

OLV Warden's Meeting
June 23, 2022

In attendance: Bill Cameron, Susan Lemieux, Bill Raby, Nancy Lanthier, Gail Preston, Theresa Ritchie, Monique Simpson, and Lyall Campbell

Absent: Father Murray

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 Theresa	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Nothing to report for this meeting</p> <p>2. Treasurer's Report: Nancy Lanthier in attendance. She will cover financial status as part of the discussion on OLV Revenues and Expenses.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Financial Challenges</p> <p>- Priest Salary Breakdown</p> <p>At present there is a discrepancy in the amount of the priest's salary being allocated to OLV on a quarterly basis. The Diocese is billing us an amount of \$3920.94, while according to our calculations our salary costing should amount to \$3,399.99. A difference of \$520.95.</p> <p>A strategy is being developed by the Wardens which will include a proposed meeting with Diocesan officials in order to seek a solution to address this situation.</p> <p>- Revenue vs Expenses</p> <p>-The Financial Statement for the period ending May 31, 2022 was presented at the meeting by Nancy. The statement was reviewed by the wardens.</p> <p>We are currently in a deficit position of \$14, 339 for the period ending May 31, 2022. The financial statement was approved by Bill Raby and seconded by Lyall.</p> <p>Diocesan Tax – usually goes back 2 years for the contribution. However, due to Covid19 and lower revenues for our Parish, they are going back to 2019 to calculate the Diocesan contribution.</p> <p>2. Rental Rates for 2022- 2023</p> <p>The hall will be booked Sunday, Monday, Tuesday and Wednesday.</p> <p>Due to increasing costs of hydro and gas, we are approaching some of our rental groups with a slight rent increase starting in September 2022.</p> <p>Our new rental, starting in September will be the Harmonie La Fugue Orchestra. They will be renting the hall on Tuesday evening and will be storing their equipment in the bingo room. Bill Cameron is proposing that their rate will be increased from \$50 a week to \$60 a week and the concert rates will be \$125. Bill Cameron has spoken to La Fugue regarding the increase and they have no problem.</p>	

	<p>As well, we also have the Chanterelle choir on Wednesday night. Bill Cameron is proposing that their rate will increase from \$50 per week to \$60 per week. Bill Cameron mentioned that concert rates will be \$125.</p> <p>The Daycare rental is \$600 per month (\$150 per week – Mon/Tue/Wed) (from \$45 per day to \$50 per day)</p> <p>Other Rentals: The NA rental on Sunday is \$40 per month The AA rental on Monday is \$60 per month Just Equipping (Pierre Allard) – renting space in the house is \$175 per month (main floor beside Monique office).</p> <p>3. Church Activities</p> <p>At this point we will proceed with the Christmas Tea, December 2 or 3.</p> <p>4. Conference Room update (when will work be completed for the water leak in the back wall)</p> <p>Lyll will contact Kevin to get a time frame as to when the conference room repair will be completed. Kevin suggested to Bill to install a sump pump for the water in that corner. We will have to look at this option more closely as we do not really understand how this would work for our circumstances.</p> <p>5. Discuss Family Day for September and the Fall Supper in October.</p> <p>Due to COVID19, we will proceed very cautiously with these events.</p> <p>We can then look at some type of event in the spring of 2023 for a family day or a spring supper with a limited number of tickets sold for these events.</p>	
6	<p>New Business:</p> <p>1. Funeral Process</p> <p>Monique was in attendance and wanted to confirm the funeral process for the hall cleaning.</p> <p>Previously Monique would contact Dan Clement for the cleaning of the hall/bathrooms.</p> <p>The new process will be that if there is to be a funeral, Monique will contact Bill Cameron. Bill will contact Susan, Gail and Lyall for the cleaning of the hall and the washrooms. The hall is being used Tuesday and Wednesday for the summer, so no funerals should be scheduled during these days.</p> <p>Volunteers for the hall set up for a funeral – Monique will advise how many tables and chairs will be required. Susan, Gail and Lyall have volunteered to help set up the hall.</p> <p>The cleaning of the church entrance, hall, kitchen and all bathrooms are usually cleaned by Susan, Gail and Lyall on Thursday morning. Ken Simpson takes care of dusting, and cleaning the floors upstairs in the church.</p>	

	<p>2. Emergency Lighting System and electrical plugs</p> <p>Lyll talked to Ken regarding the emergency lights. We do not have to worry about the single emergency light above the phone in the hall. The other exit/emergency lights in the hall all have spots that will provide enough light due to a power outage.</p> <p>We only need to get emergency lights with spots upstairs in the “Church”. Lyll will get Ken to take care of installing the new spot lights with Mr. Andre Racine.</p> <p>It was agreed by all wardens to purchase and replace the lights that do not have “spot lights” in the church.</p> <p>The electrical plug at the back of the altar floor (on the sacristy side) which is used to plug in the fan is currently not working. Ken and Mr. Andre Racine were unable to determine where the wiring is located to turn off the breaker to try and fix it. For now we will run an extension cord to another plug to run the fan.</p> <p>3. Roles and Responsibilities</p> <p>Bill mentioned that he will draft a list of the warden’s roles and responsibilities for the next meeting.</p> <p>This is to conform to the Fabrique Act.</p>	
7	<p>Next Meeting: July 21, 2022 – we will be advised if required. Perhaps next meeting will only be in August or September 2022.</p>	
8	<p>Adjournment: Meeting adjourned by Susan and seconded by Theresa</p>	