

# Meeting St. Joseph's Parish Council

## Minutes – September 25, 2012

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Meeting start: September 25, 2012 at 18:00

### Attendees

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Donald Duthie, Mark Dallaire, Mary Anne Burke, Andy Boyer, Paul Dobranski, Jason Jacques, Christopher Adams

Regrets: Kevin Lee

### Summary

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- 1) Meeting was called to order for this special Parish Council meeting to address the results of the AGM.
- 2) Updates to the Annual Report have been received from the Welcome Ministry, Family Ministry and Pastoral Care. A few ministries are listed on our web site that are also not included but appear to be no longer active or do not have a lead. The accuracy of the list on the web site is also a concern. The new governance structure should help to give visibility of all our ministries. As a result, council decided that the Annual Report would be approved as is, and we would post a note to indicate that this was our first effort of a comprehensive report and that we would endeavour to give the leads additional time in preparing their input.
  - **ACTION:** Mark to provide the annual report text to be posted on the web site to Chris.
  - **ACTION:** Don to provide the final annual report in PDF format to Chris.
- 3) Suggested revisions to the AGM minutes were reviewed and agreed upon. The final minutes along with the AGM presentation will be posted on our web site.
  - **ACTION:** Mark to send his revised minutes to council.
  - **ACTION:** Don to provide Chris the final AGM minutes and presentation in PDF format.
  - **ACTION:** Chris to post the annual report and AGM minutes on the web site.
- 4) Council discussed the Board of Trustees motions. Marsha Wilson (Director of Women's Centre) has informed the nominees. Decision was made that the Chair of Parish Council send a welcome letter to the nominees and invite them to meet Parish Council members.

- **ACTION:** Don to draft a welcome letter for council review and then send to the nominees.
- 5) The results of the AGM should be shared with the Oblates and obtain written approval from the Oblates on our new structure for our files. Some of their key issues that we addressed include the proper name of the Oblates and that Parish Council has authority to establish sub-committees.
- **ACTION:** Mark to draft a letter to the Oblates for review and then the Chair of Parish Council will send to the Oblates.
- 6) Council discussed placing a notice in the bulletin about the AGM results, including the final report and the minutes.
- **ACTION:** Don to prepare bulletin announcement for council review.
- 7) Council reviewed the motions associated with the new governance structure and agrees to rename the Interim Finance Committee to the permanent Finance Committee. The Finance Committee will then need to appoint a chair and the Treasurer who will sit on Parish Council. They may be the same person, but they may not be the same person. Council's preference is that only 1 person is nominated as Treasurer and not a rotation, in order to ensure continuity of discussions.
- **ACTION:** Don to send a notice to the Finance Committee and request they nominate a Chair and a Treasurer.
- 8) Council ratified the creation of the Governance Implementation Committee. Both Mark Dallaire and Mary Anne Burke will be part of this committee and suggested Walter Hughes be asked if he would be interested to chair this committee. A Parish Council Terms of Reference needs to be created. Also, an Implementation Plan needs to be drafted for Parish Council approval and include a "hard" date for when the new council will take effect (November XX).
- **ACTION:** Don to send note to Walter Hughes
  - **ACTION:** Mark to draft Parish Council Terms of Reference
- 9) Council discussed staffing (In Camera Minutes – September 25, 2012)
- 10) Council deliberated on the terms for the 2013 budget. Agreement reached on the following:
- a) The Parish should ~~We must~~ reach a 0% deficit within 3 years
  - b) Staff ~~must~~ should be paid in accordance with the "living wage" principle
  - c) Staff ~~must~~ should receive cost of living increases annually

- d) Repairs and maintenance ~~must should~~ be included and ~~identify~~ essential items identified
  - e) The budget should avoid ~~We must have a budget that avoids~~ draining ~~our the~~ Parish's reserves
  - f) As part of its budget analysis, Finance Committee should assess the financial risks to the Parish and present options for addressing those risks, but final decisions are made by Parish Council
- 11) Council also discussed the need to understand the ~~We also need to know what our~~ minimum reserve ~~must that should be maintained, and what portion of the reserve should be allocated to capital maintenance~~ be (action for Finance Committee)
- ~~Finance Committee should present options, but final decisions are made by Parish Council~~
  - **ACTION:** Asset Management Policy proposed by Finance Committee requires Parish Council Approval – Don to follow-up for next PC meeting