

OLV Warden's Meeting
April 26, 2023 @ 9:30am in the church hall

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

Absent: Father Greg Murray

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill	
2	Approval of Agenda: Agenda approved by Susan and seconded by Theresa. Bill Cameron has additional items to add – New Business - spring concerts.	
3	Approval of Minutes: Meeting minutes as presented by Gail are as follows: February 17/23 – minutes presented for approval – approved by Susan and seconded by Lyall March 15/23 – no meeting held – as no quorum	
4	Administration Activities: 1. Secretary's Report: Gail indicated that there is nothing to report for this meeting. 2. Treasurer's Report: Nancy Lanthier in attendance. Next week, she will send out the report via e-mail for the period ending April 30, 2023. There currently is \$41,000 cash in bank balance.	
5	Business Arising from Minutes. 1. Code of Ethics and Conduct - update (Protection of Minors and Vulnerable Adults) Linda Cameron gave an overview to all those in attendance regarding what this decree about. In summary, when the Bishop has a Decree it is mandatory. This is a policy that we have to avoid risk (high, med, low) of all the people and volunteers and paid staff and priests that are involve in the church, within the Diocese of Gatineau. Chantal Duguay at the Diocese is the coordinator, and has met all the parishes. The following is what was put in the bulletin last week. A few weeks ago, parishioners were advised that the diocese was implementing a new policy. The following is an update from the Diocesan Coordinator: Hello everyone, I have just about completed visits of each French and English parish, presenting the Diocesan Guide for the implementation of measures to make our parishes safe for minors and vulnerable persons, and to protect them from other types of harm (theft, fraud, breach of confidentiality, harassment, etc.). These meetings also allowed for the presentation of concrete tools for putting these safety measures in place. Just a reminder that this project is a diocesan priority and is compulsory, affecting both volunteers and paid staff, including priests. As a Christian community we can be proud, to finally make this significant change, assuring all parishioners served by their parish, whether young, old, or vulnerable, that they can feel (fully) secure.	

Linda Cameron will coordinate the completion by wardens and the President of the following forms:

a) The Protection of Private Information Confidentiality Agreement

b) The Adherence to the Code of Ethics and Conduct

- There are posters that have been put in hall, entrance to church and in the parish office. There are 5 points – human dignity, autonomy and self determination, personal safety, confidentiality, loyalty and integrity.

Everyone that is involved in the church has a specific form to sign.

The form, FORM A1 with the highest risk is for the President and Church Wardens. (Position of Authority)

These people have keys to buildings, is responsible for goods and property, financial information, confidentiality, representation, and acting alone. There are measures that have to be put into place.

Training is required for wardens. This training is provided by the Diocese – Theresa, Mervin and Bill Raby on list for next training session.

Linda mentioned that each Warden has to take an oath of administration.

Criminal record check – Linda will look into this to see if it is necessary as the forms have been signed.

Linda gave an overview of the two forms that the President and Warden's will have to sign. We all agreed that we would sign them today.

- Form #1 - Protection of private information and confidentiality

- Form #2 – Regarding Code of Ethics and Conduct

Linda will provide updates regarding this initiative. The Diocese wanted this implemented by the end of May 2023.

Linda mentioned that Form A1 – This includes the information for Warden's and their terms (duration of mandate). Gail mentioned that she has the Our Lady of Victory contact list up to date for 2023 – it has not yet been requested from the Diocese. Gail mentioned that this contact list only indicates the dates for the current 3 year term. It does not include the date that the chairperson/warden originally started as a chairperson/warden.

The training for wardens just took place at the Diocese on February 25, 2023. Susan, Gail and Lyall attended this session.

Form – for Celebrations

Liturgy – Planning committee - Bill Cameron, Linda Cameron and Peter Dunlop

Liturgical environment – Susan Lemieux, Peter Dunlop, Lyall Campbell, Gail Preston, Bill Cameron, Linda Cameron that take care of the decorating for the liturgical seasons (decorations).

