

OLV Warden's Meeting
February 14, 2013

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

Absent: Ken and Aggie

Item	Description	Action by
1	Opening Prayer: Opening prayer led by Bill	
2	Approval of Minutes: minutes as presented by Gail were approved by Lyall and Kathy	
3	Approval of Agenda: approved by Susan and Kathy	
4	<ol style="list-style-type: none"> 1. Administration Activities - nothing to report 2. Treasurer's Report - Nancy to have final totals by Feb 24th. Provide totals in March 3rd bulletin. 	
5	<p>Business Arising from Minutes.</p> <ol style="list-style-type: none"> 1. Valentine's Dance –start at 8:00 – lunch at 11:15 (Susan to take care of lunch, request for donations of dessert) <ul style="list-style-type: none"> - Lyall and Gail to get wine for bar - Raffle : Color TV and Extra two bottles for raffle - 50/50 draw as well (Kathy and Karen to sell) -Set up hall Saturday afternoon 2. Archbishop's Meeting on March 10th <ul style="list-style-type: none"> -Bill has prepared a draft of the agenda for the day -Meet wardens at 9:30 Sunday morning, Mass at 11:00 with a lunch to follow, meet other parish comities in the afternoon (liturgy, faith formation, cemetery etc.) 3. Hall Rental Contracts <ul style="list-style-type: none"> -Bill provided a draft of the kitchen contract but still small details to work out regarding the various costs and the usage of supplies in the kitchen. -We have looked at the list of concerns that Monique has provided on behalf of the OLV Society. 4. Secretary performance measurement <ul style="list-style-type: none"> -A draft of duties was provided by Bill -A draft of duties was also provided by Kathy -We will take a closer look at the duties that are required. 5. Ecumenical Table <ul style="list-style-type: none"> -Meeting attended by Bill and Kathy - We will look more within the community to provide information -June 16th – ecumenical service and pot luck lunch – held at St. Stephen's -May – invite Pierre Allard of Just Equipping – guest speaker – human interest stories -Benefit concert – L. Woodstock at St. Stephen's (Lyall has template for tickets) – date April 20th -September Picnic – Opening of the Sunday School -Group to further discuss the community kitchen project in April 	

6	<p>New Business:</p> <ol style="list-style-type: none"> 1. Job profiles – confirm responsibilities for OLV Secretary - (Alma Miller) 2. Mass Intentions - 'mass of thanksgiving' or 'special intention of a parishioner' – where to say the mass intention during the course of the mass. Ensure this information is provided to the lecturer and Father Gyan. Bill to follow-up with Father Gyan 3. Spring Supper - Date: May 24th 	
7	Next Meeting: March 21, 2013	
8	Adjournment: meeting adjourned by Lyall and seconded by Kathy	