

Meeting St. Joseph's Parish Council Minutes – January 8, 2013

Meeting start: January 8, 2013 at 18:00 until 20:15

Attendees

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

Regrets: Catherine Kilbride

Guests: John Cuddihy, Fr. Frank Morrissey, OMI

Summary

- 1) The proposed agenda was reviewed and approved by consensus.
- 2) Father Frank Morrissey OMI attended our meeting and we discussed the Parish Council Terms of Reference. From a Canon law perspective, 95% of what we have drafted is acceptable, only need a few "tweaks". Fr. Morrissey agreed to meet with some council members to refine the Terms of Reference.
 - **ACTION:** Mary Anne, Dianne and Kathy to meet with Fr. Morrissey to refine the Terms of Reference. Pending the outcome of the meeting, a special Parish Council meeting will be held to review the revisions.
- 3) Minutes from the previous meeting were reviewed and approved by consensus.
- 4) The Women's Centre Board of Trustees proposed to expand the board members from 5 to 7. In addition 2 nominees were proposed, including Dr. Dona Bowers and Rick Morris.
 - **DECISION:** Approved by consensus the expansion of the St. Joe's Women's Centre Board of Trustees from 5 to 7 members.
 - **DECISION:** Approved by consensus the appointment of Dr. Dona Bowers and Rick Morris to the St. Joe's Women's Centre Board of Trustees.
- 5) Reviewed previous action items – see Appendix A
- 6) Governance Update:
 - The one mass celebration is scheduled for February 3, 2013.
 - The Faith Formation cluster is meeting January 28, their council cluster representative is forthcoming.
 - **ACTION:** Mary Anne to speak with the Community Building cluster to organize the reception portion of the one mass.
 - **ACTION:** Don to send out list of the clusters and their ministries.
- 7) Finance Committee Update:
 - Finance Committee met January 7, 2013.
 - Three boiler issues have occurred in the last few weeks, highlighting the urgency to replace the boiler and have a longer term HVAC solution. An assessment needs to be expedited to assess solutions and costs to move forward and this may need to be approved by council secretorially.
 - The collection targets for 2013 are under review.
 - The Christmas and New Year's collections exceeded the last 3 years.
- 8) Cluster Updates

- Liturgy cluster to have their potluck on January 2nd
 - Music ministry had a very successful advent
- 9) Appointment
- Mark Dallaire was appointed as Vice-chair of Parish Council
 - Lili Zwart was appointed as Secretary of Parish Council
- 10) HR
- in Camera

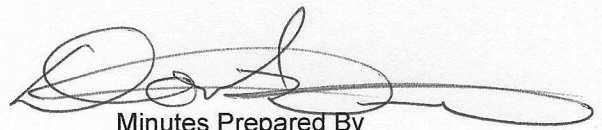
Parish Council Approval

Parish Council minutes approved by consensus on February 13, 2013



Parish Council Chair

Donald Duthie



Minutes Prepared By

Donald Duthie

Appendix A - Parish Council Action Items – January 8, 2013

| # | 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. • Jan 8-13: Don to send out Finance Terms of Reference as their basis to Mary Anne. | 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 | Mary Anne |

| # | Opened / Status | Action Item | Updates | Action By |
|----|--|--|---|-----------|
| | | | <p>launched.</p> <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. • Jan 8-13: See action #1 | |
| 3) | Open – Nov 13-12 | International Day - Chris to work with the Stewardship Initiative Committee to draft a proposal. | <ul style="list-style-type: none"> • Dec 11-12: Will begin work early in the new year. • Jan 8-13: See action #1 | Chris |
| 4) | 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. • Jan 8-13: In reviewing other parish policies on this topic, the scope is a bit more comprehensive. Still in preparing. | Don |
| 5) | Open – Dec 11-12 Closed – Jan 8-13 | Send the letter to the Archbishop that was sent following his visit during lent. | <ul style="list-style-type: none"> • Jan 8-13: Completed and close action item | Don |
| 6) | Open – Dec 11-12 | Investment Policy to be drafted by Finance Committee. | <ul style="list-style-type: none"> • Jan 8-13: To be considered Finance Committee in February and presented to Parish Council in March. | Jason |

| # | Opened / Status | Action Item | Updates | Action By |
|----|-----------------|---|---------|--------------------------|
| 7) | Open – Jan 8-13 | Mary Anne, Dianne and Kathy to meet with Fr. Morrissey to refine the Terms of Reference. Pending the outcome of the meeting, a special Parish Council meeting will be held to review the revisions. | • | Mary Anne, Dianne, Kathy |
| 8) | Open – Jan 8-13 | Mary Anne to speak with the Community Building cluster to organize the reception portion of the one mass. | • | Mary Anne |
| 9) | Open – Jan 8-13 | Don to send out list of the clusters and their ministries. | • | Don |