

**OLV Warden's Meeting
November 20, 2019**

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

Absent: Father Albanus and Nancy Lanthier

Item	Description	Action by
1	Opening Prayer: Opening prayer led by Bill	
2	Approval of Agenda: Agenda approved by Susan and seconded by Bill Raby	
3	Approval of Minutes: Minutes as presented by Gail are approved by Susan, and seconded by Lyall	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Nothing to report</p> <p>2. Treasurer's Report: Nancy not in attendance. Bill Cameron provided the financial report ending October 31, 2019 for review. We currently have a surplus of \$5.00. There are still outstanding incoming amounts to be received from various rentals.</p> <p>Financial report approved by Bill Raby, and seconded by Susan.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Acceptance of new windows (approval of final payment): Bill Cameron dropped off the final payment of \$4442.60. Installers needed to put a 4 inch border around the windows due to the plaster of paris breaking issues. Windows sealed with foam and caulking.</p> <p>Work started at 9:00 a.m. and completed at 3:00 p.m..</p> <p>Payment approved by Susan, and seconded by Lyall.</p> <p>2.</p>	
6	<p>New Business:</p> <p>1. Approval of 2020 Budget: The 2020 Proposed Budget was presented by Bill Cameron. Approved by Susan, and seconded by Bill Raby.</p> <p>2. Monthly Meeting: Bill Cameron proposed to have monthly meeting via email. Will discuss in future meeting.</p> <p>3. OLV Donation Envelopes: The 2020 church envelopes will be ordered early, to receive the discount.</p> <p>4. OLV Volunteer Appreciation – tentatively scheduled for January 17, 2020</p> <p>5. Other items: Discuss caretaker contract for 2020 in December meeting</p>	
7	Next Meeting: December 18, 2019 @10:00 a.m. Susan's house	
8	Adjournment: Meeting adjourned by Susan and seconded by Bill Raby	