

**OLV Warden's Meeting
September 22, 2022**

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

Absent:

Item	Description	Action by
1	Opening Prayer: opening prayer led by Father Murray	
2	Approval of Agenda: Agenda approved by Bill Raby and seconded by Susan Lemieux	
3	Approval of Minutes: Minutes as presented by Gail Preston are approved by Theresa Ritchie and seconded by Susan Lemieux	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Nothing to report for this meeting</p> <p>2. Treasurer's Report: Nancy provided the warden's with the financial report for the period ending August 31/22. We are currently in a deficit position of \$4,706. Cash in the bank is \$34,000. The financial report was reviewed by all wardens and approved by Susan and Lyall.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Father Murray – Salary Allocation (follow-up action) We received a letter and document from Sophie Lamirande (Account Technician) Bursar's office, Diocese of Gatineau.</p> <p>These documents provided a breakdown by percentage regarding Father Murray's salary for each of the 4 parishes (OLV, St. Malachy, St. Aloysius, and St. Columban). It appears that OLV/St. Malachy will be paying an extra \$550.32 per quarter.</p> <p>Susan is going to try to meet with Sophie to discuss this matter. Explain the 50-50 should stay the same. This is about the percentages. OLV is paying an extra .08% and St. Malachy is paying the other .08%. We will also question the \$550.32 extra. Susan and Bill will also contact Joan Teske of St Malachy to also discuss this issue.</p> <p>Father Murray explained that based on what he does for OLV and St. Malachy the split should be more even between the two parishes. Bill mentioned that this will be a difficult item to approach.</p> <p>All agreed in the approach.</p> <p>2. Release of Updated Financial Report to Parishioners Nancy mentioned that providing statements after October 15th would be a more accurate reflection of our finances as the financial statement will be up to date.</p> <p>Therefore, we can plan something for Sunday, October 23rd. It will be part of our first Fellowship Sunday since March 2020.</p> <p>Bill will put an announcement in the Sunday Bulletin.</p>	

	<p>3. Review of Church/Hall Rental Fees All wardens reviewed the structure and increases proposed and all were in agreement.</p> <p>Concerts will be \$160.00 for the church and the rental of church hall basement for coats, bags, and warm-up will be \$60.00, for a total cost of \$220.00 for a concert.</p> <p>A private rental of the hall (including Non Profit groups) for a party will be \$160.00.</p> <p>A rental of the hall for Non Profit/Community group for a meeting will now be \$75.00.</p> <p>There is no cost for a hall rental for a funeral for parishioners of OLV and St. Malachy.</p> <p>The Wardens will have to determine for each rental/event if we would include the stove. The stove would have to be lit and then turned off.</p>	
6	<p>New Business:</p> <p>1. Snow Removal contract A representative from Pro4Saisons came to the church on September 15th. He met with Bill and Linda Cameron and Lyall and Gail Campbell. He reviewed our requirement to clean the main shared driveway, the front entrance to the church, the walkway along connector and the walkway to office door. We also mentioned to him that we have daycare rentals with a start time of 7:00 a.m.</p> <p>We will also provide the cell # of the neighbors so that they may be contacted so the shared driveway can be cleaned.</p> <p>In today's meeting Bill provided the estimate from Pro4Saison. The cost will be \$2,385.73 for the snow removal (period of contract Nov 15th to April 15th).</p> <p>Bill will check to see if there is a discount if we pay the full amount in one payment.</p> <p>This snow removal contract and expenditure is approved by all wardens.</p> <p>Other items discussed regarding snow removal: Lyall will volunteer to take responsibility to clean the emergency exit at back of church to back yard and the emergency exit and path to the gas meter on the Joseph St. side of the church.</p> <p>The ramp in front of the shed will be removed for the snow removal tractor to go past the shed to remove snow.</p> <p>The Pro4Saisons was concerned with the branches of the trees in front of the church. Lyall will ensure that the low hanging branches in the front of the church will be removed so they are not in the way of the tractor.</p> <p>2. Christmas Concerts December 7th - Chanterelle December 9th – Harmonie La Fugue (we will assist them to move items in the altar area). Father Murray recommended to remove the chalice and put it in the Sacristy. Susan will put a candle. The tabernacle door will be left open.</p>	

	<p>3. Basement – garbage removal It has occurred on a few occasions that the garbage from the evening rentals may smell. Daycare is using hall on Monday, Tuesday and Thursday.</p> <p>Bill is going to contact the groups and suggest to them that when they have any type of celebration that they take their garbage with them. Bring a garbage bag and take it with you when you leave.</p> <p>4. N/A request to have a Halloween Party on October 29th (5 p.m. to midnight) The rate will be \$160.00 which is for a party versus a rental for meeting. They will have the kitchen and no stove. Unless they need a stove and then the stove would have to be started and then turned off. All in agreement.</p> <p>Sue mentioned that she could come in to start the stove and then return to turn off the stove. Lyall mentioned that he could go and turn off the stove.</p> <p>5. Ushers for communion Monique has a question if we still need usher for communion.</p> <p>We feel that with the small number of parishioners on Sunday morning there is no longer a need for ushers.</p> <p>We currently see parishioners going for communion without an usher. Bill Raby mentioned that he starts communion of the choir side. We will put something in the bulletin that ushers are longer being required for communion. The greeters will be required as we still need the set up of the sanitation station at the entrance of the church and the various baskets for food and weekly collection.</p> <p>6. Other items discussed:</p> <p>Father Murray mentioned that we should start to take a look at parish activities.</p> <p>Bill Cameron mentioned that we will have the Christmas Tea on December 3rd (1:00 to 3:30 p.m.).</p> <p>We will look at volunteer appreciation night in January 2023 and possibly a Spring Supper in May 2023.</p> <p>Previously, we had our Family day in September (corn roast and afternoon of musical entertainment).</p> <p>Bill Cameron mentioned that we will look and see how our Sunday fellowship will go in October and determine how we proceed for other events.</p>	
7	Next Meeting: October 20, 2022	
8	Adjournment: Meeting adjourned by Bill Raby and Theresa Ritchie	