

Meeting St. Joseph's Parish Council

Minutes – May 14, 2013

Meeting start: May 14, 2013 at 18:00 until 22:00

Attendees

Donald Duthie, Andy Boyer, Christine Burton, Dianne Taylor, Kathy Crowe, Jason Jacques, Christopher Adam, Mark Dallaire, John Cuddihy, Catherine Kilbride, Jacqueline Dawson, Lili Zwart.

Regrets: Paul Dobranski, Mary-Anne Burke

Summary

- 1) The proposed agenda was revised to include parish update and decrease discussion time for the Faith & Film proposal. Revised agenda was approved by consensus.
- 2) New Chair Elect, Christine Burton was introduced.
- 3) Marsha Wilson gave a summary of the activities of St. Joseph's Women's Centre.
- 4) Approved by consensus the Women's Centre will dissolve the Advisory Committee and the Board of Trustees and replace with a newly constituted Steering Committee effective at the AGM. The former bodies were established to satisfy city requirements for accountability however the new Financial Management Framework and Governance Model of the parish will satisfy these requirements.
 - **ACTION:** Chris will contact city of Ottawa May 15th to initiate socializing the restructure.
 - **ACTION:** Christine will attend the Advisory Committee meeting May 16th to explain rationale and extend invitation for members to become part of new Steering Committee.
 - **ACTION:** Don will email notice of intention to the Board of Trustee members on May 18th with rationale and invitation to become part of the new Steering Committee.
 - **ACTION:** Marsha will present a motion to the AGM for approval of this governance change for the Women's Centre.
 - **ACTION:** The Women's Centre will hold a strategic planning session June 22nd.
 - **ACTION:** John will clarify whether current financial policies provide guidance for the minimum amount for which the Women's Centre requires approval from parish council.
- 5) Minutes and In-Camera minutes from the previous meeting were approved by consensus.
- 6) It was agreed decisions made secretarially would be recorded in minutes and appear as a standing item on agendas. John will place an ad in the bulletin if required and place signs at the back of the church as to the availability of the change tables.
 - **DECISION:** Approved by email consensus that baby change tables are installed in the bathrooms downstairs. John and Jason made donations and are soliciting donations from other parishioners.

7) Parish council confidence discussion deferred until the next meeting.

Reviewed previous action items: With regards to the Stewardship Committee, there was discussion around time, talent, treasure.

- **DECISION:** In the short-term, the Finance Committee will be undertaking some work on the 'treasure' dimension, including Collections.
- **ACTION:** Catherine will email cluster members to explain the Stewardship Committee will not be situated within the Community Building cluster since the intent is to have an integrated initiative managed externally to both the cluster and Finance Committee.
- **ACTION:** Christine will send a follow-up email to the Stewardship Committee members to follow-up on our invite for their participation in a third party facilitated meeting to develop a Terms of Reference and address varying interpretations of collaborative leadership.
- **ACTION:** Andy will offer pastoral support to members.
- See Attached for all Action Items.

8) Faith and Film proposal:

- **DECISION:** While parish council appreciates the Faith and Film activity was shared, activities of this nature can be undertaken by individuals within ministries without parish council or cluster approval.
- **ACTION:** Core Team will follow-up with those who submitted the proposal to inform them of the above decision.

9) AGM on June 19th at 7:00 pm. It was agreed the AGM focus on reports from the Women's Centre, Supper Table, Pastoral, Finance Committee, and possibly Music Cluster. Ministries who don't submit a report, will be presented at the AGM as 'nothing new to report'. Diane and Kathy will send a food chart for council members for the AGM.

10) Parish update:

- Sacristy complete and within budget. Bathrooms will be done week of May 21st.
- Chris attended International Night and connected with embassies who expressed interest in setting up in the parish hall for an international fair. Council agreed that this initiative move forward.
- Chris is working with the oblate campus Sacré-Coeur to merge resources & possibly create a campus of oblate learning. He's initiating a joint staff meeting and BBQ.
- Chris attended a book launch of a donor to the Women's Centre
- Ottawa U's Christian chaplain may rent office space in St. Joe's.
- To save on costs, Chris is researching whether OMI Lacombe may provide administrative support such as bookkeeping and accounting.

11) Finance Update:

- Audited financial statements have arrived and will be presented at the AGM.

- Solicited bids for a new auditor will be presented at the AGM. Changing auditors every few years is sound practice. Finance committee will look into the possibility of seeking bids for aggregate services to a number of parishes.
- Four announcements will be shared; January new year budget; April 1st quarter financials; June AGM; and September 3rd quarter financials.
- Expect three proposals for the new HVAC.

