

Meeting St. Joseph's Parish Council

Minutes – November 13, 2012

Meeting start: November 13, 2012 at 18:00 until 22:15

Attendees

Donald Duthie, Mark Dallaire, Mary Anne Burke, Andy Boyer, Paul Dobranski, Jason Jacques, Kevin Lee, Christopher Adam

Regrets: Kevin Lee

Summary

- 1) The proposed agenda was reviewed and approved by consensus.
- 2) Minutes from the previous meeting were reviewed and approved by consensus.
- 3) Reviewed previous action items – see Appendix A
- 4) Finance Committee Update
 - Budget preparations are underway and should be completed prior to the next Parish Council meeting. This will be a more conservative budget and will include a decrease in the collection plate by 5-10%.
 - **DECISION:** Several policies require Parish Council approval including Petty Cash, Credit Card Management, Cash Management and Directed Donations, agreement by consensus that these policies can be approved secretarially.
 - **ACTION:** Finance Committee to draft Reimbursement of Expenses policy.
- 5) Stewardship Committee
 - **DECISION:** Chris Adam is now the staff contact. Christine Burton appointed as new member of the committee. Committee will now be called “Stewardship Initiation Committee”. Approved by consensus.
- 6) Governance Committee Update
 - All clusters have met and are in the process of determining their facilitator and representative to Parish Council.
 - Angela McCanny has done extensive work on documenting all the ministries and the clusters.
 - **DECISION:** A celebration of our work on the new governance structure will be done at a “one mass” to be held in January, approved by consensus.
 - **ACTION:** Core Team to finalize the date with the Oblates and the Liturgy Committee.
- 7) Music Ministry Fundraising Proposal

- **DECISION:** The Music Ministry Fundraising Proposal was reviewed and approved by vote, on the condition that the funds collected go directly to the general budget as opposed to the Music Ministry.

8) International Day

- A preliminary proposal for holding an International Day was discussed. We might hold an International Weekend and invite surrounding embassies to participate, and include international masses (i.e. songs and prayers in different languages). This would occur early next year before Lent.
- **ACTION:** Chris to work with the Stewardship Initiative Committee to draft a proposal.

9) Finance Committee Terms of Reference

- Reviewed the Finance Committee Terms of Reference and completed edits in real time (see attached).
- **DECISION:** Finance Committee Terms of Reference approved by consensus.

10) Parish Council Terms of Reference

- Reviewed the Parish Council Terms of Reference and completed edits in real time (see attached).
- **DECISION:** Parish Council Terms of Reference approved by consensus. Final approval is pending the Oblates review and their approval.

11) Parish Council Member Terms of Engagement

- Reviewed the Parish Council Member Terms of Engagement and completed edits in real time (see attached).
- **DECISION:** Parish Council Member Terms of Engagement approved by consensus.

November 13, 2012 Decision Summary

- Finance Committee polices to be reviewed and approved secretarially
- Finance Committee Terms of Reference approved
- Parish Council Terms of Reference approved, pending Oblate approval
- Parish Council Member Terms of Engagement approved
- Stewardship Initiative Committee staff contact is now Chris Adam and appointed new Finance Committee member Christine Burton.
- Governance structure celebration in January

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair
Donald Duthie

Minutes Prepared By
Donald Duthie

Appendix A - Parish Council Open Action Items – November 13, 2012

#	Opened / Status	Action Item	Updates	Action By
1)	CLOSED – Nov 13, 2012	Supper Table Issue Resolution	(In Camera) Nov 13-12: Agreement to close action item. Will be handled by Core Team.	Don / Chris
2)	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”. 	Mary Anne

#	Opened / Status	Action Item	Updates	Action By
3)	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 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. 	Mary Anne
4)	Open Jun 12-12 CLOSED – Nov 13, 2012	Sound System Issues	<ul style="list-style-type: none"> • Aug 14-12: Some adjustments made. More work to do on this. • Sept 11-12: No update • Oct 9-12: Still ongoing, Paul made some adjustments but the problem has come back. Paul indicated that we need access to the software program to make changes. Suggest Paul connect with Jamie as well. Maybe we need the technician to come to mass to understand the issues. • Nov 13-12: Issues have been resolved. 	Paul
5)	Open - Sept 25-12	Mark to draft a letter to the Oblates for review and then the Chair of Parish Council will send to the Oblates.	<ul style="list-style-type: none"> • Oct 9-12: A draft should be available by Monday next week. We should send the letter as soon as we can, even if the Terms of Reference for Parish Council are 	Mark

#	Opened / Status	Action Item	Updates	Action By
			incomplete.	
	CLOSED – Nov 13, 2012		<ul style="list-style-type: none"> Nov 13-12: Completed and sent to the Oblates. 	
6)	Open – Oct 9-12	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. 	Jason
7)	Open – Nov 13-12	Finance Committee to draft Reimbursement of Expenses policy.	<ul style="list-style-type: none"> 	Jason
8)	Open – Nov 13-12	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"> 	Chris / Andy / Don
9)	Open – Nov 13-12	International Day - Chris to work with the Stewardship Initiative Committee to draft a proposal.	<ul style="list-style-type: none"> 	Chris
10)	Open – Nov 13-12	Emergency Policy – Need to draft an emergency policy.	<ul style="list-style-type: none"> 	Core Team