

**OLV Warden's Meeting
January 17, 2019**

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

Absent: Father Albanus, Bill Raby

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill	
2	Approval of Agenda: Agenda approved by Susan and seconded by Lyall. Additional items added	
3	Approval of Minutes: Minutes as presented by Gail are approved by Paul and seconded by Lyall	
4	Administration Activities: 1. Secretary's Report: Nothing to report 2. Treasurer's Report: Nancy presented the monthly financial report for the period ending December 31/18. We are currently in a surplus position of \$9960.00	
5	Business Arising from Minutes. 1. Defibrillator Training Update: The English course scheduled for January 21, 2019 in the OLV Church hall from 1:00 p.m. to 4:00 p.m. A total of 13 people are confirmed to attend this training session. The French training course will be determined at a later date. 2. Fund Raising Activities: A possible card party to be scheduled in the spring. However, Nancy will confirm if the event is to proceed. 3. OLV Donation Envelopes for year 2020: The donation envelopes for 2020 will be ordered. The Initial cost is \$6.39 per box. Discussion was held as to how much the initial contribution should be to off-set the cost of each box. Therefore, it was suggested that we could ask Monique if she could make a label to put on each box indicating the initial offering of \$7.00 for the box. Therefore, we will not require a change to the template for initial envelope. Total boxes ordered/purchased for 2020 will be 58.	
6	New Business: 1. Statement of Expenditures and Revenues 2018: This document will be completed by Nancy & Susan. The document details the value of church's assets, building, furnishings, and investments. 2. Concierge Contract for 2019: Updated copy of the contract was provided. Bill will meet with Dan and Cheryl. 3. Volunteer Appreciation Night: Bill proposed that we hold this event in the fall of 2019. 4. St. Malachy request: St. Malachy is organizing a fundraising event. They have made a request to sell tickets for this event at the entrance of the church. This request has been approved by the OLV wardens. 5. Other item discussed: Lyall Campbell's term as warden expired December 31, 2018. He has agreed to another 3 year term to expire on December 31, 2021	
7	Next Meeting: Feb 21, 2019	
8	Adjournment: Susan & Paul	