

**St. Joe's Parish Council**

11-092012

Minutes of Parish Council Meeting 09(12)

Date: Tuesday, September 11, 2012

Present: A. Boyer, D. Duthie (Chair), S. Foran, C. Adam, K. Lee; M. Dallaire; M.A. Burke; J. Jacques; P. Dobranski

Regrets: M. Murphy; M.A. Burke

Minutes: S. Foran

**09(12)01     Meeting Brought to Order**

The meeting was brought to order at 18:00 and was opened by our prayer.

**09(12)02     Agenda**

The proposed agenda was approved.

**09(12)03     Review and Approval of Minutes from August 14, 2012 Meeting**

Minutes were approved without amendments. Don will send the cleaned up document to Chris and the minutes will be published on the St. Joseph's website. Going forward we will work on formally signing off.

**09(12)04     St. Joe's Supper Table**

Discussion continued from last month around funding for the Supper Table.  
**In Camera #1 – See In Camera Minutes**

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Agenda Item*

**Utility Allocation (Women's Centre/Supper Table) (Chris)**

**09(12)05**

Discussed the issue around the allocation and distribution of utility and other expenses in relation to the Women's Centre and Supper Table. Don will send an e-mail to IFC to suggest that they come up with a solution. Perhaps a starting point can be a formula based on a percentage of square footage that they use in relation to the parish square footage (including storage) and then adjust accordingly. Still open with IFC.

*Forward  
Agenda Item*

**09(12)06     Previous Action Items**

1) 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.**

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Agenda Item*

2) Bookkeeper - We still do have the bookkeeper, part time. In Mondays, Wednesdays and Fridays. He continues his studies so has some concerns

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around impact this may have on his studies. Will continue with 3 days for now. We will table further discussion on this until the new governance model is in place.

- 3) Look into parameters of fundraising: Mary Anne has not been able to set up a meeting. She will try over the next couple of weeks to set something up. Update: Mary Anne was absent, so no further updates on this one. **Open.**  
*Forward Agenda Item*
- 4) Terms of Reference for a Board of Trustees. Chris met with the City and discussed our plans for Board of Trustees. The City will be attending the AGM to observe. Chris is waiting to confirm names of all of the individuals who will make up the BOD. Good progress on this. City would like to meet with the new BOD in October. **Open.**  
*SJPC-D-11.09.2012-2*
- 5) Refugee Outreach Committee discussion - In June's meeting there was a discussion about ROC borrowing money from the Parish for a temporary loan. Questions were raised, but no further action has taken place on this yet. ROC already has a process, but needs to be updated with terms of borrowing. Any further request for money needs to be re-tabled with the council and finance committee. Mary to follow-up with ROC. No update. **Open.**  
*Forward Agenda Item*
- 6) Choral Proposal - Some discussion around constructing risers and the possible arrangement with The Ewashko Singers and the Ottawa Chamber Choir. More discussion to follow. **Open.**  
*Forward Agenda Item*
- 7) Sound System - some adjustments made. More work to do on this. **Open.**  
*Forward Agenda Item*
- 8) In-Camera Minutes have begun. Chris will take care of proper storage of these minutes. Shawn will password-protect in-camera meeting minutes. Don will talk to IFC to make this consistent practice. **Open.**  
*Forward Agenda Item*
- 9) How do we bring awareness to our parish? How do we prevent the decline and encourage growth in the number of parishioners? Carry forward to September. **Open.**  
*Forward Agenda Item*
- 10) Further discussion on the hall renovations will continue in the fall. Meanwhile, Mary will place in bulletin that we would like someone from Parish to consult on what might be needed to bring it up to date. **No Update: Carry forward to October.**  
*Forward Agenda Item*
- 11) Software for donations. Parish Council supports the initiative. Mary will work on a presentation to provide to IFC to obtain agreement from them. **No update.**  
*Forward Agenda Item*
- 12) Spirit Newsletter - Chris will place a notice in the bulletin this week that the Spirit has stopped publishing until the new governance model is in place and announcement will be made again at the AGM.  
*SJPC-D-11.09.2012-2*

09(12)07

**Parish Governance**

***SJPC-D-  
11.09.2012-3***

Mark provided an overview of the Governance presentation that will be provided to the Oblates in a meeting on Sept. 12. Mark is hoping to get some good feedback from the Oblates from this meeting. This will be presented at the AGM, as well. Parish chair suggested that a motion be put forth in the AGM on the “Executive Director” model presented in the PowerPoint deck, seconded by Parish Council and then a vote will take place. Also, Kevin suggested a minor modification to the words around the how the committee members are appointed to the Finance Committee and the changes will be made. See attachment.

