

**OLV Warden's Meeting
Feb 17, 2023 in Church hall**

In attendance: Bill Cameron, Susan Lemieux, Gail Preston, Lyall Campbell and Linda Cameron

Absent: Father Greg, Bill Raby, Theresa Ritchie, Mervin Butler, Nancy Lanthier

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill	
2	Approval of Agenda: Agenda approved by Susan Lemieux, and seconded Lyall Campbell. Additional items added for discussion.	
3	Approval of Minutes: Minutes for January 18, 2023 as presented by Gail are approved by Susan Lemieux, and seconded Lyall Campbell	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Nothing to report for this meeting</p> <p>2. Treasurer's Report: Nancy Lanthier not in attendance</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Leakage in the basement – south east corner near conference room.</p> <p>The leakage is at south east corner near conference room. Susan mentioned that with heavy rains that we have had this winter it has been leaking. But with the towels and mop head to soak up the water, we have tried to keep it dry. We have put a sign on a chair to advise the daycare of the wet floor. In the spring as the ground is still frozen it tends to leak with the melting snow.</p> <p>It would be quite a lot of money to dig and try to fix the leak. We will deal with the leak for now as it is minimal. Susan mentioned that in the spring we could try again to divert the water away from that corner. We can ask Mervin Butler to take a look at this in the spring. He was previously involved with trying to fix the slope for that side of the church and that corner.</p> <p>2. Expenditure and Revenue Report – Period ending December 31, 2022</p> <p>The Expenditure and Revenue report for period ending December 31, 2022 was presented by Bill Cameron. Bill explained that this report is sent to the Diocese and indicates the assets and liabilities of Our Lady of Victory Church (i.e. buildings, property etc.).</p> <p>Bill mentioned that we have church presbytery and buildings at \$800,000, currently our insurance is at \$2.5 million. The insurance company is suggesting that we have a proper evaluation done of the buildings. Bill will pass this file along to Bill Raby to contact a local real estate agent to come to the church and evaluate the buildings and property and provide a written document of the evaluation.</p> <p>Bill provided an explanation of some of the line items was clarified and reviewed (donations line 4013, miscellaneous expenses line 5550, maintenance and products and repairs line 5402).</p> <p>We are for the period ending December 31/22 with a deficit of \$2,810.97. Cash in the bank is approximately \$47,000.</p> <p>The Expenditure and Revenue Report is approved by Susan and seconded by Lyall.</p>	

6 New Business:**1. QR CODE**

Linda Cameron is in attendance to provide information how we anticipate the QR CODE to function as a method to provide a link to the DONATE button on the website of the Diocese.

Linda mentioned that at the inter-parish planning committee meeting last week they agreed to go ahead with the QR CODE. This is taking into consideration that we already have the DONATE button on the website and this is just another method to donate.

Linda has mentioned that Monique has asked for an explanation to be put in the bulletin. The process would be that you would have to have a QR Code application on your phone. You would then open the application and then scan/read the QR code and then be directed to the Donate button and then proceed to fill out the form to make the donation.

Linda will provide a short description regarding the process as to how to do this when the QR Code is printed on the bulletin. The weekly bulletin will include the explanation instructions for the QR Code as well as the option to use the DONATE button on the Our Lady of Victory website.

Gail mentioned that we would have to check the printing of the weekly bulletin to ensure that the QR code printed on the bulletin is of a quality that it can still be scanned. Lyall mentioned that the printer in the office has a warning that the toner is getting low but at that point can the QR code still be scanned.

2. Protection of Children and Vulnerable persons (follow-up)

A meeting was held in the morning with the representatives of the Diocese to discuss and explain the process the Protection of Children and Vulnerable persons.

Julie McCann from St. Aloysius parish has volunteered to be the coordinator for the 4 parishes. Julie will get all the forms from the Diocese and provide them to each of the parishes. We can sit down with Julie and go over which form has to be completed for those involved in the Church functions (i.e. wardens and volunteers etc.).

Linda Cameron has volunteered to be our parish coordinator. As a group we will have to determine what forms we have to complete for Parish employees, volunteers and other activities. All of our various volunteers will have to sign a form based on their involvement with the church (i.e. Fabrique chairperson, wardens, inter-parish planning committee, members of the choir, maintenance/concierge, lectors, fellowship, delivery of communion outside of parish, those handling the collection basket, church employees, Development and Peace).

As an example, if we do a fundraiser in May then you would have to fill out a form for a parish dinner and you would have a coordinator for the supper.

Linda mentioned that for fellowship, we may have to look at the food handling certificate for those involved.

Bill mentioned that all of our weekly rental contracts have liability insurance.

	<p>We will develop a plan as to how to communicate this to the various volunteers in the church.</p> <p>3. Shop vacuum purchase</p> <p>Lyll mentioned that since volunteering to clean the church in March 2022, he has been bringing his own shop vacuum to clean the church basement.</p> <p>As this is a weekly requirement, Lyll is requesting approval to purchase a shop vacuum for the church. He will charge it to the BMR account (approximately \$160.00). It will be kept in the furnace room.</p> <p>Approval of purchase by Bill and Susan.</p> <p>4. Large candle – increase in price</p> <p>Susan mentioned that we have not had an increase in the price in candles since before Covid.</p> <p>The price of candles has increased and Susan is proposing to increase the price from \$3.00 to \$4.00. The small candles will stay at the current price of \$1.00</p> <p>All in agreement with this increase. We will put this increase in the bulletin and mention that it is due to the increase in the cost of candles. This price will increase on April 1, 2023.</p>	
7	Next Meeting: March 15, 2023 @ 10:00AM	
8	Adjournment: Meeting adjourned by Susan Lemieux and seconded by Gail Preston	