

Meeting St. Joseph's Parish Council Minutes – December 11, 2012

Meeting start: December 11, 2012 at 18:00 until 20:00

Attendees

Donald Duthie, Andy Boyer, Dianne Taylor, Catherine Kilbride, Kathy Crowe, Lili Zwart, Mary Anne Burke, Paul Dobranski, Jason Jacques, Christopher Adam

Regrets: Mark Dallaire

Guests: Erin Ryan, John Cuddihy, Christine Burton, Greg Lopinski

Summary

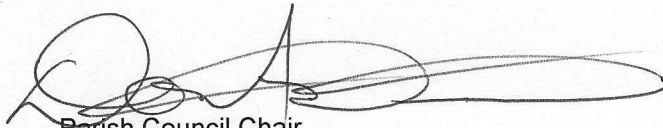
- 1) The proposed agenda was reviewed and approved by consensus.
- 2) Minutes from the previous meeting were reviewed and approved by consensus.
- 3) Consensus that the Parish Council meetings for 2013 would occur on the 2nd Tuesday of every month
- 4) Reviewed previous action items – see Appendix A
- 5) Governance Update
 - Oblate's have reviewed our Terms of Reference and have only a few small changes. The Canon lawyer will be attending our next council meeting to discuss and review the changes.
 - The 4 new cluster representatives were formally introduced. The Faith Formation cluster representative will be determined early in the new year.
 - At our next Parish Council meeting, we'll need to nominate the Vice-Chair and Secretary. Until then, our Treasure Jason Jacques will be the Vice-Chair.
 - **ACTION:** Send the letter to the Archbishop to the new Parish Council members.
- 6) Finance Committee Policies
 - Reviewed the "Policy on Directed Donations for St. Joseph's Parish".
 - **DECISION:** Policy approved by consensus.
 - Reviewed the "Parish Reimbursement of Expenses Policy for Volunteers".
 - **DECISION:** Policy approved by consensus.
 - Reviewed the "St. Joseph's Parish Financial Reserves Policy".
 - **DECISION:** Policy approved by vote. Once member vote abstained.
 - Finance Committee presented the parish budget for 2013. Parish Council suggested that line items be added for each of the clusters but with no dollar amounts.
 - **DECISION:** Parish 2013 budget approved by consensus.
 - **ACTION:** Investment Policy to be drafted by Finance Committee.
- 7) Agenda for next meeting (January 8, 2012):
 - HR related
 - Parish Council Terms of Reference
 - Clusters update

December 11, 2012 Decision Summary

- "Policy on Directed Donations for St. Joseph's Parish" approved
- "Parish Reimbursement of Expenses Policy for Volunteers" approved
- "St. Joseph's Parish Financial Reserves Policy" approved
- Parish 2013 budget approved

Parish Council Approval

Parish Council minutes approved by consensus on January 8, 2013



Parish Council Chair

Donald Duthie



Minutes Prepared By

Donald Duthie

Appendix A - Parish Council Open Action Items – December 11, 2012

#	Opened / Status	Action Item	Updates	Action By
1)	Open	Stewardship Campaign Update	<ul style="list-style-type: none"> • Sept 11-12 - Stewardship - Meeting has not taken place yet, but still hoping to have a campaign ready for the fall. Use of Automatic Deposit Cards for the Collection Basket will be part of the stewardship campaign. Once decided, will determine how to implement. On Hold. • Oct 9-12: A Stewardship Committee and plan was created without Parish Council approval or input. Decision by council that this committee be also responsible for Fundraising. The Testimonials and their plan need to be postponed, until the new year, as there is too much going on with other activities within the parish. The committee needs to define a Terms of Reference and is subject to the approval of Parish Council. Mary-Anne Burke has offered to be the Parish Council representative. • Nov 13-12: Mary Anne met with Herman (current lead of the Stewardship Committee) and shared Parish Council concerns. Chris Adam is now the staff contact. Christine Burton will now be a new member of the committee. Committee will now be called "Stewardship Initiation Committee". • Dec 11-12: Status quo until next year. 	Mary Anne
2)	Open	Use of Automatic Deposit Cards for the Collection Basket	<ul style="list-style-type: none"> • Don is going to work with Mary to get the cards ready for the weekend of May 12 so that we can get this launched. 	Mary Anne

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			<ul style="list-style-type: none"> Mary sent Don the draft text this week and to the liturgy committee. Once decided, will determine how to implement. Will be in place in September as part of Stewardship campaign. Oct 9-12: This should be part of the Stewardship Committee. Nov 13-12: Don to send Mary Anne the text Mary prepared. Dec 11-12: Status quo until next year. 	
3)	Open – Oct 9-12 Closed – Dec 11:12	Finance Committee to create policy on handling donations that are specifically targeted to a ministry or spending commitment.	<ul style="list-style-type: none"> Nov 13-12: Agreed this would be approved secretarially by Parish Council once provided. Dec 11-12: Policy drafted and approved by Parish Council. Action item closed. 	Jason
4)	Open – Nov 13-12 Closed – Dec 11:12	Finance Committee to draft Reimbursement of Expenses policy.	<ul style="list-style-type: none"> Dec 11-12: Policy drafted and approved by Parish Council. Action item closed. 	Jason
5)	Open – Nov 13-12 Closed – Dec 11:12	With respect to the One Mass in celebrating our new governance structure, the Core Team to finalize the date with the Oblates and the Liturgy Committee.	<ul style="list-style-type: none"> Dec 11-12: The One Mass will be February 3, 2013. Action item closed. 	Chris / Andy / Don
6)	Open – Nov 13-12	International Day - Chris to work with the Stewardship Initiative Committee to draft a	<ul style="list-style-type: none"> Dec 11-12: Will begin work early in the new year. 	Chris

#	Opened / Status	Action Item	Updates	Action By
		proposal.		
7)	Open – Nov 13-12	Emergency Policy – Need to draft an emergency policy.	<ul style="list-style-type: none"> Dec 11-12: Changed name to Parish Council chair. Will require all Parish Council members contact information. 	Don
8)	Open – Dec 11-12	Send the letter to the Archbishop that was sent following his visit during lent.	<ul style="list-style-type: none"> 	Don
9)	Open – Dec 11-12	Investment Policy to be drafted by Finance Committee.	<ul style="list-style-type: none"> 	Jason