

**OLV Warden's Meeting**  
**November 2, 2022 in Church Hall**  
**11:00 a.m.**

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

**Absent:** Father Murray

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 Bill Raby and Susan Lemieux. Additional items added.	
<b>3</b>	<b>Approval of Minutes:</b> Minutes for meeting held on September 22, 2022. Minutes as presented by Gail are approved by Susan Lemieux and seconded by Theresa Ritchie.	
<b>4</b>	<p><b>Administration Activities:</b></p> <p><b>1. Secretary's Report:</b></p> <p>Nothing to report for this period</p> <p><b>2. Treasurer's Report:</b></p> <p>Nancy in attendance and provided the financial report for the period ending October 31/22.</p> <p>Nancy presented all items on the report (revenue and expenses). We are currently in a deficit position of \$16,178.00.</p> <p>The financial report was reviewed by all warden's and is accepted and approved by Lyall and seconded by Susan.</p>	
<b>5</b>	<p><b>Business Arising from Minutes.</b></p> <p><b>1. Follow-up to meeting with Diocese officials regarding percentage allocation of Father Murray's salary</b></p> <p>Susan and Nancy met with Rene Laprise of the Archdiocese of Gatineau. He will look at why we are paying an extra .08% and Mayo pays an extra .08%. He will look at the 50.16% and the 12% deductions for Father Murray.</p> <p>The Diocese has a new formula which is income based. For OLV and St. Malachy the percentage would change.</p> <p>The new formula will be applied after the Bishop has discussed the change with the Fabrique during his visit sometime in early 2023.</p> <p>This item is approved by Bill Raby and seconded by Theresa Ritchie.</p>	
<b>6</b>	<p><b>New Business:</b></p> <p><b>1. Proposed budget 2023</b></p> <p>Nancy Lanthier reviewed with the wardens all items (revenue and expenses) on the proposed budget for 2023.</p>	

We are forecasting a deficit of \$17,411.00 for 2023.

A letter accompanying our proposed budget for 2023 will be prepared and sent to the Diocese which will outline our strategy to address the proposed deficit.

The proposed Our Lady of Victory budget for 2023 was accepted by Susan Lemieux and seconded by Lyall Campbell.

## **2. Bringing up the gifts at mass**

The minutes from November 10, 2022 Inter-Parish planning committee were provided. Item #3 Liturgy (a) Bringing up the gifts at mass.

Bill Cameron mentioned that at this point we do not have sufficient resources at this time to do this. We only have 4 volunteers that we could count on to bring up the gifts. We could look at this in the future.

Monique Simpson will prepare the altar on Sunday when Susan is away for 8 weeks.

For Thursday's mass, Father will be able to prepare the altar. Susan will contact Regis Lemieux to open the church, and light the candles prior to mass in her absence.

## **3. Insurance Renewal for 2023**

Bill Raby will contact Michel Fournier at Fournier Insurance, a broker of Intact Insurance, to obtain a quote for our insurance for 2023.

## **4. Protection of Minors and Vulnerable Persons in Parish Environment.**

A document was provided which was received from the Archdiocese of Gatineau dated October 24<sup>th</sup>.

One item in this document is concerning the "Protections of minors and vulnerable persons in the parish environment".

Bill Cameron mentioned that Father Greg would like to have 1 coordinator for the 4 parishes.

The document was reviewed, but since Father Greg was absent for this meeting, the wardens agreed to hold the discussion at a later date.

## **5. Rental Contract – Cleaning Fee Clause**

Bill Cameron is proposing that the rental contract for a party (Rate is \$160.00) will contain an extra fee of \$40.00 for clean up, (Concierge Clause). This fee will cover mopping/washing floor, emptying extra garbage in the hall and washrooms. As well as sweeping/cleaning front walkway if needed.

We have to keep in mind that the hall floors should be clean for the daycare and other rentals during the week.

All in agreement with the \$40.00 for the cleaning fee. This will be the standard for rentals for a party.

	<p><b>6. Parking on front walkway</b></p> <p>We are seeing oil stains on the front walkway when cars are on parking on walkway for extended periods of time. Ken, Susan, Gail and Lyall have been at the church to try to remove these stains as best as possible. As well we notice marks from studded tires on the walkway.</p> <p>Bill will send a note to Daycare and other rentals to not park on the front walkway.</p> <p>Lyall and Gail have two large orange 'no parking' signs, which they brought to the meeting and showed to the wardens. They are proposing to put these two large NO PARKING signs on the outside of the church. They will see if they can be hung on the nails that are on the wood siding beside the front doors. If this does not work they could be posted on the inside of the front doors. These signs will be visible for vehicles that are driving on the walkway. We will see if this will help the parking situation.</p> <p>All in agreement to place the NO PARKING signs near the church front doors.</p> <p><b>7. Upcoming rentals for concerts</b></p> <p>Harmonie La Fugue – They will be holding a practice on Nov 29<sup>th</sup> or Dec 6<sup>th</sup> for their concert on Dec 9, 2022. They will practice upstairs. Bill will unlock the door for upstairs as they do not have a key.</p> <p>The rental fee for their Concert on Dec 9<sup>th</sup> – will be \$160 – rental rate for upstairs.</p>	
7	<b>Next Meeting:</b> December 14 <sup>th</sup> , 2022	
8	<p><b>Adjournment:</b></p> <p>The meeting was adjourned by Bill Raby and seconded by Therese Ritchie</p>	