

**OLV Warden's Meeting
December 17, 2015**

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

Absent:

Item	Description	Action by
1	Opening Prayer: Opening prayer led by Bill	
2	Approval of Minutes: Minutes as presented by Gail were approved by Susan and seconded by Paul	
3	Approval of Agenda: Approved by Mike and seconded by Susan. Additional items added to agenda.	
4	<p>1. Administration Activities – nothing to report</p> <p>2. Treasurer's Report – Nancy in attendance. A financial statement up to period ending December 17, 2015 was provided. We are still in deficit position of \$29,769.00</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Finalize the New Insurance Policy</p> <p>Mike explained more items regarding the new policy with Ecclesiastical Insurance. The new rate will be \$4,500 vs \$5,000 Deductible: \$2,500 – (note: No deductible if claim is above \$10,000). Note: Discussion regarding Youth activities held at the church. At this time we only host the Friday night buddies which hold their activity at the church.</p> <p>A motion has been passed to change the insurance provider from Mutuelle de l'Outaouais to Ecclesiastical Insurance.</p> <p>Proposed by Mike and seconded by Susan.</p> <p>Note: With respect to sexual abuse, it was decided it will be excluded from policy given the level of parish activities.</p> <p>Vote: 3 for, 1 abstain, 1 against</p> <p>2. Volunteer Appreciation Night -Will be held on January 15th. -It will be catered by the IGA on George St. -Gail and Lyall to pick up wine/soft drinks. -Bill to make an announcement after mass - to invite all volunteers to the January 21st evening. No phone calls will be made to the various groups.</p> <p>3. Natural Gas update -We currently anticipate that we will have a 50 – 60 % savings - Oct. - \$400.00 - Nov. -\$ 725.00</p> <p>4. 75th Anniversary -Mike talked about the possibility of organizing a Parish breakfast with the Knights of Columbus as part the 75th Anniversary celebrations.</p>	

6	<p>New Business:</p> <p>1. Budget 2016 - Bill prepared a proposed budget for 2016. - Projected expenses \$76,504 vs Projected Revenues \$77,800 - May be in a surplus position. - Approved by Susan and seconded by Paul</p> <p>2. Employee Contracts There will be no salary increases due to the current deficit position that we are in. Bill will talk to Dan & Cheryl regarding the renewal of the custodian contract for the year 2016. Lyall to send Bill the template of contract.</p> <p>3. Kitchen and OLV Society - Due to the current status of the society (only Monique and Clare), decisions will have to be made as to the ongoing maintenance and status of the kitchen.</p> <p>4. Plaques in church – to be updated - Susan to contact Bill Newton regarding engraving on the plaque for Father Albanus</p> <p>5. Asbestos Report - It was reported that wrapping around pipes in the furnace room due to the installation of the new furnace must be fixed. As well, pipes in the kitchen must also be fixed. - As well there are broken tiles in the ‘brownie closet’ that need to be removed</p> <p>6. OLV Society - We will advise the parish community of the status of the society and the contribution that it has made to our faith community. Bill will prepare something for the bulletin. - We will try to find out if there is a type of constitution for the society</p> <p>7. Back Up for Ken – locking up church after mass Paul has volunteered to lock: Front door, middle door on stairs and the door to rectory (connector door).</p> <p>8. New Shredder - A new shredder is required for the office. The cost will be about \$200.00</p> <p>9. Christmas gift for Father Albanus - He will be going on holidays in January. We will give him a gift of \$200.00 - Father Boyer will be his replacement</p> <p>10. Key Inventory Monique prepared a revised list of the keys belonging to each person. Bill provided a copy of this listing to all wardens.</p>	
7	Next Meeting: January 21, 2016	
8	Adjournment: meeting adjourned by Susan and seconded by Lyall	