around impact this may have on his studies. Will continue with 3 days for now. We will table further discussion on this until the new governance model is in place</li> <li>Oct 9-12: The bookkeeper will be working part-time. Agreement to close this action item.</li> </ul>	Chris
6)	<b>CLOSED – Oct 9, 2012</b>	Look into parameters of fundraising: Mary Anne has not been able to set up a meeting. She will try over the next couple of weeks to set something up.	<ul style="list-style-type: none"> <li>Look into parameters of fundraising: Mary Anne has not been able to set up a meeting. She will try over the next couple of weeks to set something up.</li> <li>Update: Mary Anne was absent, so no further updates on this one.</li> <li>Oct 9-12: Agreement to include this Fundraising with the Stewardship Committee. Agreement to close this action item as it will be tracked under the Stewardship action item.</li> </ul>	Mary Anne
7)	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> </ul>	Mary

#	Opened / Status	Action Item	Updates	Action By
8)	<b>CLOSED – Oct 9, 2012</b>	Terms of Reference for a Board of Trustees.	<ul style="list-style-type: none"> <li>Chris reviewed the Terms of Reference document he revised. After some discussion, Chris will make further updates based on feedback from the Council. Will include adding a quarterly reporting requirement for performance and financial update. Need to include staffing process in the terms of reference. Clarified the process we will need to follow to get in place before AGM on September 18 and meet the city of Ottawa requirements.</li> <li>Terms of Reference for a Board of Trustees. Chris met with the City and discussed our plans for Board of Trustees. The City will be attending the AGM to observe. Chris is waiting to confirm names of all of the individuals who will make up the BOD. Good progress on this.</li> <li>City would like to meet with the new BOD in October.</li> <li>Oct 9-12: There will be a Meet &amp; Greet on Oct 15-12. Agreement to close action item.</li> </ul>	Chris
9)	Open - Jun 12-12 <b>CLOSED – Oct 9, 2012</b>	Refugee Outreach Committee discussion - In June's meeting there was a discussion about ROC borrowing money from the Parish for a temporary loan. Questions were raised, but no further action has taken place on this yet. ROC already has a process, but needs to be updated with terms of borrowing. Any further request for money needs to be re-tabled with the council and finance committee.	<ul style="list-style-type: none"> <li>Jun 12-12: Mary to follow-up with ROC.</li> <li>Aug 14-12: No update.</li> <li>Sept 11-12: No update.</li> <li>Oct 9-12: Agreement to close action item.</li> </ul>	Mary
10)	Open - Jun 12-12	Choral Proposal - The Ottawa Choral Society will not be interested in renting the space for rehearsals, but the proposal is	<ul style="list-style-type: none"> <li>More discussion to follow.</li> <li>Oct 9-12: Risers are currently under construction and</li> </ul>	Chris

#	Opened / Status	Action Item	Updates	Action By
	<b>CLOSED – Oct 9, 2012</b>	still active. Jamie is working on the communication to move forward with this. Other choir initiatives are being looked at as well, including the Ewashko Singers and the Ottawa Chamber Choir.	should be completed by Sunday. Agreement to close action item.	
11)	Open Jun 12-12	Sound System Issues	<ul style="list-style-type: none"> <li>• Aug 14-12: Some adjustments made. More work to do on this.</li> <li>• Sept 11-12: No update</li> <li>• Oct 9-12: Still ongoing, Paul made some adjustments but the problem has come back. Paul indicated that we need access to the software program to make changes. Suggest Paul connect with Jamie as well. Maybe we need the technician to come to mass to understand the issues.</li> </ul>	Mary
12)	Open - Aug 14-12 <b>CLOSED – Oct 9, 2012</b>	In-Camera Minutes have begun. Need to determine where to store these minutes. IFC is being tasked with this. Don to send Shawn format of IFC in-camera to standardize format.	<ul style="list-style-type: none"> <li>• Sept 11-12: Chris will take care of proper storage of these minutes. Shawn will password-protect in-camera meeting minutes. Don will talk to IFC to make this consistent practice.</li> <li>• <b>DECISION:</b> Oct 9-12: Agreement that a special filing cabinet be dedicated for Parish Council access only, where they can be stored. Agreement that in camera minutes be table dropped rather than be distributed electronically. Action item closed.</li> </ul>	Shawn, Don, Chris
13)	Open - Jun 12-12 <b>CLOSED – Oct 9, 2012</b>	How do we bring awareness to our parish? How do we prevent the decline and encourage growth in the number of parishioners?	<ul style="list-style-type: none"> <li>• Carry forward to September.</li> <li>• Oct 9-12: Agreement to close, as they can be part of the Stewardship Committee.</li> </ul>	Don

