

# Meeting St. Joseph's Parish Pastoral Council

## Minutes – February 11, 2014

---

Meeting: February 11, 2014 at 18:00-20:00

### Attendees

---

Christine Burton (Chair), Andy Boyer (Pastor), Jacqueline Dawson, Dianne Taylor, Chris Adam, Eleanor Rabnett, Joanne Lee, Kathy Crowe, Herman de Souza, Don Duthie

Regrets: Rose Purification, René Danis, Phil Spencer, Joe Gauthier

### Summary

---

- 1) Welcome to Herman de Souza, our new Community Building Cluster Representative and to Don Duthie, the Interim Chair of Finance Committee.
- 2) Agenda approved by consensus. Minutes approved by consensus. Budget minutes approved by consensus with a few corrections.
- 3) *Operational Update:*
  - a) Budget roll-out has been communicated to staff regarding details and spending policies.
  - b) HVAC: As of January 2014, John Cuddihy has stepped back from the HVAC project and is being replaced by Mark Dallaire, although he will remain available for occasional consultations if needed. A question regarding an HST exemption (as Parish is non-profit) has been sent to Arborus for confirmation. A draft tender should be ready by mid-March. We are on course to start by May for the selection of companies.
  - c) Supper Table: Mary Murphy has stepped into the role of interim Manager. There has been an improvement with the use of existing food resources in the freezer and pantry, as well as a more effective use of donations and items from the food bank. Meetings will be held by Staff and PPC Chair with all Supper Table Volunteers to discuss any existing concerns and to show support for all volunteers. The Supper Table Action Committee (STAC) has suggested that PPC participate more regularly to increase visibility with the Supper Table. A STAC co-chair is taking a brief leave of absence. STAC's main priority for the near future is fundraising, to produce a plan to raise its profile externally, and to recruit a new Manager; they will present a draft to PPC in March.
  - d) Parking Lot update: we are enforcing the towing of cars for individuals that have not paid for parking. On weekends, parishioners also have volunteered to help monitor cars.
    - i) **ACTON:** Issue remains with how to pay after hours when the Front Desk is closed; perhaps create a drop box for payment? Also look into the possibility of having stickers to identify parishioners to avoid towing when they are parked there legitimately.
- 4) *New Business:*
  - a) February bulletin is being done by Chris Adam.
  - b) STAC has a fundraising proposal to auction off an Ottawa Senators Jersey. The possibility exists that there is an issue with calling this a 'raffle' (e.g. copyright to OGL and may be taxable if this is an external event). Ticket prices seem to be too low.

- i) **ACTION:** Need to touch base with the Ottawa Senators to find out if we can obtain their consent to auction off a Senators jersey. Consult with STAC as to whether this auction would be better served if attached to an event and to raise ticket prices.
    - ii) **DECISION:** Approved in principal with condition that questions/concerns are satisfied by the Core Team.
  - c) PPC member IDs have been passed out to Council and are to be worn by each member during their attendance at Parish events and Mass.
  - d) Welcome Table Ministry Proposal – Maria Virjee has asked that PPC members participate once a month to greet individuals before Mass and farewell them after. There is a concern that many of PPC members are involved in several ministries and may not have time to devote to the Welcome Table.
    - i) **DECISION:** Declined proposal but will support Maria by helping her with recruitment. Herman will touch base with Maria to discuss moving forward.
  - e) Tax receipts are being printed
    - i) **ACTION:** Eleanor has volunteered to help stuff envelopes. Dianne has volunteered to help hand out receipts at the back of the Church after Mass.
- 5) *Previous Action Items:*
- a) The selection of a Vice-chair is deferred to the March 2014 meeting.
- 6) *Cluster/Mass Updates:*
- a) Herman – Maria Virjee has been hosting up to 50 dinners per year for new parishioners! Need to make sure, if the activity continues that it is not a burden for one person. The History Committee wants to host a potluck/variety night on April 5<sup>th</sup> at 6PM. Eleanor and Jacqueline have agreed to collect money at the door. Terry Byrne will send in a proposal to PPC for March. They are also undertaking a joint video/photo project with OttawaU students to interview the oldest parishioners at St. Joe's. The LGBT group will be setting up a Facebook page.
  - b) Jacqueline – TOR was shared with Walter Hughes and will now go to the Music Ministry for discussion.
  - c) Dianne – the Funeral Committee will remain where it is. They are also in need of more volunteers.
    - i) **ACTION:** Dianne and Chris will discuss how to put documents on file for the Funeral Ministry, so that an individual can make Funeral arrangements before their family needs to do so.
- 7) *Finance Committee Update:*
- a) John and Erin have both left – Finance is now short members and needs to recruit! There is a need for individuals with specific skills in accounting.
  - b) Jason Jacques will be returning in June/July 2014.
  - c) Policies that need to be addressed: evaluation of fundraising events (Dianne will check to see if she has anything on file), policy regarding the living wage, policy on at risk pay. Finance will also go through all existing policies in 2014 to check that they are up to date.
  - d) Note that we are due for an FC update in the bulletin.

The next regularly scheduled PPC meeting is March 11, 2014.

### **Parish Council Approval**

---

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

Parish Council Chair  
Christine Burton

Minutes Prepared By  
Jacqueline Dawson