

**OLV Warden's Meeting
April 25, 2019**

In attendance: Bill Cameron, Bill Raby, Gail Preston, Lyall Campbell

Absent: Susan Lemieux

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill	
2	Approval of Agenda: Bill & Lyall	
3	Approval of Minutes: Minutes as presented by Gail are approved by Bill and seconded by Lyall.	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: N/A</p> <p>2. Treasurer's Report: Nancy in attendance and presented the financial report for the period ending. We are currently in a deficit position of \$8307.00. The financial report was accepted by Bill and seconded by Lyall</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Spring Supper Update A total of 150 tickets have been printed by Monique. The schedule for ticket sales will be as follows: April 28th - Bill & Bill May 5th - Gail & Lyall May 12th - Gail & Lyall May 19th - Bill & Bill</p> <p>We will try to get four teams to help in selling the balloons. This would ensure that all tables in the hall would be evenly covered.</p> <p>We will set up the hall on May 23rd at 7:00 in the evening. The day care has been advised of our event on Friday.</p>	
6	<p>New Business:</p> <p>1. AED Maintenance –</p> <p>George Jeffrey provided to Lyall some information that Paul had on his computer regarding the AED company.</p> <p>Lyall has contacted the AED for Life company and requested the 'bill of sale' for the unit at Our Lady of Victory.</p> <p>As well, Lyall has now taken over the monthly testing and has been registered with AED for Life to oversee the monthly testing requirements.</p> <p>Lyall mentioned that he has set up a binder in the office with information on the AED. This includes the bill of sale, battery information and details from the user manual on how to test the battery, log of battery testing.</p> <p>Maureen Ricard would like to see how the testing is done. Lyall will contact her to give her an overview as to how the testing is done.</p> <p>An AED Training course has been setup for May 16, 2019 at 1:00 in the church hall.</p>	

	<p>2. Capital Projects</p> <p>- windows in connector room We will look at replacing these windows in the near future. The caulking around them was done in the fall, but they do not have much insulation around them and are not very energy efficient.</p> <p>- eaves troughs The bingo room still has a bit of water that is coming in. We were not advised in the spring if any water was coming in near the janitor closet/area near the conference room. We are still looking at building up the soil in the corners so that the water flows away from these corners.</p> <p>Lyll will put back the extensions at the end of the down spouts in the front near the connector room and at the back of the church near the sacristy.</p> <p>- fire alarms We will look at our fire alarm systems that are in the church, church hall and house and do an annual test.</p> <p>- Electrical wires - contact Hydro Quebec The main electrical wire leading from the back of the house to the main pole looks old and it appears that the outer protective coating is cracking. Bill will contact Hydro Quebec and look into how the wire can be replaced.</p> <p>3. Upcoming Concerts</p> <p>- Heart and Souls concert – May 2/19 – After the event there will be coffee in the church hall. We will assist them in putting away the chairs. The 89 chairs (49 wood and 40 vinyl) that are in the hall should be sufficient.</p> <p>- FADOQ Choir (St. Luc)– May 9/19 – After the event they will be having coffee in the hall and will probably need more than the 89 chairs that are in the hall. They will need to use the chairs that are in the conference room.</p> <p>4. Approval of Birthday gift for Father Albanus - A motion was passed to give a birthday gift of \$100.00 to Father Albanus. Motion accepted by Bill and seconded by Lyll.</p>	
7	Next Meeting: May 16/19	
8	Adjournment: Meeting adjourned by Bill and seconded by Lyll	