

**OLV Warden's Meeting
January 15, 2015**

In attendance: Bill, Lyall, Paul, Mike and Gail

Absent: Susan and Father Albanus

Item	Description	Action by
1	Opening Prayer: Opening prayer led by Bill	
2	Approval of Minutes: minutes as presented by Gail – approved by Lyall & Paul	
3	Approval of Agenda: approval of agenda by Lyall and Paul – additional items added	
4	<p>1. Administration Activities</p> <ul style="list-style-type: none"> -Thank you letter for donations made to the 2014 OLV financial campaign - Incoming letter from Diocese – acknowledging receipt of budget for 2015 -Thank you letter to Heart & Soul for the donation of \$350.00 -Incoming letter from Ville de Gatineau – concerning regulation 518-4-2014 for heritage buildings – grants available - Funeral Report - - to OLV - \$357.25 -OLV Society financial report – check to Warden's - \$2,000.00 -Incoming financial statement from La Chanterelle – concert of Dec 17/14 – amount paid to OLV - \$677.08 <p>2. Treasurer's Report</p> <ul style="list-style-type: none"> -Nancy in attendance. -The statement is not final at this time. In a surplus position \$5,199.00 	
5	<p>Business Arising from Minutes.</p> <p>1. Volunteer Appreciation Night – Jan 16th</p> <ul style="list-style-type: none"> - Set up tables tomorrow at 10:00 (Bill, Gail, Mike) -Use glass – wine glasses -Should be about 60 people -We will do the presentation to Alma (OLV/St. Malachy/OLV society) <p>2. Valentines Dance</p> <ul style="list-style-type: none"> -200 tickets -Schedule – Jan18th –Paul/25th – Gail/Feb1st-Mike/Feb 8th - Bill <p>3. Oil to Gas Submission</p> <ul style="list-style-type: none"> - Bill to talk to the president of the Fabrique at St. Gregoire to check the submission that they prepared. - We will look at this in the spring. 	
6	<p>New Business:</p> <p>1. Signing Authority for Parish Secretary Proposed by Mike, seconded by Lyall, Document signed by Mike, Lyall and Gail</p> <p>2. Contracts for Secretary and Concierge</p> <ul style="list-style-type: none"> - No increase in salary -Minor changes for concierge –changes in yellow. -Lyall to call Dan & Cheryl to set up meeting to discuss and sign contract. -Bill to set up a list as to what is happening at the church (Dan will be aware of events) 	

	<p>3.Roles and Responsibilities</p> <ul style="list-style-type: none"> -Draft contract for Secretary Tasks -Rental contracts should be done with Wardens and not with secretary – Mike has volunteered to take care of this. (Discuss issues with the person renting the hall) 	
7	Next Meeting: Feb 19 th at 7:00 p.m.	
8	Adjournment: Meeting adjourned at 8:00 p.m. by Paul & Mike	