

# Meeting St. Joseph's Parish Pastoral Council

## Minutes – August 13, 2013

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Meeting: June 11, 2013 at 18:00-20:00

### Attendees

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Christine Burton (Chair), Andy Boyer (present remotely), Christopher Adam, Catherine Kilbride, Jacqueline Dawson, Joe Gauthier

Regrets: Dianne Taylor, Kathy Crowe, Mark Dallaire, Paul Dobranski, Mary-Anne Burke

### Summary

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- 1) Agenda approved with minor edits.
- 2) New Interim Treasurer, Joe Gauthier, was introduced.
- 3) Minutes for both the June 2013 and July 2013 meetings approved by consensus.
- 4) Governance: Mass Representative Election Process (presented by Walter Hughes)

The Implementation Committee has put together a document with recommendations for an Election process for the PPC. Council was impressed by the document; main question from the Implementation Committee was who will take this process forward after approval? It was suggested that a sub-committee be formed to handle the process (minimum 3 members, maximum 4); members will include a PPC representative from the group not being elected at the time (either a Cluster Rep or a Mass Rep), 2 community members, and any current PPC members whose term is ending and not seeking re-election.

- **DECISION:** Approved the process recommended by the Implementation Committee with minor changes/additions to the document. Approved formation of the Election sub-committee.
- **ACTION:** Walter Hughes will make the amendments to the document and send to PPC. Election sub-committee membership to be decided at September PPC Meeting. A review of the process will be held before Easter 2014.

- 5) Governance: Cluster Representative Replacement Process

With the leaving of several PPC members this summer, it was noted that there is a need for a process to appoint a replacement representative outside of the official Election Period. Christine drafted a document for PPC, which PPC reviewed.

- **DECISION:** Approved by consensus.

- 6) Previous Action Items

International Day – a proposal was put forward by Chris Adam for St. Joe's to host an international day for the community. This would entail inviting local ambassadors and cultural groups to attend a Mass (to be held at 10:30) and then an International Day Fair (held in the Parish Hall). Catherine proposed the possibility of involving her ESL students in the project. Timing of event was moved back to November 17 to give more time for renovation issues in the Church.

- **DECISION:** Approved the proposal, with much enthusiasm.
- **ACTION:** Chris will begin contacting embassies to gauge interest as a minimum of 5 confirmed participants are required before going forward with the project. Deadline for this is end of September.

HVAC – Chris provided an update on the HVAC issue. Assessment has been done and an engineering firm selected. However, the asbestos in the Church must be removed before the HVAC can be replaced. Chris is having issues with finding engineering firms that are available to complete this on our tight schedule (due to summer absences). The process must be completed before end of August if we are to keep to our schedule or replacing the boilers before the heating season. It was noted that the Women’s Centre, the Supper Table, and the staff cannot legally operate in the cold weather if the system is not operational. Additionally, the tunnels in the basement of the Church will need to be cleared of items in storage before the boiler replacement can take place.

- **ACTION:** Chris to put together plan to clear tunnels in Church and plan the removal process. Joe has volunteered borrowing a truck and Catherine has indicated she would also be able to help out.
- **ACTION:** An Action Item was added as the Cluster Reps are to have drafted their respective Terms of Reference by the autumn. Jacqueline Dawson will follow up with Walter Hughes.

7) Supper Table Fundraising Proposals

Grocery Card initiative – PPC discussed several concerns with this proposal from the Supper Table, including a very high up front cost for very low gains in fundraising amounts.

- **DECISION:** PPC declined the proposal by consensus.

8) Info items

The Women’s Centre has chosen 8 people for their new Steering Committee.

Christine has composed letters on behalf of St. Joe’s to both the retiring (John Malazdrewich) and new (tbc) OMI Provincial.

A letter will be sent thanking the IDC for the intercultural Iftar dinner on August 6.

Planning for Pride Sunday is going well.

Jacqueline Dawson has volunteered to be PPC’s new Secretary.

9) Finance Updates

A budget schedule for the autumn is being put together by the Finance Committee

Roof – issues with leaking, Chris has been looking into getting quotes from contractors to fix the issue. Main concern is finding companies that can deal with the height.

- **ACTION:** Chris will have more info on the issue for PPC for the September meeting.

Assessment of the Parish’s assets is being undertaken by Finance Committee (Greg).

10) Cluster updates – none

11) Next meeting: September 10, 2013

12) Closing Prayer

## Parish Council Approval

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

Parish Council Chair  
Christine Burton

Minutes Prepared By  
Jacqueline Dawson