12) No cluster updates. Cluster representatives/facilitators believe September is the earliest they'll be able to submit Terms of Reference for their clusters as this will involve consulting with cluster members and summer is upon us.

13) Human Resources – In Camera

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair

Donald Duthie

Minutes Prepared By

Lili Zwart

Appendix A - Parish Council Action Items – April 9, 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 • March 12: Action Item Re-assigned - Core Team will 	Christine

#	Opened / Status	Action Item	Updates	Action By
			<p>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.</p> <ul style="list-style-type: none"> • April 9-13: Update In Camera - Mary Anne will draft Terms of Reference and bring back to Parish Council for review/approval • May 14-13: Terms of Reference submitted by Community Building Cluster members and PPC Chair invited them to participate in a third party facilitated meeting with the Core Team to review and discuss any challenges. <p>•ACTION: Catherine will email cluster members to explain the Stewardship Committee will not be situated within the Community Building cluster since the intent is to have an integrated initiative managed externally to both the cluster & Finance Committee.</p> <p>•ACTION: Christine will send a follow-up email to the Stewardship Committee members to follow-up on our invite for their participation in a third party facilitated meeting to develop a Terms of Reference and address varying interpretations of collaborative leadership.</p> <p>•ACTION: Andy will offer pastoral support to members.</p>	
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 	Christine

#	Opened / Status	Action Item	Updates	Action By
		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 • April 9-13: Status quo • May 14-13: 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 • March 12: Status quo • April 9-13: Deferred to May Council meeting • May 14-13: Council decided that this initiative should move forward. Chris will continue to lead this initiative. 	Chris
4)	Open – Nov	Emergency Policy – Need to draft an	<ul style="list-style-type: none"> • Dec 11-12: Changed name to Parish Council chair. Will 	Don

#	Opened / Status	Action Item	Updates	Action By
	13-12	emergency policy.	<p>require all Parish Council members contact information.</p> <ul style="list-style-type: none"> 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 March 12: Status quo April 9-13: Deferred to May Council meeting May 14-13: Contact information of each council member has been received. Don will follow-up with those that have not yet responded. 	
5)	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.	<ul style="list-style-type: none"> March 12: Status quo April 9-13: Deferred to May Council meeting May 14-13: Completed 	Don
6)	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.	<ul style="list-style-type: none"> March 12: In Camera April 9-13: Deferred to May Council meeting May 14-13: Completed 	Parish Council
7)	Open Mar 12-13	<p>Mary Anne will invite Pierre to next Council meeting so we can explain our new governance model, the policies developed to observe due diligence and to learn the nature of this committee, who's involved, and how we can support its needs.</p> <p>Don will add to the Agenda for next Council</p>	<p>April 9-13: Deferred to May Council meeting</p> <p>May 14-13: Completed. Draft Terms of Reference submitted and will be approved secretarially due to time constraints.</p> <ul style="list-style-type: none"> John will send Finance Committee review notes of the Terms of Reference to assist in voting. 	John

#	Opened / Status	Action Item	Updates	Action By
		meeting.		
8)	Open Mar 12-13	Chris will develop the operational changes required to address safety and security needs (ie/ staff perimeter checks, radios, alarms).	April 9-13: Deferred to May Council meeting May 14-13: Completed	Chris
9)	Open Mar 12-13	Don will send a note to Chris on Council's decision regarding St. Clement's Church.	April 9-13: Deferred to May Council meeting May 14-13: Completed	Don
10)	Open May 14-13	Women's Centre AGM Motion to collapse Advisory Committee and Board of Trustees into a new Steering Committee since Financial Management Framework and Governance Model now satisfy city requirements for accountability.	<ul style="list-style-type: none"> •ACTION: Chris will contact city of Ottawa May 15th to socialize our proposal. •ACTION: Christine will attend Advisory Committee meeting May 16th to explain rationale and extend invitation for members to become part of new Steering Committee. •ACTION: Don will email notice of intention to the Board of Trustee members on May 18th with rationale and invitation to become part of the new Steering Committee. •ACTION: John will clarify whether current financial policies provide guidance for the minimum amount for which the Women's Centre requires approval from parish council. 	
11)	Open May 14-13	Faith and Film Proposal submitted by some members of the Community Building Cluster	•ACTION: Core Team will follow-up with those who submitted the proposal to inform them of the above decision.	Don