

Meeting St. Joseph's Parish Council Minutes – July 9, 2013

Call to Order: 18:00

Attendees

Christine Burton (Chair), Andy Boyer, Dianne Taylor, John Cuddihy, Catherine Kilbride, Paul Dobranski
Regrets: Mary-Anne Burke, Kathy Crowe, Mark Dallaire, Jacqueline Dawson

Summary

- 1) Agenda approved by consensus.
- 2) May 14, 2013 minutes approved with edit.
 - **ACTION:** Christine to contact Lili regarding June 2013 minutes.
- 3) Replacement for Liturgy Cluster rep
 - **ACTION:** Christine to contact facilitator (Louise Lafond) to seek new rep from cluster
 - **ACTION:** Process for cluster rep replacements (facilitator-led outreach to cluster) to be added to PPC Terms of Reference (roles); Christine to draft text for review and approval of PPC
- 4) AGM debrief
 - **DECISION:** Those 2012 Ministry Reports which were not included in the Annual Report at the AGM will be added on the website version, with a notation regarding their inclusion. Michelle Miller will manage the process of collecting and inserting the remaining reports.
 - Christine is working on a set of recommendations/advice flowing from the process of planning and implementing the AGM. Input was sought from staff, those involved in organising and informally from parishioners. This will return to PPC for review and will be provided to next year's organisers. It was noted that a critical aspect will be the process necessary to ensure that all Ministry Reports appear in the Annual Report.
- 5) Previous Action Items:
See Attached
- 6) Communications Strategy:
Christine opened the floor to discussion regarding a communications strategy – for both existing parish members and as outreach to potential parishioners, as well as in terms of managing our profile for the public generally. Christine had already been in brief informal discussion with the chair of the communications committee regarding reviving their work.
It was agreed that a strategy would be worthwhile.
It was further agreed that social media should be an aspect of such strategy.
 - **ACTION:** Christine to follow-up with chair of the communications committeeThere was a discussion of monthly reports on PPC activity in the Bulletin, to be written, on a scheduled, rotating basis, by PPC members. While it was generally agreed that this was a worthwhile idea, it was agreed that a decision binding all PPC members to action should wait until a meeting with more members present. Christine had confirmed with Michelle that the Bulletin could accommodate such reports.
 - **ACTION:** To be added to the agenda for a future meetingIt was also discussed whether Ministries/other groups should be approached to possibly provide reports for the Bulletin. It was agreed that this was also worth discussing at a future meeting.

7) Fall Welcome Strategy:

While staff (Michelle, Mary, Jamie) are undoubtedly pursuing normal fall welcome activities, it was recognised that there may be additional ideas and opportunities worth considering and possibly undertaking. Such ideas may come from PPC, the Clusters, or other parishioners. It was further noted that it would be worthwhile looking at the fall welcome approach more holistically, considering all the activities being undertaken, to ensure no overlap or duplication and to identify potential gaps and re-align resources as and if necessary.

- **ACTION:** Core Team to call a meeting of staff to understand existing plans and to secure their buy-in, and follow-up with the Clusters to solicit their ideas and participation as appropriate.

8) PPC retreat

Christine opened the floor to discussion regarding a possible PPC retreat in the fall. It was generally agreed that this would be desirable. Amongst the considerations raised were:

- Should the retreat take place in the fall, prior to start of new liturgical year, or early in the new calendar year, when new Mass reps will be on board?
- Should the Finance Committee or staff be invited to attend all or part of the retreat?
- Should the retreat have a spiritual or business focus, or both (and if both, how to manage this)?
- It would be desirable to have a meal to which staff and FC could be invited
- It would be desirable to have a mass as part of the retreat
- **ACTION:** Christine, Catherine and Dianne to return to PPC with a proposal for review

9) Info Items

- **Bike racks:**

Mary Murphy submitted a proposal to the Core Team. Decision to be held pending feedback from City as to whether they will install bike racks on the church property. It was noted that additional street bike loops were recently installed. Any decision will require initial review by the Finance Committee as it was not within the original 2013 budget.

- **St. Joe's History Month:**

A proposal was received from Mary Murphy on behalf of the History Committee. An email was sent to PPC to alert them as a notice will be appearing in the Bulletin. Mary is to arrange a brainstorming session in the fall.

- **Chair Selection process:**

Christine indicated that she would be returning to Council with a proposal for a process for future PPC Chair selection. Once a process is finalised and approved it should be incorporated into the PPC Terms of Reference as there are currently no provisions regarding length of term or replacement selection process.

- **Women's Centre Steering Committee:**

A meeting is scheduled for Thursday, July 11, 2013, to review the resumes of those who have expressed an interest in serving, and to select those who will be invited to serve. The meeting will involve Marsha Wilson, Terry Byrne, Christine Burton, and Christopher Adam

10) Finance Update:

- **DECISION:** Approval of new Finance Committee Member (Don Duthie)
- **DECISION:** Approval of interim Treasurer (July-October) (Joe Gauthier)

It was noted that the Committee will be seeking additional members with financial/accounting credentials.

John updated on follow-up with the TSSA regarding the charge for their unnecessary inspection of our boiler. He secured a reduction in the charges. PPC continued to be concerned about the visit and charge.

- **DECISION:** payment will be made to ensure no late-fees, but a further letter expressing our concern and asking for reconsideration will be prepared.

The new Petty Cash Policy seems to be functioning well so far

Budget preparation will start in September.

11) The Community Building Cluster update (Catherine Kilbride) was received as submitted.

12) Name of PPC:

There was discussion regarding the official name of PPC – is it Parish Council or Parish Pastoral Council. Andy clarified that, in accordance with the advice received from the Canon lawyer, the name is PPC.

13) Next meeting: August 13, 2013

Notice provided that Walter Hughes would be attending the meeting with a governance proposal regarding the process for electing Mass representatives.

14) Closing Prayer

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair
Christine Burton

Minutes Prepared By
Christine Burton