

**OLV Wardens Meeting
November 15, 2012**

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

Absent: Bill

Item	Description	Action by
1	Opening Prayer: The opening prayer was led by Susan	
2	Approval of Minutes: Approved by Lyall and seconded by Aggie	
3	Approval of Agenda: Approved by Kathy and seconded by Ken	
4	<p>1. Administration Activities</p> <ul style="list-style-type: none"> -Rec'd Thank you letter from Matthew J. Brown of the Anglican Diocese of Ottawa – to thank Our Lady of Victory parish for the contributions toward the DAILY BREAD PROJECT - Incoming letter from Monique on behalf of the OLV Society, regarding the state of the kitchen after being used by the Chanterelle event which was held on Nov 3/12. Dirty utensils were found in the drawer, a used plastic dish was not properly washed and was put back in the cupboard, it was eventually thrown out. . Request was made to Ken to unlock the freezer (used by the Society for the meat pies). Ken did not open freezer and advised them to use the freezer portion of the fridge. Normally, they can use coffee pot, stove and kitchen – but no supplies. A crock-pot was used and was not washed properly. Items used were not put back in the correct places. It was also noted that when the chairs were being put away, that they were being dragged along the floor. This will cause damage to the small plastic feet. We will check with Bill as to what arrangement was made with the Chanterelle to use the kitchen facilities. - Incoming letter from Monique – regarding feedback she has rec'd from people who attended the Harvest Supper, there were positive and negative comments on the evening (tables too close together, not enough volunteers to clean tables before dessert, reserving of tables etc..). Susan has suggested that we draft a response towards these negative comments and publish it in the bulletin. Kathy is going to draft something for everyone to review. -Incoming letter from the Archdiocese dated October 29th - regarding due dates for financial statements, budget due dates, diocesan rates, remuneration for priests – 2% etc. - Diocese Contact list sheet for OLV Wardens – Alma rec'd a contact list sheet from Diocese. Everyone filled out and provide back to Alma. Similar to what we have but does not have Date of Birth, Term of wardens. Gail will insert Bill's information and give back to Alma (e-mail address). <p>2. Treasurer's Report – nothing to report.</p>	

5	<p>Business Arising from Minutes</p> <p>1. Harvest Supper – financial statement provided. Total profit for each parish was \$2,561.50</p> <p>2. George Ryan Memorial Plaque (Dec2/12) Kathy is getting quotes on a 2 x 2 plaque (granite vs marble) current price around \$1,200. Yolkowski Monuments in Cobden – gave a quote of around \$1,500 (Bill Newton). However, Bill Newton will try to get back to Kathy with a price possibly under \$500. Kathy is awaiting a quote from a place in Gatineau (Fournier Blvd).</p> <p>3. Furnace Update – All is good with the furnace</p> <p>4. Chair Update - Ken advised that we should have all the chairs at the end of the month. We are owed 40 chairs. There are 20 chairs to replace. Ken is ordering the plastic feet to replace those that are broken.</p>	
6	<p>New Business:</p> <p>1. Christmas concert with the Chanterelle – December 12/12 It was agreed by all that we will continue to provide the coffee and desserts and sell tickets for the event. We will make an announcement to request donations to the dessert table. The chanterelle will print their tickets. We will split the proceeds for the evening.</p> <p>2. Oil Committee – approved the fixed price – same price as last year (1.059).</p> <p>3. Sound system Update The technician will be meeting Junior on the 23rd to test the system and will attend mass on the 25th. At that mass father will be asked to try out a headset instead of the normal microphone. If it works out and there is a better sound, a decision will have to be made on whether or not to purchase the set for \$300.00. The technician should also be questioned about moving the processor and covering the system with a box.</p> <p>4. Approval of proposed budget for 2013 – not available for review, we will get from Nancy and provide to Susan. All agreed that we will approve it.</p> <p>5. Purchase of new song books for Choir – 6 books for members and 1 for Greg</p>	

	<p>6. Thank you letters - Ken rec'd a letter from Elsie Goulet along with a \$100 donation. Gail will prepare a thank you letter.</p> <p>We should prepare a thank-you letter to Cliff Ivall for fixing the drain for the holy water (back of the church). Building the small ramp for the rolling cart to go to the kitchen</p> <p>7. Request for Room Rental – Evangelistic minister for church in Angers is looking for a place to rent (Michael Gagnon) for the 2nd week of December. They will rent the large room upstairs for \$125 per week. They will have use of the kitchen to make their meals. Parking during the day should not be an issue as they will in Angers. With Regis parked in garage, they should be able to use the driveway at night.</p>	
7	Next Meeting: Dec 13/12	
8	Adjournment: meeting adjourned by Aggie and Lyaal	