

**OLV Warden's Meeting
March 21, 2013**

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: Minutes as presented by Gail – approved by Ken and Kathy	
3	Approval of Agenda: Agenda approved – additional items added. Approved by Aggie and seconded by Lyall	
4	<ol style="list-style-type: none"> 1. Administration Activities - letter prepared for Betty McNamara as the winner of the TV in May 2012 raffle. Having trouble with TV and needs a letter that it was won as a prize. 2. Treasurer's Report - Nancy is working on report for us to bring on Saturday to meeting at the diocese. She can provide what she has at this point. 	
5	<p>Business Arising from Minutes.</p> <ol style="list-style-type: none"> 1. Rental Contract Amended. Additional changes have been made to the rental contract. -Must reinforce that no 'scotch tape' be used on the walls to hang decorations, posters etc. - Page 2 - Cleaning paragraph – 'if it is preferable that the hall be cleaned by the caretaker, in which case separate arrangements have to be made with the caretaker who will charge between \$40 and \$60.00. We will have to discuss this item further. 2. Review of Secretarial Duties Bill has mentioned to Alma the he would like to meet with her to discuss duties and performance. 3. Benefit Concert with Lyoness Woodstock -April 20/13 at St. Stephen's -Lyall has printed 150 tickets for Barbara Elliot. OLV/St. Malachy have 50 to sell. -March/April Schedule: Lyall and Gail 17th, Kathy 24th, Susan 31st, Lyall and Gail April 7th, if necessary Gail & Lyall for Ken 14th. - 4. Bishops Meeting (impressions/follow up actions) - Bill has completed the grid/template regarding current and futures vision of OurLady of Victory parish – this document was provided by the Diocese 5. Ecumenical Table Update Kathy is proposing a food preparation lunch and learn session about activities in the area. Proposing to looking at mental vs financial impacts on seniors. 	
6	<p>New Business:</p> <ol style="list-style-type: none"> 1. Diocesan Meeting – Saturday, March 23, 2013 - To be held at the Diocesan Center on Mont Bleu Blvd. – 1:30 to 4:30 p.m. - Gail and Lyall to attend - Kathy – tentative. - Items to be discussed – Events to celebrate the 50th anniversary of the Diocese, online donations etc. 	

	<p>2. Funeral Masses – Survey Results – regarding collections at funerals</p> <ul style="list-style-type: none"> - Vote – NO – 32 and YES 24 and YES - 6s with certain conditions (i.e. do not pass collection to family members etc.). -Do we need a concensus among the anglophone parishes? -We need clear guidelines to look into this. -Division of the collections (10% diocese, 30% masses for deceased (10% to diocese for masses). Is it worth what the balance would be that would remain with the parish? <p>3. Margaret Gauthier – Thank You</p> <ul style="list-style-type: none"> -It was agreed by all wardens that giving a gift certificate and thank you card to Margaret would be a nice gesture to show our appreciation for the work and time she has contributed to the parish over the past few years. A gift certificate from Shoppers in the amount of \$150 will be picked up by Susan. -We can look at the fellowship Sunday in May to give this to her. <p>4. Official Launch – Daily Bread Project</p> <ul style="list-style-type: none"> -It will be held at the Buckingham Elementary School on March 26th at 1:00 p.m. -Kathy will attend. <p>5. Income tax receipts</p> <ul style="list-style-type: none"> -There is a delay getting receipts (issue - reconciliation with the mass accounts) -However, they must use the 'self-addressed envelope' method to get it. -Previously, the receipts could be picked up at the office. <p>6. Cemetary Conference – Incoming information</p> <p>To be held in Levy, Que. On June 5, 6, 7,</p> <ul style="list-style-type: none"> -Visit cemetaryies and crypts. <p>7. Year of Pilgrimage to Holy Land – Incoming information</p> <p>Held in Israel – Oct 14th to 17th</p> <p>8. Spring Supper – May 24th</p> <ul style="list-style-type: none"> - Need to determine how roasts to be cooked – for the well done (we do not want to have the same issue as last year – as there were the issues with getting well done. - Raffle – Susan to check with Gilles for BBQ – may sell more tickets than TV 	
7	Next Meeting: April 18 th at 7:00 p.m.	
8	Adjournment: meeting adjourned by Agnes and Susan	