

**OLV Warden's Meeting
October 12, 2023
10:30 in the Church Hall**

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

Absent: Theresa Ritchie, Bill Raby, Mervin Butler

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill Cameron	
2	Approval of Agenda: Agenda approved by Susan Lemieux and Lyall Campbell Additional item added for new business.	
3	Approval of Minutes: Minutes as presented by Gail Preston June 14, 2023 – Warden Meeting – minutes are approved by Susan Lemieux and seconded by Lyall Campbell June 25, 2023 – Insurance Meeting – minutes are approved by Susan Lemieux and seconded by Lyall Campbell	
4	Administration Activities: 1. Secretary's Report: Gail Preston has nothing to report for this period 2. Treasurer's Report: Nancy Lanthier in attendance and provided the monthly financial report for the period ending September 30, 2023. The report was reviewed by all wardens in attendance. The financial statement indicated that we are currently in a deficit position of \$19,096. This is due to the cost of painting the hall and costs associated with the snow removal contract. The report is accepted by Lyall Campbell and seconded by Susan Lemieux	
5	Business Arising from Minutes. 1. Capital expenditure – Updates - Rectory - sinks to be replaced in Rectory washroom and apartment washroom. - OLV rec'd a bill from Prosecure for the estimate as what has to be done for the sinks. Due to the age of the pipes we have to get new taps and sinks. - Church hall/basement At this point, there is no water coming in the basement after heavy rain showers where the plastic has been placed in the corner (church and sacristy corner). We are waiting for Orville Miller for an update on the availability of a tarp for that corner. At this point we will wait for spring to take any action on installing a tarp below the surface in the corner. We will wait to see if the plastic that is currently in place in the corner will stop the water from coming in at the corner with the melting snow. As well, Lyall mentioned that he followed up with Kevin as we are awaiting Prosecure to complete the caulking on the east wall/conference room leak. In August, Kevin mentioned that he would try to complete the job by the end of September. Lyall mentioned that if the caulking is not done this year, he will look at contacting another person to help us with the caulking.	

	<p>- Long term Assessment Hot water tanks – Lyall will check the 10 year period for the tanks. Lyall mentioned that if required to be changed it can be done by him and Mervin.</p> <p>Susan mentioned that the only thing we should watch is the sacristy roof. It was not done when the south side was done.</p> <p>In summary, given the age of the buildings it is expected that there will be minor repairs to be done.</p> <p>2. Financial Status both short and long term</p> <p>Currently cash in bank is approximately \$26,000.</p> <p>It is difficult to predict the deficit to the end of the year.</p> <p>Current rental revenue:</p> <p>NA - \$60.00 per month AA - \$80.00 per month Daycare - \$440 per month LA Chanterelle - \$240.00 per month La Harmonie - \$240 per month 3 concerts - \$300 per concert Just Equipping - \$175 per month Apartment in Rectory - \$360 per month</p>	
<p>6</p>	<p>New Business:</p> <p>1. Registraires des Entreprises – Form REZ-630 (2022-11) - Product de votre declaration de mise a jour annuelle/Producing you annual update declaration.</p> <p>- This form now requires that we provide the names and date of birth of all wardens. Previously only the names were provided.</p> <p>-With this new requirement all wardens are to provide Bill Cameron with a copy of our RAMQ card which has our name and our date of birth.</p> <p>- Lyall took a picture of Susan and Father Greg’s card. Lyall will follow up with all the wardens and put the information together and provide to Bill Cameron as an attachment to the Declaration FORM. The cost for the renewal is \$38.00.</p> <p>Bill will advise Nancy if her information is required.</p> <p>2. Parish Directory (Diocese request for Parish Information 2024) The church received a document from the Diocese which is to be completed (i.e. Parish council, Funeral Director, cemetery manager, Chair of Fabrique etc.).</p> <p>Gail mentioned that we do not have a Vice-Chair as they have to be nominated by the Bishop. Since we do not have a cemetery, there is no need for a cemetery manager.</p>	

Lyll will fill out this form with all the required information and return it to Bill Cameron for his review and comment.

3. Keys

- Bill Cameron will look into all the keys that are in the possession of the rental groups and will then update the key registry.

- Bill will draft a form and send it out to the rentals to have them fill it out indicating which keys that they have for the church (i.e. front door, kitchen door, etc.). It is hoped that this follow-up will determine if they have more than one key and determine if the key has been passed to someone else in the group.

4. Budget 2024

The budget for 2024 is due on October 31, 2023.

Bill Cameron and Nancy Lanthier to meet to prepare the documents for the budget for 2024.

5. Ideas for Spring fundraising Event in 2024

Susan is wondering if we could reach out to the restaurant at the Golf course and have a supper event held at their restaurant. See how much he would charge per plate for a dinner event. Susan mentioned that we could look at chicken or fish (dore/pickerel) as two possible items for dinner choices. Susan mentioned that she would take care of providing the desserts for the dinner. Bill mentioned that we could look into this.

As another idea, Susan mentioned that we could look at a having a catered event held in the hall sometime in the middle of May 2024. We would set up the bar for a supper event. We usually have it held on Friday night.

Susan also mentioned that we could look at a catered Parish breakfast.

Lyll mentioned that in the past when Monique had suppers for her cancer fundraisers, she would have a catered lasagna dinner. If we look at a lasagna dinner it would be more of a buffet style to cut down on costs. We would have to look at the prices to include the dishes. Susan mentioned that we have our own dishes but still need the resources to clean up after. Susan mentioned that she would take care of the desserts. Lyll mentioned that the last spaghetti supper from Charlie Croteau still required at least 4 volunteers to work in the kitchen to help serve the meal.

Susan mentioned that due to COVID, we would have to determine, if we would have to cut down our seating numbers from 150 to perhaps 100 people to allow more space between the tables. We would know more of the Covid situation in the spring.

7	Next Meeting: Thursday, November 16, 2023 at 10:45 a.m.	
8	Adjournment: meeting adjourned by Susan Lemieux and Father Greg	