

**OLV Warden's Meeting  
May 10, 2018**

**In attendance: Bill Cameron, Bill Raby, Susan Lemieux, Paul Jeffrey, Lyall Campbell and Gail Preston**

**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 are approved by Susan and Bill	
3	<b>Approval of Agenda:</b> agenda approved by Lyall and Paul	
4	<p><b>1. Administration Activities</b> - incoming letter from the Archbishop of Gatineau, Paul-André Durocher which confirms the re-appointment of Bill Cameron as Chairman of the fabrique of Our Lady of Victory Parish until June 30, 2020.</p> <p><b>2. Treasurer's Report</b> - Nancy in attendance and provided the financial statement for the period ending April 30/18. We are currently in a deficit position of \$8,307.00.</p>	
5	<p><b>Business Arising from Minutes.</b></p> <p><b>1. Spring Supper Update</b> a) tickets sold - we currently have 81 tickets b) Hall set-up - set up hall Thursday night. Set up tables for serving food and tables for bar. Lyall and Gail to take care of purchasing wine and beer for the evening. We will use the leftover soft drinks currently stored in the brownie closet. c) Menu Update - we will put individual bowls on the tables and put baskets of buns on each table d) Meal serving - set up will be buffet style – we will call by table numbers, use our plates, we will clean up dishes on the tables as we go through the serving of the meals (i.e. salad, main course and dessert). e) Gifts for balloon raffle - we do not have a lot at this time. We will wait to see if more come in and may only have 150 helium balloons. Bill Cameron and Bill Raby to pick up helium on Thursday.</p> <p><b>2. Day Care proposal update</b>  - Bill and Susan met with the person responsible for the day care. We will start with 1 day a week.  - The day care provider will give 2 references and provide proof of insurance  - Proposed to start in June to end of August at a cost of \$50.00 per day.  - They would have to be out of the hall by 5:00 p.m. for other incoming evening rentals.  - Susan mentioned that during the meeting they appeared to be very organized. At the most there would be 15 children. They would use the hall for dance, music and plays. They would use the back yard and would install temporary fencing.  - We would agree to at least 2 days a week in the future.</p>	

	<p>- Another meeting will be set up to negotiate how much we will charge in the fall (i.e in September if we decide to go rent for 3 days a week).</p> <p><b>3. Defibrillator Training</b></p> <p>- Paul mentioned that as it is now, we will have to find someone to come to our location to provide the AED training.</p> <p>- We will defer the training until the fall.</p> <p>- Susan will check with her contacts at the hospital where she worked regarding possible providers of AED training.</p>	
<b>6</b>	<p><b>New Business:</b></p> <p><b>1. Leakage in the basement</b></p> <p>- leaking in the bingo room near round tables as well as on the side of the windows.</p> <p>- We will look at the slope where the water is coming off the roof. Look at bringing in whatever type of soil that would be best to drain water away from the corners.</p> <p>- There is still a piece of old eaves trough on the roof of the church roof that has no down spouts to run the water away from those corners.</p> <p>- The corner where the water is coming in at the janitor room would have to be built up as well. We will have to contact Mike Legault to see why the white pipe was installed at the corner of the church and sacristy.</p> <p><b>2. Caulking –</b></p> <p>- caulking is needed around windows in the connector room. Bill Raby will check with his handy man Terry Smith regarding this job.</p> <p><b>3. Programmable Digital Thermostat for furnace proposed by Ken Simpson</b></p> <p>Cost is approximately \$300.00. – it was agreed by all that we would have this installed.</p> <p><b>4. Shampoo of various carpets in the church</b></p> <p>- Ken Simpson will rent machine and shampoo the carpets.</p>	
<b>7</b>	<b>Next Meeting:</b> June 21, 2018	
<b>8</b>	<b>Adjournment:</b> meeting adjourned by Susan and Paul	