Organist and choir – Greg Guest and choir members

Ministers of Welcome – (greeters) - Bill Raby, Lyall Campbell, Gail Preston, Ken Simpson

Leader of altar servers – Susan Lemieux and Peter Dunlop

Mass servers and assistants at funerals – Monique Simpson and Peter Dunlop,
Susan Lemieux (only mass server)

Secretarial services – Monique Simpson

Maintenance – we do not have a paid custodian – done voluntarily by the wardens

- Ken Simpson - checks furnace/cleans upstairs
- Other maintenance – Susan, Lyall and Gail – clean downstairs
- Other maintenance - Lyall and Mervin – outside maintenance

Person responsible for opening the church – Greg Guest, Susan Lemieux, Ken Simpson, Gail Preston and Lyall Campbell.

(Usually first person who arrives on Sunday morning unlocks the front door).

Pastoral social – this would be our monthly fellowship/coffee

- coordination of this activity is Linda Cameron, Susan Lemieux and Gail Preston
- Monique Simpson and Ethel Pearson– donate baked goods for table.

Linda mentioned that the binder of all the forms will be in the office.

2. Purchase of computer for Secretary (Update)

On March 3, 2023 a new computer for the OLV office was purchased by Lyall Campbell at Best Buy. The total cost is 677.99.

Lyall mentioned that it was installed in the office on March 6, 2023.

Monique likes it and finds it faster to use.

Approved purchase of computer:

The purchase of the new computer for the office is approved by all Warden's

OTHER:

Lyall mentioned that there is still an issue with the Minolta printer that is in the office. There is an issue when Monique wants to scan documents that have to go to the Diocese. Lyall will call Rosaire as see what he recommends for the issue with the scanner. Bill mentioned that if we have to make a service call go ahead and do it.

3. Presentation of Financial statement (2022) to parishioners (Fabrique Act Requirement)

It is proposed that the financial statement of December 31, 2022 will be presented by Nancy Lanthier and Bill Cameron to the parishioners at the monthly fellowship on May 7th.

4. Fire Inspection Plan update

We are waiting on Prosecure (Kevin Lawlis) to provide a quote on installing drywall. Kevin came to visit the basement on April 11th to look at the paneling. He confirmed it was not 150 FRS. We are not sure as well on the wainscoting at the bottom. Kevin will ask the fire inspector about this. We may have to go floor to ceiling in case the next inspection requests that the bottom be done. Kevin has the information to contact the fire inspector that was responsible for our building.

Options: quotes for these

- #1 Paint paneling with fire retardant paint.
- #2 Remove paneling and install fire retardant drywall
- #3 Install fire retardant drywall over paneling
 - Kevin to verify this with fire inspector

Bill mentioned that the Warden's may not be able to volunteer to assist in any way to help with this job. Kevin would be responsible for the job and he is insured for all the work that has to be done.

We have to try to keep the work under \$15,000. If over \$15,000 we would require approval from the Diocese. As well, under the Diocesan rules, the job has to go to tender for 3 estimates/quotes.

Nancy noted that if it is "Fundraising for Major Repairs" then the Diocese will get 10%. This information is in the financial statements – the statement indicates lines that are subject to the diocesan contribution.

Bill Cameron mentioned that we could do a call letter to all parishioners to assist with the funding of this project. This call letter would be mailed out to parishioners that attend mass and those that may not attend mass but who are still interested in keeping the church open.

Bill will follow-up with Kevin on the status. We have a 90 day extension with the Ville de Gatineau and we will keep the fire inspector updated on our progress.

Due to our hall rentals Prosecure will be limited on the days that they would do the work. The hall is free on Wednesday and Friday. Daycare is in the hall on the other days.

5. Renewal of Insurance policy + Professional Evaluation of properties and land

The handling of this file will be done by Bill Raby. Bill Raby is suggesting that we go to a real estate company and request that a representative come and visit the property for insurance purposes.

Susan mentioned that at the Diocesan meeting in February they spoke about the Mutuelle de Assurance en Eglise. There were quite a few in attendance that had this insurance. Susan gave the contact information that she got at the meeting to Bill Raby.

