

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

**In attendance: Bill, Susan, Ken, Aggie, Lyall and Gail**

**Absent:**

Item	Description	Action by
1	<b>Opening Prayer:</b> Opening prayer led by Bill	
2	<b>Approval of Minutes:</b> Minutes as presented by Gail, approved by Ken and Lyall	
3	<b>Approval of Agenda:</b> Agenda approved by Aggie and Susan, additional items added	
4	<p><b>1. Administration Activities :</b> Thank you note received from Bruno Nolet on behalf of the youths who attended World Youth Day. A total of \$455.51 was donated by parishioners after the mass on July 7/13</p> <p><b>2. Treasurer's Report :</b> Bill provided investment certificate information and an income statement for Jan 1/12 to Dec 31/12.</p>	
5	<p><b>Business Arising from Minutes</b></p> <p><b>1. Budget review and planning</b>            -There are still outstanding revenues and expensed to be included in financial statements. Bill provided a list of the salaries paid to our employees.            -Over next couple of weeks we will meet with Alma, Dan, Greg and Ginette to discuss current contracts.</p> <p><b>2. Oil committee</b>            - Raymond Fuels offer has been accepted.            -Option #1 – a discount of .14 cents per liter against the market price..</p> <p><b>3. Harvest Supper</b>            Bill provided the financial report for the supper. A total profit of \$5,114.00 with \$2,557.00 for each parish.</p> <p><b>4. Furnace Update</b>            Ken gave update. Even though not required - Alpha came to start the furnace. Chimney is clean – no issues. A bill for the service call will be sent in the mail.</p> <p><b>5. Hall Rental – Dec 26/13</b>            -Susan will come in and light the stove.            -Rental of \$150.00</p> <p><b>6. Christmas Concerts</b>            December 11<sup>th</sup> – La Chanterelle – we will sell tickets (\$10.00)            -Dec1/13 – Gail and Lyall            -Dec 8/13 – Susan and Bill            -We will provide tea, coffee and desserts</p> <p><b>7. Raffle for the handmade tablecloth</b>            -The raffle will take place at the Christmas Tea – held on Dec 8<sup>th</sup></p>	

6	<p><b>New Business:</b></p> <ol style="list-style-type: none"> <li>1. <b>Legion Breakfast (January)</b> - Bill will talk to Leonard Pelletier about this event</li> <li>2. <b>Valentine' Dance (February – 15<sup>th</sup> or 22<sup>nd</sup>)</b> - We will do the lunch for evening – tickets increase from \$10.00 to \$15.00 - Phil Casey will let us know date and if any extra expenses for musicians..</li> <li>3. <b>Volunteer appreciation night</b> – look a doing this in January</li> <li>4. <b>Floor in Church apartment</b> - Carpet has been removed. - All agreed – cost of \$2400 to do bathroom, sitting room and bedroom provided by Nadon. Susan chose a cushion flooring (mid range cost) - Bill will send a letter to Mr. Iraca to request a possible donation for this expense.</li> <li>5. <b>Meeting with Father Gyan</b> - Joan and Bill to meet with Father Gyan,. Request that Father Gyan spend each Wednesday at the office. It was proposed that a weekly mass be held at 10:00 a.m. followed by meetings with various groups and parishioners.</li> <li>6. <b>Tree at Cemetary on Church St.</b>  - Dead tree near the telephone post needs to be cut down.</li> <li>7. <b>Briefing – liturgy committee</b> - OLV &amp; St. Malachy – items such as Development and Peace</li> <li>8. <b>Proposal to raise price of candles</b> - Large candles – from \$2.50 to \$3.00 - Small candles – from .50 to \$1.00 - These prices are comparable to other churches. New prices will be effective January 1, 2014.</li> <li>9. <b>Photocopier</b> - We will follow-up on the count of photocopies made (raffle tickets, bulleting, song sheets etc.). - There is a counter on the photocopier. - Due to the costs of photocopies (paper, toner etc.) - It must be enforced that the photocopier will be used for church business only. - We will see if prices for paper supplies could be purchases at a cheaper price elsewhere. - We will verify the current rental costs. - Fax – who uses the fax. - Toner – what is the cost of toner... can we get cartridges at a better cost elsewhere.</li> </ol>	
7	<b>Next Meeting:</b> December 19, 2013	
8	<b>Adjournment:</b> Meeting adjourned by Susan and Aggie	