

**OLV Wardens Meeting
October 18, 2012**

In attendance: Bill, Susan, Ken, Kathy, Lyall and Gail

Absent: Aggie

Item	Description	Action by
1	Opening Prayer: Opening prayer was led by Bill	
2	Approval of Minutes: The minutes as presented by Gail were approved by Lyall and Susan	
3	Approval of Agenda: Agenda approved by Ken and Lyall	
4	<p>1. Administration Activities – Nothing to report</p> <p>2. Treasurer's Report – Nothing to report</p>	
5	<p>Business Arising from Minutes</p> <p>1. HARVEST SUPPER 163 tickets have been sold, Set-up of tables on Thursday at 7:00 Susan will get the vegetables at Deguires Bishop Paul André Durocher will be coming to the supper, Alexandre Iraca new MPP We will reserve tables for them.</p> <p>2. Father Bill's retirement Kathy Arthurs and Linda Cameron have called people to bring food There will be a retirement book for people to sign. We will give him a new briefcase as a gift.</p> <p>3. George Ryan Memorial - look at a plaque – 8x10 size – get estimates of costs - install plaque on wall - regarding donation – have it engraved. - look at something similar to what we have for other donors - invite family members – possibly Dec 2/12 – First Sunday of month</p> <p>4. Roles and Responsibilities We need to outline the roles of the wardens and their responsibilities: i.e. Events Coordinator – Susan Lyall – contact Ambrose to update Calendar on website with upcoming events.</p> <p>5. Ecumenical Table - Look at projects that we can do together. - Collective Kitchen – Kathy has volunteered to help Bill</p> <p>6. Lot next to church - put more earth in the spring and plant seed - plant trees – would have maintenance issue – trimming grass, leaves etc.</p>	

6	<p>New Business:</p> <ol style="list-style-type: none"> 1. Bulletin Board <ul style="list-style-type: none"> - Monique will put up notices of upcoming news items - Display case – Gail will put up notice of Christmas Tea on Dec 1/12 (will use the same large print – so can be seen at a distance) 2. Review of Staff Contracts <ul style="list-style-type: none"> - meeting in December we will look at this 3. Cover for Sound system processor <ul style="list-style-type: none"> - proposed by Bill to make a case over the processor unit – Lyall will see how he could make a cover – ensure proper ventilation. - this cover would ensure that none of the settings may be changed from the current settings that are stored in the processor. 4. AOL yard care – we will get them for another year. 5. Funeral arrangements – a meeting with Bill Cameron and our Our Lady of Victory funeral coordinators (Monique and Kathy) was held on September 25th <ul style="list-style-type: none"> - the minutes of meeting were provided to all wardens - all items were discussed with a follow-up action plan. 6. Statement of Revenues and Expenses <ul style="list-style-type: none"> Bill to prepare for 2013 before end of 2012. 	
7	Next Meeting: November 15, 2012	
8	Adjournment: Proposed by Ken and seconded by Lyall	