	<p>When Mike Legault looked into Mutuelle de Assurance en Eglise in December 2015, it appeared at that time that we did not have adequate coverage and we changed to another insurance company (Ecclesiastic).</p> <p>Susan mentioned that Mutuelle de Assurance en Eglise provided dividends. Those at the Diocesan meeting mentioned that they got back dividends of \$800. When we were with them we did get dividends but we were not satisfied with the coverage. There was no coverage for volunteers and rentals.</p> <p>Susan mentioned that maybe Mutuelle de Assurance en Eglise have changed and it would be an option to check with them again.</p> <p>Bill Cameron mentioned that perhaps the building evaluators can make the measurements of the church and rectory for the square footage. He also mentioned that if we change policies we would have to fill out many forms. The official measurements of the church and rectory would have to be known when the forms are filled out.</p> <p>Bill Raby will have to prepare a call letter. We have to renew in July 2023. We should try to have at least three bids.</p> <p>In order to take over the insurance renewal, Bill Cameron will provide all the information that he has regarding the insurance policy for Our Lady of Victory to Bill Raby.</p>	
6	<p>New Business:</p> <p>1. April 5th Ice Storm Damage - Clean up costs</p> <p>Due to the ice storm a large branch/limb from the tree located in the corner on the south side of OLV property split and fell onto the property of 495 des Pins.</p> <p>Eric Leduc is the owner of Property on 495 des Pins</p> <ul style="list-style-type: none"> - Indemnity for branch clean-up on his property - work done on April 16th - he agreed to a payment of \$200.00 - all agreed with the payment to Eric Leduc <p>Mervin Butler – work done on April 16th and April 20th</p> <ul style="list-style-type: none"> - \$50.00 gas payment for the use of tractor, chain saw and trailer – all agreed with this compensation to Mervin <p>Mervin mentioned that he would like make the payment made as a credit/donation. Nancy is okay with this method.</p> <p>Work done by Mervin:</p> <ul style="list-style-type: none"> - the removal and clean up of the broken tree and branches on OLV property - the removal of 2nd large tree on OLV property which is leaning and may cause problem in future wind/ice storms. <p>Bill Cameron wanted to thank Mervin, Lyall and Gail for the cleanup work in the back yard after the ice storm. It was a lot of work.</p>	

Other work done on April 25th

Mervin mentioned that he picked up the garden tractor.

Lyall and Mervin worked on tractor – 10:00 a.m. to 5:30 p.m.

Mervin did the welding on the deck, and changed the oil. Lyall purchased an oil and air filter and a new grass shoot.

Susan mentioned to Mervin that he can submit the cost for parts to Nancy for reimbursement.

2. Funeral collection – review of current policy

We are currently following the same formula as St. Gregoire which was approved by the Diocese. The division is 2/3 for the parish and 1/3 for masses. This revenue stream is subject to the Diocesan tax of 10%.

Bill Cameron sent an e-mail on September 28, 2014. This e-mail was based on a conversation that he had with Jacques Foucault which outlined the process that St. Gregoire is following and which was approved by the Diocese. We would be following this same model.

When Archbishop Durocher came for his annual visit on March 10, 2013 we discussed funeral collections.

As a follow-up to this we did a vote/survey (refer to minutes of March 21/13). The survey was very close with yea/nay and others indicated only under certain conditions for a collection.

The final decision was made to have collections under certain conditions. Having a collection at funerals is not automatic. We would offer to have a collection only if the family agrees. If the family agrees to a collection then the basket would not be passed to immediate family members.

Bill mentioned that the approval of the policy for funeral collections was in March 2014.

It was determined that the first funeral collection was done in September 2014 at the funeral of J. Lawliss.

In the past Monique was the funeral coordinator, and met with the family. Now we will be providing this information regarding collections at funerals to Father Murray as he is now the funeral coordinator at Our Lady of Victory.

3. Spring Concerts

Friday, May 5th – FADOQ concert

- Rental fees: \$160 for the church, \$60 for the hall and \$40 for clean-up
- They will be in at 1:00 pm on Friday for practice
- As well they mentioned that they will also be making a donation

Wednesday, May 24th – Chanterelle concert

- Rental fees: \$160 for the church, \$60 for the hall

	<p>Thursday, May 18th – Heart and Soul - still to be confirmed if they will have a concert</p> <p>May 27th – NA hall rental - 4:30 pm to midnight Rental Fees- \$160 Hall & \$40 Cleaning fee</p>	
7	Next Meeting: Thursday , May 18 th at 7:00 pm	
8	Adjournment: meeting adjourned by Bill Raby and seconded by Theresa Ritchie	