

**OLV Warden's Meeting  
February 16, 2017**

**In attendance: Bill, Susan, Mike, Paul, 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 were approved by Susan and seconded by Mike	
3	<b>Approval of Agenda:</b> approval of agenda by Susan and Paul. Additional items added	
4	<p><b>1. Administration Activities</b> – Incoming letter from the Diocese in regards to Bishop Durocher's visit with the Pope in Rome. It is customary to provide a gift from each Diocese. There are a couple of options available but we will go with Option #1 – to place a basket at the back of the church. Parishioners may use their envelope # with their donation and get a tax receipt. We will put this information in bulletin for Sunday, Feb 26<sup>th</sup>. We will also make an announcement after mass on Feb 26<sup>th</sup>. Mike has letter from the Diocese and will make announcement if Bill is not available.</p> <p><b>2. Treasurer's Report</b> - Nancy in attendance and provided a financial status for the period ending 2016/02/16 – we are currently in a surplus position of \$3,419.00</p>	
5	<p><b>Business Arising from Minutes.</b></p> <p><b>1. Volunteer appreciation Night (Update)</b>            -To be held March 3/17 at 7:00            -To be announced in Bulletin that volunteers for the various ministries are welcome.            -Confirm attendance with Monique.            -Susan to get it catered from IGA on Georges St.            -Gail and Lyall to pick up wine and soft drinks/ice (set up a table for this also).            -We can set up 6 or 7 tables on the Friday night – last year about 35 people attended.            -Also need to set up two tables for the trays of food.</p> <p><b>2. Spring Supper (Roast Beef Dinner)</b>            -It has been confirmed that the Spring Supper will be held on June 2<sup>nd</sup>.            -Bill will contact Roger Payette for the music.            -We will keep ticket prices at \$25.00</p> <p><b>3. Regis' apartment – (Update)</b>            - Mike provided a update that the remaining work that has to be done is the painting of the hallway. He will contact Yves Goulet to get an update when this will be completed.</p> <p><b>4. Statement of Expenses and Revenues</b>            -We have approved the current statement. All forms must sent to the Diocese before the end of February.</p>	

	<p><b>5. 75<sup>th</sup> Anniversary – Breakfast Update – Jan 22/17</b></p> <ul style="list-style-type: none"> <li>-Mike provided a status on the breakfast held on Jan 22/17.</li> <li>-Very positive feedback from those that attended.</li> <li>-A total of \$625.00 was rec'd in the donation box.</li> <li>-Expenses from the flowers that Dorothy ordered was submitted to Nancy.</li> <li>-Other events are in the planning stage: picnic/corn roast possibly in September</li> <li>-Mike has mentioned that it is possible that OLV could receive donations for this event.</li> </ul>	
6	<p><b>New Business:</b></p> <p><b>1. Harvest Supper</b> The date will be Friday, October 27<sup>th</sup></p> <p><b>2. Susan had a few items of concern from Monique:</b></p> <ul style="list-style-type: none"> <li>- The key given to Father De Dieu has not been returned. Bill commented that the Father has been contacted by mail requesting he return the key.</li> <li>- The deliveries from PUROLATOR are sometimes made to the church in the off hours. Monique would have to go to Gatineau to do the pick-up. It was mentioned that if a quick e-mail was sent to the warden's – who ever would be in the area could do the pick-up. Susan mentioned that they would need the Purolator slip for the pick-up.</li> <li>- Following the funeral of Mrs. Pearson – the table was dirty in the kitchen. There are cob webs in the kitchen and the bathroom in kitchen needs to be cleaned.</li> <li>-The conference room needs to be cleaned at least once a month.</li> <li>-Monique also mentioned that the furnace was not working the morning of Thursday Feb 6<sup>th</sup>. Apparently a valve was turned off. Ken turned the valve back on and everything was fine.</li> </ul>	
7	<p><b>Next Meeting:</b> the next meeting will be held on March 16<sup>th</sup>.</p>	
8	<p><b>Adjournment:</b> meeting adjourned by Mike and Susan</p>	