

Meeting St. Joseph's Parish Pastoral Council

Minutes – July 8, 2014, 18:00-21:00

Attendees:

Present: Christine Burton (Chair), Andy Boyer (Pastor), Chris Adam, Phil Spencer, Eleanor Rabnett, Rose Purification, Kathy Crowe, René Danis, Jacqueline Dawson, Patricia Malikail, Herman de Souza, Joanne Lee, Melanie Forget

Regrets: Dianne Taylor

Summary:

Welcome to Melanie Forget as our new Treasurer.

- 1) **Agenda** - approved by consensus
- 2) **May Minutes** - approved by consensus

3) **Operational Update**

HVAC – the blueprints and tender drawings are now available and Arborus has sent them out to 3 prospective firms, as well as made them available on its website for bids. The timeline remains a concern; one of the boilers must be functioning by October 15, so as to continue operations in the church. Goal is to have a tender response by the beginning of August for PPC approval, so that ordering of parts can start. Demolition work can start first thing in September.

ACTION: to have a meeting with Arborus re: the tender choice (for those in PPC who can attend) and to have a decision made secretarially by PPC approving the final contractor.

Roof – Chris has obtained a rough estimate; would cost approximately \$300K to replace the entire roof of the building. This will need to be done within the next 10 years but right now we need to do some patchwork as there are leaks. PPC to consider: what type of roof do we want? And when can we do this? Further considerations: there are few companies that deal with older buildings and buildings with this height. PPC will need to begin serious discussions by 2015, so as to work towards the replacement of the roof in 2016.

Several of the lights have had to be removed due to one of the leaks. Chris aims to have the patching done in fall so that the lights can be replaced before visibility will become an issue in the fall/winter months. There is no structural damage that we know of.

ACTION: Chris to research and present PPC with further estimates/quotes re: cost and timeline for a future meeting. A joint special meeting may be necessary as FC is now meeting third week in month as opposed to before PPC.

ACTION: an announcement will appear in the bulletin to indicate that PPC is aware of the issue and will be dealing with it. We will cordon off the area when rain is imminent with a note indicating that work is being done.

New ramp out front – a new, up to code ramp has been installed at the entrance by our in-house carpenter. Cost was only for lumber, under \$1,000. It is modular and can be dismantled in order to deal with front steps if necessary.

3) In camera discussion

4) Cluster/Mass Representatives Update

Cluster Terms of Reference

Terms of Reference (TORs) for a number of ministries are being finalized and/or re-visited. PPC welcomes reviewing TORs as needed to help the committees clarify their priorities going forward.

The Supper Table Action Committee (STAC) has submitted a TOR and PPC will be providing comments. The annual fundraising plan will need to be approved by PPC. STAC needs to change and clarify their process in formulating the annual budget so that it reflects how the process has unfolded in the last several years.

DECISION: STAC TOR has been ratified with changes. Approved.

The Faith Formation TOR is deferred to the August meeting.

The TORs can be posted on the St. Joe's website as they are approved. Please send via Chris.

The discussion on the *Marketplace of Opportunities: "SJ's ours to discover"* is deferred to August.

ACTION: To discuss the organization of volunteers at an upcoming PPC meeting – i.e. the process in how people join activities and committees at the parish. How do we do this? Should there be an orientation for new volunteers?

DECISION: To defer the remainder of the agenda to next PPC meeting on August 12, 2014.

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair

Christine Burton

Minutes Prepared By

Jacqueline Dawson