

**OLV Warden's Meeting  
September 16, 2021**

**In attendance:** Bill Cameron, Father Murray, Susan Lemieux, Bill Raby, Nancy Lanthier, Gail Preston and Lyall Campbell

**Absent:**

Item	Description	Action by
<b>1</b>	<b>Opening Prayer:</b> Opening prayer led by Bill	
<b>2</b>	<b>Approval of Agenda:</b> Agenda approved by Susan Lemieux and seconded by Lyall Campbell	
<b>3</b>	<b>Approval of Minutes:</b> Minutes as presented by Gail are approved by Susan Lemieux, and seconded by Bill Raby	
<b>4</b>	<p><b>Administration Activities:</b></p> <p><b>1. Secretary's Report:</b> Nothing to report</p> <p><b>2. Treasurer's Report:</b> Nancy presented the financial statement period ending August 31, 2021. Current cash in bank is \$37,000.00 Currently in a deficit position of \$12,003.00. There are outstanding amounts still to be received from St. Malachy. Nancy advised that some parishioners that are not attending mass on regular basis are still contributing financially to the church with their OLV donation envelopes.</p> <p>The financial report approved by Susan Lemieux and seconded by Lyall Campbell</p>	
<b>5</b>	<p><b>Business Arising from Minutes.</b></p> <p><b>1. Elections Canada Game Plan:</b> Susan will mention to Dan to make sure that all the bathrooms, including the bathroom in the kitchen are fully stocked with bathroom tissue, and paper towels. Also, to make sure all the lights are working, and replace burnt out light bulbs.</p> <p>The lease agreement has been signed by Mr. Bill Cameron. The wardens will make sure the hall is ready: (all lights working, bathrooms and kitchen are clean)</p> <p>The stair lift has been repaired by Clavelle Construction. The approximate cost is around \$150.00.</p> <p>Elections Canada representative requested a set amount of chairs and tables. They will be setting up the hall as per their plan and do not require the wardens to assist. We will also provide the ramp for the "stage step" to help persons with disabilities to reach the voting booth for their polling station.</p> <p>Liability insurance was provided.</p> <p>Bill Cameron and Lyall Campbell submitted their names for contact to the Elections Canada representative.</p> <p>Wardens will meet at the church at 7:00AM to open the doors, and will go back at midnight to clean up, put away the tables and chairs, and lock the doors. A schedule was created to empty the garbage and recycling bins at 1:30 and 6:30. Need to asked Elections Canada representative to verify these times.</p> <p>The city of Gatineau has been contacted with respect to the parking situation and for Handicap parking during voting times at the church.</p>	

	<p><b>2. Insurance Renewal Update:</b> Bill Raby presented an update on different insurance providers, and has requested more information on:</p> <ul style="list-style-type: none"> <li>a) dates when the church, rectory, and connector were built,</li> <li>b) electrical panels/breaker boxes amperage rating,</li> <li>c) dates on when the roof shingles were replaced on the buildings,</li> </ul> <p>Llyall prepared a document and forwarded this to all warden's with information detailing the dates of the building of the church and house (taken from OLV history books). Other items in this document are the location of hot water tanks (installation and expiry dates), dates of the various shingling projects of the roof for the church, purchase of gas furnace etc.</p> <p>The only item that we do not have detailed information is in regards to the various electrical panel/breaker boxes and their amperage rating. The boxes would have to be verified.</p> <p><b>3. Foundation Update South side corner at sacristy:</b> The soil and the donated stone pavers are in the back yard. Saturday, September 25, 2021 at 9:00 am is the time and date that is scheduled to start this project. We anticipate it will take the morning to complete.</p> <p><b>4. Schematic Plan Update:</b> Llyall will work with Ken to produce a document that explains how the furnace works, as well as the location of the thermostats and "zone" valves. A document also needs to be created Still in progress.</p> <p>Note: Bill Cameron was at the church when Gazifiere came to change the gas meter. A process had to be done to the start the furnace for the new meter. Bill called Ken for assistance. This "start up" process will have to be documented as part of the schematic instructions for the furnace.</p> <p>As well, there are electrical panels and wiring in the basement of the house that have to be identified on the schematics.</p>	
6	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ul>	
7	<p><b>Next Meeting:</b> October 21, 2021 @11:00</p>	
8	<p><b>Adjournment:</b> Meeting adjourned by Susan Lemieux and seconded by Father Murray</p>	