09(12)08

**Parish Council Overlap**

***SJPC-D-  
11.09.2012-3***

Don talked about what happens with the new council when the new governance model is implemented. Don’s recommendation is to have the new council members commit to a 2 year term and the existing council members stay on for the remaining 3<sup>rd</sup> year of their original mandate term. The existing members would take on the Mass representation for the first year. We should explore the possibility of having the new council members begin in the November timeframe and the start of the new council. All of the current IFC members have agreed to stay on the Finance Committee.

09(12)09

**AGM Agenda**

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Don provided the agenda and asked if there are any comments to send them to him. Don did receive comments from Finance Committee to change the order of some of the presentations on the agenda which agenda, which he is doing. Reports will also be grouped by clusters and presented as such.

Tuesday, September 18 from 7:00PM to 9:00PM

Agenda:

- 1) Don will provide an introduction.
- 2) Opening Prayer (Father Andy)
- 3) Presentation from Parish Council - Highlights and introduce the Annual Report. (Don) Parish Council will also present the names for the Board of Directors - Motion to ratify the creation of the Board of Trustees and present the names of the members. Also, include wording around agreement that the new Parish Council will be responsible for approving membership to the Board of Trustees
- 4) Interim Finance Committee Presentation (Jason or Christine) - Motion introduced for new auditor at the end of the presentation
- 5) Marcia will present on behalf of the Women’s Center.
- 6) Governance Committee Presentation - Walter Hughes with support from Mark and Raphael. Motion introduced for voting on the “Executive Director” model.

09(12)10

**Pastoral Plan Update**

No updates.

**09(12)11**      **Finance Committee Update** (Jason Jacques)

Jason provided an update. Overall finances have not changed much in the past month.

- 1) There was some progress on documentation. They have begun to draft some ~~polieies which~~policies, which they hope to have finalized in October.
- 2) Christine has solicited some information on repair of the front steps. She is looking at getting a quote now and trying to determine how much work is involved.
- 3) Jason talked about some additional work Chris has been doing some work around common services to look at allocation of costs. Next step will be to present the allocation of costs to the Board of Directors.

Over the next 3 months, IFC will be spending a lot of time on budget activities. Jason would like to change the timing, to have the budget ready for Parish Council by beginning of next fiscal year.

- More framing around the budget by Parish Council at the beginning of the budget exercise and more decision making by PC at the end of the budget.
- Would like a small change to the roles where the Finance Committee would have more options to provide to Parish Council. Would like to have extra meetings to be able to push ideas up to the Parish Council.

Jason also provided a timeline for the budget activities, beginning end of September 2012, approving a draft budget to Parish Council in December. Next scheduled meeting for IFC is October 4 at 5:30.

**09(12)12**      **General Discussion**

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Chris is looking at low risk possibilities for fundraising. **Update:** Do need a license from City of Ottawa before we could sell muffins and coffee. May look at setting up a tuck shop instead. Chris is proposing we try it to see if there is an interest to buy a yogurt or fresh fruit in the morning for our parking clientele and students.

**09(12)13**      **Next Meeting Agenda**

- Implementation of Governance Update
- Budget Preparation
- AGM Results

**09(12)14**      **Meeting Adjourned**

The meeting was adjourned at 9:15.

**09(12)15**

Next Meeting

- SEPTEMBER 25, 2012 6 PM
- OCTOBER 09, 2012 6 PM
- NOVEMBER 13, 2012 6 PM
- DECEMBER 11, 2012 6 PM