#	Opened / Status	Action Item	Updates	Action By
14)	Open - Jun 12-12  <b>CLOSED – Oct 9, 2012</b>	Hall renovations	<ul style="list-style-type: none"> <li>Further discussion on the hall renovations will continue in the fall. Meanwhile, Mary will place in bulletin that we would like someone from Parish to consult on what might be needed to bring it up to date.</li> <li>Aug 14-12: Carry forward to September.</li> <li>Sept 11-12: No update</li> <li>Oct 9-12: Chris to ask the Facilities Coordinator to put forth a proposal.</li> </ul>	Chris
15)	Open - Aug 14-12  <b>CLOSED – Oct 9, 2012</b>	Software for donations. Parish Council supports the initiative. Mary will work on a presentation to provide to IFC to obtain agreement from them.	<ul style="list-style-type: none"> <li>Sept 11-12: No update</li> <li>Oct 9-12: Agreement to close action item.</li> </ul>	Mary
16)	Open - Aug 14-12  <b>CLOSED – Oct 9, 2012</b>	Spirit Newsletter - Looking at whether to continue with it. Several persons have been approached, but still not sure we can continue. Recommend suspending it for a time, at least until new governance is in place. Propose that the Communication Cluster be tasked with providing direction on the future of the Spirit.	<ul style="list-style-type: none"> <li>Mary will place a notice in the bulletin this week and again at the AGM.</li> <li>Sept 11-12: No update</li> <li>Oct 9-12: Agreement to close action item.</li> </ul>	Mary
17)	Open - Aug 14-12  <b>CLOSED – Oct 9, 2012</b>	Chris is looking at low risk possibilities for fundraising. For example, selling organic muffins and coffee in the morning for parking lot customers. Looking at starting this in September. There are still some issues to be addressed, and Chris is looking into these. A concern was raised over the issues of food handling and whether we needed a license from the city	<ul style="list-style-type: none"> <li>Sept 11-12: Do need a license from City of Ottawa before we could sell muffins and coffee. May look at setting up a tuck shop instead. Chris is proposing we try it to see if there is an interest to buy a yogurt or fresh fruit in the morning for our parking clientele and students.</li> <li>Oct 9-12: A consultant is doing a report/feasibility study by the end of November. Agreement to close this action</li> </ul>	Chris

#	Opened / Status	Action Item	Updates	Action By
		of Ottawa.	item and wait for the report.	
18)	Open - Sept 25-12 <b>CLOSED – Oct 9, 2012</b>	Actions associated with the annual report: <ul style="list-style-type: none"> <li><b>ACTION:</b> Mark to provide the annual report text to be posted on the web site to Chris.</li> <li><b>ACTION:</b> Don to provide the final annual report in PDF format to Chris.</li> </ul>	<ul style="list-style-type: none"> <li>Oct 9-12: Annual report completed and publically available on our web site. Action item closed.</li> </ul>	Mark/Don
19)	Open - Sept 25-12 <b>CLOSED – Oct 9, 2012</b>	Actions with respect to AGM Minutes: <ul style="list-style-type: none"> <li><b>ACTION:</b> Mark to send his revised minutes to council.</li> <li><b>ACTION:</b> Don to provide Chris the final AGM minutes and presentation in PDF format.</li> <li><b>ACTION:</b> Chris to post the annual report and AGM minutes on the web site.</li> </ul>	<ul style="list-style-type: none"> <li>Oct 9-12: AGM minutes completed and publically available on our web site. Action item closed.</li> </ul>	Mark/Don/Chris
20)	Open - Sept 25-12 <b>CLOSED – Oct 9, 2012</b>	Don to draft a Board of Trustees welcome letter for council review and then send to the nominees.	<ul style="list-style-type: none"> <li>Oct 9-12: Welcome letter sent, action item closed.</li> </ul>	Don
21)	Open - Sept 25-12	Mark to draft a letter to the Oblates for review and then the Chair of Parish Council will send to the Oblates.	<ul style="list-style-type: none"> <li>Oct 9-12: A draft should be available by Monday next week. We should send the letter as soon as we can, even if the Terms of Reference for Parish Council are incomplete.</li> </ul>	Mark
22)	Open - Sept 25-12	AGM Results - Don to prepare bulletin announcement for council review.	<ul style="list-style-type: none"> <li>Oct 9-12: Action item completed.</li> </ul>	Don



#	Opened / Status	Action Item	Updates	Action By
	<b>CLOSED – Oct 9, 2012</b>			
23)	Open - Sept 25-12 <b>CLOSED – Oct 9, 2012</b>	Don to send a notice to the Finance Committee and request they nominate a Chair and a Treasurer.	<ul style="list-style-type: none"> <li>Oct 9-12: The Treasurer is Jason Jacques, the Finance Committee Chair is John Cuddihy, and the vice-Chair is Joe Gauthier. Action item is closed.</li> </ul>	Don
24)	Open - Sept 25-12 <b>CLOSED – Oct 9, 2012</b>	Governance Implementation Committee: <ul style="list-style-type: none"> <li><b>ACTION:</b> Don to send note to Walter Hughes</li> <li><b>ACTION:</b> Mark to draft Parish Council Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>Oct 9-12: Governance Committee has met and have begun planning for cluster meetings. Reviewed the draft Terms of Reference and provided feedback to Mark. <b>DECISION:</b> Parish Council Terms of Reference approved by consensus based on changes discussed.</li> </ul>	Don / Mark
25)	Open - Sept 25-12 <b>CLOSED – Oct 9, 2012</b>	Asset Management Policy proposed by Finance Committee requires Parish Council Approval – Don to follow-up for next PC meeting	<ul style="list-style-type: none"> <li><b>DECISION:</b> Oct 9-12: Reviewed draft policy and noted that the \$1000 includes labour. The Asset Management Policy is approved by consensus based on changes discussed.</li> </ul>	Don / Mark
26)	Open – Oct 9-12	Finance Committee to create policy on handling donations that are specifically targeted to a ministry or spending commitment.	<ul style="list-style-type: none"> <li></li> </ul>	Jason / John

