

Meeting St. Joseph's Parish Pastoral Council

Minutes – July 14, 2015, 18:00-20:00

Attendees:

Present: Christine Burton (Chair), Andy Boyer (Pastor) via telecon, Chris Adam, Jacqueline Dawson, Herman de Souza, Joanne Lee, Eleanor Rabnett, Rose Purification, Patricia Malikail, Dianne Taylor, René Danis

Regrets: Melanie Forget, Phil Spencer

Summary:

1) Agenda – approved by consensus.

2) Operational Update

- The library will move from the second floor to the sacristy meeting room on the first floor for more accessibility to parishioners
- *Roof:* slate is not required by City of Ottawa but it does not fall under Heritage status so, while it is not a necessity we will patch the existing slate roof and will go ahead with it. No formal process is needed to approve the process to repair the roof. Perhaps with the broken bits of slate from the repair, we can use the pieces to use in the fundraising campaign, to sell for people's garden's etc.
- *Archbishop's Charity Dinner:* the Supper Table was selected to be one of five recipients to share the funds from the dinner (to be held on Oct 21). Seats are \$130 per person (\$60 of which is considered a donation to the charities). The Supper Table is expected to receive between \$5,000-7,000. Herman has volunteered to sponsor two staff to attend.
- *Parking proposal:* the parking firm will supply us with an implementation plan. Oct 1 is the estimated start date and we will use only a single machine (for a 9 month initial test), with a zone for free parkers behind the school. The pay machine would be located next to the shed. The company will produce the signage; St. Joseph's Parish will be on the sign to show we still own the property. It will cost approximately \$450 for the machine per month. Special events will have vouchers to give out for individuals attending funerals etc. and we can cordon off the areas as well.
- The core team and the staff had a lunch meeting with Fr. Richard Beaudette.

3) Finance Committee (To be discussed the next PPC meeting)

- Melanie will be stepping down from the Finance Committee. A Treasurer will be chosen either from the Finance Committee or someone in the parish with financial credentials.
- A mid-term finance report will be discussed at their next meeting in July. Stewardship will also be discussed.
- Benchmarking wages for the staff exercise (in comparison with other parishes) has a deadline for Oct.
- How do we balance Sunday collection increase as well as the campaign for the roof?

- Perhaps it is time to revisit our individual contributions and encourage individuals to change their auto debit amounts (before the United Way campaign starts in the fall!)

4) Letter from Walter Hughes

- Certainly there is a need to revisit the current governance structure and make sure that it is working effectively.
- Do we currently have a Governance Committee in place to lead this initiative? Someone from PPC should be involved.
- Each cluster has developed differently since the structure was initially proposed; volunteer groups and committees are already organized and don't need to be re-organized but perhaps what is needed is to find a way to channel and re-energize the groups.
- Can this re-energizing process be linked to the upcoming Stewardship campaign? Traditionally stewardship has a focus on individuals and not the group; people may better understand how they can work and communicate with one another in this way.

ACTION: a response to Walter will be sent from PPC as a whole; send any suggestions to Christine so she can incorporate.

5) Mass rep terms and elections

ACTION: Christine to confirm with Kathy what the Mass rep terms were that we agreed upon earlier in the year.

6) New Chair Search Committee

- PPC role: Chair has been covering Parish representation, legal issues, and working closely with the Core Team. The new model will give more responsibilities to the Vice Chair (so as to relieve some responsibility from the Chair).
- The Secretary will do more as well re: material for meetings, agenda, etc.
- The Role of Treasurer was confirmed and the role of PPC members added to; PPC Chair will delegate more to PPC members so that the burden of small tasks will be taken up by others (e.g. ensuring rooms are booked for meetings, bulletin announcements, etc.).

ACTION: to finalize the definition of PPC Chair in the next week. Approved.

ACTION: PPC should recommend names to Dianne and Eleanor for the PPC Chair position. Approved.

Next PPC Meeting is August 11.

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair
Christine Burton

Minutes Prepared By
Jacqueline Dawson