

St. Joseph's Annual General Meeting

Minutes – June 19, 2013

Meeting start: June 19, 2013 at 19:00 until 22:30

Attendees

Parish Members: approximately 70 community members attended and a register was kept

Parish Council Attendees: Andy Boyer, Donald Duthie, Mark Dallaire, Christopher Adam, Dianne Taylor, John Cuddihy, Catherine Kilbride, Jacqueline Dawson, Paul Dobranski, Mary-Anne Burke, Lili Zwart

Meeting Chair: Christine Burton

Summary

1) Welcome, opening prayer and remarks.

2) Introductions, process and adoption of agenda.

DECISION: Motion that the agenda be adopted as presented. Motion put forward by Paulo Sirocco and seconded by Walter Hughes, then passed unanimously.

3) Minutes from AGM 2012.

DECISION: Motion that minutes from AGM of September 19, 2012 be accepted as presented. Motion put forward by Joe Gauthier, seconded by Diane Taylor, and passed unanimously - one abstention.

4) Financial Report – Auditor's report presented by John Cuddihy.

- Role of Finance Committee is advisory to the Pastoral Parish Council (PPC) on financial issues only. Since the AGM in 2012, the Finance Committee has been operating under the new governance model. PPC gave a Directive in the fall of 2012 for the Finance Committee to address the parish structural deficit and achieve a balanced budget in three years.
- Questions fielded on the Financial Report included comparison of insurance/taxes for Women's Center and Supper Table; \$25K administration fees represent rent for space; and Building Renovations amount under Capital Assets is carried over from previous year. Members will have an opportunity to meet with the Finance Committee at a future date to ask further questions about the Financial Report.

DECISION: Motion that the Parish appoint Bouris Wilson LLP as auditor for Saint Joseph's Parish for 2013 was presented – as per Canadian Auditing Standards it is advisable non-profit boards change reviewing auditors every five years. Motion put forward by Don Duthie, seconded by Mark Dallaire and passed unanimously – 1 abstention.

DECISION: Motion that the Finance Committee Report for fiscal year 2012 be accepted put forward by Tim Russworm, seconded by Kathleen Allen and passed unanimously.

5) Women's Centre Report.

- Marsha Wilson/Lorraine McWatty gave a summary of the activities of St. Joseph's Women's Centre.

DECISION: Motion put forward that effective 12:00 pm at noon, July 17, 2013, the Board of Trustees and Advisory Council of St. Joseph's Women's Centre be dissolved and that the Pastoral Parish Council assume responsibility for financial/legal oversight effective the same date. This aligns with new governance model and funder - city of Ottawa requirements. As well, Board of Trustee was duplicating much of Pastoral Parish Council functions. Motion put forward by John Cuddihy, seconded by Greg Lopinski and passed unanimously.

- Women's Centre invites parishioners (or anyone outside of parish) to volunteer for newly established Steering Committee or its sub-committees, and in particular require someone with budget experience.

DECISION: Motion put forward to accept the St. Joe's Women's Centre report by Joe Gauthier, seconded by Diane Taylor and passed unanimously.

6) Parish Council Report.

a) Supper Table Report:

- Dave Ro and Terry Byrne presented an overview of history, evolution and activities of Sanit Joseph's Supper Table.
- Questions fielded: a line item in the Financial Report to show parish contribution to Supper Table, however it was explained parish budget is for all ministries and efforts to minimize expenditures and increase revenues are both a function of the parish overall and the Supper Table individually. The Policy on Directed Donations was discussed.

b) Featured Ministries:

- i. Liturgy and Seasonal Planning Committees; Martha Dougherty summarized the merging of the Liturgical Planning and Seasonal Planning Committee since they overlap in the majority of their functions. It is now called the Liturgical Committee. They met five times in 2012 and use a set of decision-making criteria that match values of St. Joe's.
- ii. Refugee Outreach Committee; Patrick Wells gave overview of history, mission and activities of this committee. It supports individual refugee claimants with no-interest loans for landing fees, education and other expenses; works with other parishes in Sandy Hill to explore sponsoring a family and; in September 2013, will hold a function to give tribute to three ex members of this committee.
- iii. Kairos School of Spiritual Formation Committee; Sister Marlene Kelly provided a summary of the spiritual support this committee provides. **DECISION:** Motion moved by Joe Gunn and seconded by John Cuddihy for St. Joseph's parish to extend its thanks and congratulations to Sr. Marlene Kelly on the occasion of her 50th anniversary in community. Passed unanimously.
- iv. Gay Community and Allies; Ewelina Fraikowiak summarized the fellowship, spiritual support and awareness offered by this group who have weekly meetings. The group is welcoming and accepting to all. They also participate in the annual gay pride parade.

7) Open Forum; it was agreed we forego this portion of the agenda in the interest of time.

8) Summation and Final Comments; Don Duthie, Chair of PPC, gave a summary of accomplishments including the new governance model, the continued good work of all Ministries, Finance Committee's policies, Core Team activities and Pastoral Parish Council's meetings. Don

announced Chris Adams had been confirmed in his position as Executive Director and on behalf of PPC, presented gifts to Chris in thanks for all his hard work.

- 9) Mark Dailleaire, Vice-Chair of PPC, gave speech to thank Don for all his hard work, his also being a member of the Finance Committee, his close relationship to the Core Team, tireless hours devoted to governance model and excellent running of PPC meetings. On behalf of PPC a gift was presented to Don.

DECISION: Motion to accept the St. Joseph's Parish 2012 Annual Report was put forward by Eleanor Rabnett, seconded by Kathleen Allen and passed unanimously – 1 abstention.

- 10) Don transferred Chair of the Pastoral Parish Council to newly elected Chair Christine Burton, and gave her binder with policies/minutes.

a) Christine gave thanks to all the folks that organized the AGM and informed members Jason Jacques of the Finance Committee is leaving for a year and Lili Zwart – Recorder of PPC is moving back to Regina. Christine provided her thoughts on the way forward and welcomed members to share their ideas. A copy of her comments is available on the website.

DECISION: Motion to adjourn the meeting was put forward by Chris Adams, seconded by Mark Dallaire and passed unanimously.