

**OLV Wardens Meeting
February 17, 2015**

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

Absent: Father Albanus

Item	Description	Action by
1	Opening Prayer: Opening prayer led by Bill	
2	Approval of Minutes: minutes as presented by Gail were approved by Mike and seconded by Lyall	
3	Approval of Agenda: approved by Paul and Susan	
4	<p>1. Administration Activities – incoming report from Monique regarding the current status of the office activities (completion of mass spreadsheet, organization of all forms for the various sacraments and ensuring all info is in the registry, reviewing all documents on the computer and creating files for each subject). Monique to confirm if current hours of work are sufficient to complete all required tasks.</p> <p>2. Treasurer's Report- no update – Nancy not in attendance</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Valentine's Dance</p> <ul style="list-style-type: none"> - Bill provide financial report for the dance. Profit \$502.30 (98 tickets sold). -If we plan for next year we could look at a different week – due to other organizations holding events for Valentine's. <p>2. Oil/Gas conversion-update in meeting with the diocese</p> <ul style="list-style-type: none"> - Following our meeting with our parishioners (who provided support for the project), a verbal agreement was given by the diocese to move the project forward. There are additional documents that must be completed as this is a major capital project. Bill to fill them out. <p>3. Rental Agreements</p> <ul style="list-style-type: none"> - Mike and Bill will be meeting with various groups to have them sign a rental agreement (to make it more official and on paper) 	
6	<p>New Business:</p> <p>1. 75th Anniversary of OLV</p> <ul style="list-style-type: none"> - this will be in 2017 - organize to have a planning committee in fall 2015 - to get various ideas as to how to celebrate this event <p>2. Administrative update – report from the secretary</p> <ul style="list-style-type: none"> -Update from Monique on current status of organizing the files and e-mail etc. -We will ensure that all incoming post-dated checks are deposited as required 	

	<p>3. Envelopes for Easter flowers</p> <ul style="list-style-type: none"> - Susan has given Lyall 70 envelopes. Lyall will purchase the labels and he will set up the template to print the labels. Parishioners will be able to put their box # on the donation envelope for a tax receipt. - We will make an announcement at mass on March 15th and we will put the envelope in the bulletin for that week. As well we will make a note in the bulletin. <p>4. Annual Meeting - Insurance COOP</p> <p>A meeting to be held on March 25/15 – Assurance Mutuelle de L'Intre Ouest - this organization will be taken over by a larger group. There could be large rebates from a larger group take over. We are under no obligation to stay with them. Mike would like to take a look at this as he is familiar with the insurance industry. An important meeting will be held in September with Assurance Mutuelle and its stakeholders to further discuss possibilities.</p> <p>5. Furnace Update</p> <ul style="list-style-type: none"> - Ken called ALPA - in response to a furnace problem – they cleaned a sensor/magic eye - they will look at other pieces to see if anything else has to be changed. 	
7	Next Meeting: March 19th	
8	Adjournment: meeting adjourned by Susan and Paul	