

OLV Warden's Meeting
March 17, 2022 – 11:00 AM Church Hall

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

Absent: 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	
3	<p>Approval of Minutes: Minutes from December 20, 2021 as presented by Gail are approved by Susan and seconded by Lyall.</p> <p>Insurance Policy renewal meeting from November 11, 2021 also approved by Susan and seconded Lyall.</p>	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Nothing to report for this meeting.</p> <p>2. Treasurer's Report: Nancy in attendance. Provided monthly financial statement for period ending of February 28, 2022. Currently, in deficit position of \$3,821.72</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Concierge decision with short and long term plan.</p> <p>We met today with Jocelyn Hamelin and his daughter Jess. We provided them with the duties required and gave them a tour of the church.</p> <p>Contact information: Home - 819-986-8507, Cell - 819-775-1691</p> <p>They will provide Susan with an e-mail of the details of an estimate for cleaning the church.</p> <p>They would like 10 to 12 hrs a week at a rate of \$30 per hour.</p> <p>Susan mentioned to Jocelyn that we will review the estimate, and based on our budget requirements, we will make a decision and let him know if we will take his cleaning company for the weekly cleaning of the church.</p> <p>We will have to stay within our forecasted budget.</p> <p>Lyall mentioned that he will do the mopping and cleaning of the floors of the church and hall, vacuuming of the carpets, cleaning the bathrooms, and taking care of the garbage until a permanent concierge is found. He mentioned that he will also take care of the church grounds. (Grass cutting, etc.) Lyall has volunteered to do the snow removal for this year, but a "snow removal" company will be looked at for next year.</p> <p>Gail and Susan have volunteered to help Lyall with the cleaning duties. Lyall has gracefully accepted their offer.</p>	

	<p>2. Ushers and collection basket</p> <p>Bill mentioned that as the COVID19 rules for churches have changed and we are open to full capacity, we probably do not need ushers on Sunday mornings.</p> <p>However, we will still have our greeters and will continue to set up the table for sanitizing hands, weekly collection basket and table for weekly bulletins.</p> <p>We will continue to have the collection basket at the front entrance prior to mass and we will place the basket at the top of stairs when mass begins and will be left at the top of stairs until the congregation has left the church. It may occur that a donation may be placed into the basket when mass is finished.</p>	
6	<p>New Business:</p> <p>1. Oath of administration</p> <p>Bill Cameron received from the Diocese information regarding Code of Canon Law – canon 1283 subsection 1 - We have never had to previously sign or take this oath.</p> <p>Canon Law – mandates of warden’s. Not allowed more than 2 – 3 year terms.</p> <p>Due to lack of volunteers coming forward as replacements we have been continuing into additional 3 year terms</p> <p>Susan, Lyall and Gail all have more than two - 3 year terms.</p> <p>Bill Raby is currently in his second 3 year term.</p> <p>Bill Cameron will contact the chancellor regarding our current issue finding warden replacements when the terms are ending.</p> <p>Father Murray will look at the Canon Law canon 1283 subsection 1 to see how it applies to warden mandates.</p> <p>2. Donate button of Diocesan Website</p> <p>This is a service provided free of charge by the diocese. For example if you donate \$20 you will get \$20. The diocese will provide the tax receipt.</p> <p>We will look at perhaps putting a donate button on the OLV website as a means to receive donations from Our Lady of Victory parishioners. There are only 45 parishioners that have donation boxes, from the previous 60 parishioners.</p> <p>3. Plaque at church entrance (Listing of Parish Priests)</p> <p>The large marble plaques on the wall should be updated for the ending date for Father Albanus and the information for Father Murray.</p> <p>Lyall mentioned that the marble plaques are quite heavy and awkward. They have to be removed for engraving and then must be reinstalled on the wall when they are returned (our previous contact to do this work was Bill Newton).</p> <p>Susan will call Tom Cole (the nephew of a friend) who does engraving.</p>	

	<p>Bill Cameron will contact St. Gregoire to find out if they have someone who does the engraving for their plaque and if it is done inside the church. This would avoid removing the plaque from the wall and then reinstalling.</p> <p>4. Fire Inspection Update</p> <p>Bill Cameron received forms from the Ville de Gatineau regarding the church property.</p> <p>Bill will complete the forms with the information required such as, occupancy, rentals, year built, building size and other information.</p> <p>5. Vacuum cleaner</p> <p>All agreed with the purchase of the new vacuum cleaner for the church. The vacuum was purchased by Lyall at the Canadian Tire for a cost of \$321.92</p>	
7	<p>Next Meeting: The next meeting will be held on April 21, 2022 (Time to be determined).</p>	
8	<p>Adjournment: The meeting was adjourned by Father Murray and seconded by Susan.</p>	