

**OLV Warden's Meeting
October 15, 2020 – ZOOM Meeting**

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

Absent: Father Albanus, Nancy Lanthier

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill Cameron	
2	Approval of Agenda: Agenda approved by Bill Raby and Lyall Campbell	
3	Approval of Minutes: Minutes as presented by Gail are approved by Susan Lemieux and Bill Raby	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Nothing to report for this meeting</p> <p>2. Treasurer's Report: Nancy absent from meeting, but Bill Cameron asked Nancy about cash flow. We currently have \$33,500.00 in cash on hand.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Long Term Parking: Bill and Susan will talk to the owner of the hair salon on Joseph Street to discuss using their driveway. We can install snow markers to outline the spots on church property, and also split the cost of the snow removal. A suggestion was made that it would be better to have the Daycare vehicles park at the hair salon area in order to save the church walkway from salt damage. A new pathway can be maintained from the new parking lot to the front doors of the church for convenience.</p> <p>2. Red Zone Rules Interpretation: We are able to maintain the 25 participants plus the support staff.</p> <p>Bill Cameron will advise AA and NA that the hall is closed for now until the Red Zone is lifted. AA and NA have paid for October.</p> <p>The hall will be closed for 28 days.</p> <p>Daycare is exempt from the Red Zone rule.</p>	
6	<p>New Business:</p> <p>1. Identification of a Funeral Day: St. Malachy will schedule their funerals on Wednesday's.</p> <p>OLV will schedule funerals on Thursday morning, depending on Father's schedule. Due to Covid 19 protocols the seating arrangements would not change.</p> <p>2. On-Line Masses: Lyall will look into setting up a wireless network in the church to have Zoom masses.</p> <p>3. Sunday Missals: A table will be placed at the entrance of church with the Missals and a basket. A note will be added to the bulletin that the Missals are for sale, and that the exact amount would be appreciated.</p> <p>4. Sunday Collection Envelopes: The wardens decided that Monique will need to contact the parishioners' to determine if they still want the collection envelopes for 2021.</p>	

	<p>There are a total of 68 collection envelopes.</p> <p>For parishioners not attending mass on a regular basis, they can call the OLV office and setup a date and time to pick up their envelopes.</p> <p>5. Christmas Eve and Christmas Day: Bill Cameron will contact Father Albanus for his Christmas schedule. Due to the scheduling of the masses, the church needs to be disinfected after the Christmas Eve, and Christmas Day masses with Javex and water.</p> <p>Susan would change the altar cloth after the Christmas Eve and Christmas day mass.</p> <p>Since we are limited to the number of participants at mass, and depending on the number of people calling to attend Christmas Eve mass, they will be transferred to the next mass on Christmas day, or attend via Zoom.</p> <p>Gail will send Monique an email with answers to the questions concerning missals, collection envelopes, and Christmas masses.</p> <p>6: Food Bank Request to use the kitchen: The wardens have no problem with the staff at the Food Bank using the kitchen on Thursdays. Susan will be available to start the stove/oven, and possibly train a member of the Food Bank on the procedure. All in agreement to not charge for the use of the kitchen.</p> <p>Bill Cameron will provide a basic contract for the Food Bank on Covid rules. It was mentioned that the Food Bank has their own strict Covid rules that they need to follow concerning medical mask replacement, (every 2 hours) and disinfection protocol.</p> <p>The Food Bank will do a complete and full sanitation of the church entrance, railing, and kitchen before the Daycare comes in on Friday morning. The stand-up freezer is also at their disposal if needed.</p>	
7	Next Meeting: Nov 18, 2020 via ZOOM @ 10:00am	
8	Adjournment: Susan Lemieux and Bill Raby	