

**Parish Pastoral Council
Minutes
March 11, 2014** **6pm**

Attendees: Christine Burton (Chair), Andy Boyer (Pastor), Dianne Taylor, Chris Adam, Eleanor Rabnett, Joanne Lee, Kathy Crowe, Herman de Souza, Phil Spencer, Joe Gauthier, Rose Purification, René Danis

Regrets: Jacqueline Dawson, Don Duthie,

- 1) Opening Prayer – 5 minutes
Approval of agenda **APPROVED**
(All)
Review and approval of February minutes **APPROVED**
(All)
- 2) Finance Committee Update – 10 minutes (Joe Gauthier)
 - a. Approval of new Committee member nomination

New member proposed: Melanie Forge. Finance Committee very supportive of her nomination. She has bookkeeping experience. **APPROVED**
We are still looking for more members to serve on the Finance Committee (with Melanie current total is 5 members). The capacity of the committee is nine members.

Finance Committee is changing their meeting time to the Third Tuesday of the month at 5:30 pm.

Reporting Policy: On Hold. Living-Wage Policy: In Discussion.

Chris presented preliminary audit numbers last week: on target for balanced budget.

Presentation on Parish finances 1-2 weeks prior to the AGM. Will have a sign-up sheet at back of the Parish prior to presentation.

- 3) Operational Update – 15 minutes:
(Chris Adam)
 - a. HVAC update
Chris has been meeting with Marc L. about the HVAC upgrade. They are raising concerns about whether or not we need to buy the top-of-the-line HVAC unit. They are contemplating researching a second option for cost comparison purposes. Finance committee will look into a second less-expensive option. This study should not affect the timeline of the HVAC project.
 - b. Bookkeeper staffing update

Advertisement was posted on Charity Village. Finance coordinator: received 22 applications (half of which met the minimum qualifications). Finance committee will narrow this pool of qualified candidates down to 4 or 5 candidates who will then be interviewed.

c. Supper Table Manager staffing update

With Mary as an interim Manager, there has been a large reduction in the cost of food. We haven't compromised the quality of the meals and have seen an increased proportion of food donations to purchased food. There remain several challenges, such as ordering food from the Food Bank. The number of meals served per night is slightly down from last year (approx. 100 meals per night).

A potential "Thank you" to Dave & Sean for their service is a framed photo of them and the Supper Table volunteers from Dave's Going Away party.

4) New Business - 45 minutes

- a. Debrief on Supper Table Volunteer meetings (cmb/Chris Adam/Fr. Andy)

Four meetings were set-up to meet with volunteers. These went very well. Good opportunity to discuss the latest personnel change and address ongoing concerns (i.e. Supper Table paying rent, etc.). Good opportunity to field new ideas from volunteers. Looking into potentially meeting volunteers on a bi-annual basis. Sean (?) will be moving on from the Supper Table, due to the completion of his Masters' Thesis. Revisiting the personnel needs of the Supper Table to best support Mary & the Supper Table volunteers.

- b. Supper Table Advisory Committee 2014 action plan (cmb/Chris Adam)

Do we set a fixed amount or percentage amount that must be fundraised by the Supper Table on an annual basis? Increase the proportion of income coming from fundraising, compared to Grants & Private Donations.

Suggestion: continue snowball fundraiser into the Spring with Eggs and into the Fall with Apples. Ensure communication from the Supper Table to parishioners about what food donations are required.

Parish Budget 2014 expects an increase in Fundraising to \$13,000.

Action Plan is deferred to April PPC Meeting.

- c. PPC Chair Selection process (cmb)

Deferred to April PPC Meeting.

- d. March bulletin (Kathy Crowe) (cmb)

Topics: Themes of Birth, Renewal & New Life from the Faith Formation Cluster. Using one's time, talent & treasure throughout Lent. Asking parishioners how they can use these gifts within the Parish. Plug the Variety Night on April 5th.

e. Tentative date for AGM
(cmb)

Wednesday June 11, 2014. CMB will send out requests for Ministry Cluster Reports in the beginning of May.

f. Action on items flowing from Retreat (cmb)
Creating our own Indra's Net. This is a potential for the post-Easter session. Look to incorporating this into the Liturgies.
Addressing needs of community engagement & recruitment. (Make this a standing issue for the Council. -Joanne)

g. Marie Doyle (Joanne)
Marie Doyle past away a few weeks ago. Marie's contribution to the Parish was remarkable in both depth & scope. She was significantly involved with Supper Table, Eucharistic Ministers, Front Desk Attendant, etc.
Ideas to honour her memory: Possible note in the bulletin for Marie or a plaque in the Supper Table. Start a tradition of putting a small plaque/name plate on the back of the chair. Or bricks along the walkway to the front door of the Supper Table on Laurier. Or weaving beads into the Indra's Net.
-PPC members to consult their clusters/masses. Move this point to the April PPC Meeting.

5) Cluster and Mass Updates - 20 minutes (Cluster and Mass Reps)

Terry Burn: Variety Night & Potluck Dinner. Saturday April 5th. 6-7pm Dinner. 7-8:30pm Variety Night. Purpose: to bring history alive in the parish. Skit format. \$5 per adults. \$3 children per 6-13 year olds. Free for those under 5 years of age. \$13 per family. Potluck: bring something to share or make a free-will donation. No alcohol. Good event for fundraising & community building.

Herman: Welcome Ministry has two key activities: Greeting at Mass & Welcoming New Members. Need more volunteers for the Greeters program. Need for a two-page orientation guide for volunteers. Need nametags for Greeters.
Marie has been organizing every Welcome Dinner. She requires assistance in hosting these Welcome Dinners. The Parish shall dedicate one weekend to be the Greeters/Welcomers Weekend. At this weekend, it is important that we communicate the scope of work involved with volunteering for the Welcome Ministry.

Phil: Young Adult Retreat this upcoming weekend March 14th.

Dianne: Development & Peace: March 19th is Bottle Water Free Day.
Women's Centre: Marcia is away on holidays. May 22nd Fashion Show at the Marriot. 30th Anniversary of the WRC in June.

Cathy: 12 families are preparing for Inter-Baptism. First Communion & RCIA underway.

CMB: Music ministry is preparing for the Easter season. Early planning for Spring Concert & Grandmothers for Grandmothers Concert (Stephen Lewis Foundation). Jim Weisgerber, former Priest & parishioner of St. Joe's, is receiving the Order of Canada. CMB invited him to come and visit St. Joe's. Mount St. Joseph's (London, ON) starting to plan their visit to Ottawa.

Chris: Last week's collection, for the family who lost their house in a fire, raised \$2,000.

6) Previous Action Items - updates/decisions - 10 minutes

(All)

-Auto debit cards: information cards & notices have been completed by CMB. Will start notifying parishioners in late April. Cards are laminated and with Chris. Will be introduced in the beginning of May.

- Emergency Policy/Safety and Security (Chris): completed. Contact list will be distributed by Chris tomorrow.

-Communications Strategy: CMB arranging meeting. We want to engage new members.

-Stewardship Campaign: CMB met with Chris L. Provide feedback to Mary-Anne. We want to get parishioners engaged through time, treasure & talent.

-OMI Anniversary: currently ON HOLD.

7) Closing Prayer

(All)