

**OLV Warden's Meeting
January 24, 2024 @ 11:00 A.M in the Church Hall**

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

Absent: Bill Raby

Item	Description	Action by
1	Opening Prayer: opening prayer led by Father Greg	
2	Approval of Agenda: Agenda approved by Sue and seconded by Theresa	
3	Approval of Minutes: Minutes for the meeting of December 14, 2023 as presented by Gail are approved by Susan and seconded by Lyall	
4	<p>Administration Activities:</p> <p>1. Secretary's Report:</p> <p>Gail presented a note of appreciation from Pierre Allard to thank Our Lady of Victory for accommodating them in the rectory during the Christmas holidays.</p> <p>2. Treasurer's Report:</p> <p>Nancy Lanthier is in attendance and provided a DRAFT of the financial statement as of December 31, 2023. There are still some outstanding adjustments that need to be done to the report.</p> <p>Nancy will provide a final version when the adjustments are done.</p> <p>The cash in bank is around \$31,000.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Fundraising letter plus a strategy</p> <p>Bill Cameron provided the fundraising letter for everyone to read. Everyone read the letter (it is the same letter as we previously sent out in 2014).</p> <p>Bill mentioned that we need to go through the parish list for the mail-out. The parish list was updated in January 2024.</p> <p>The letter will be dated when it is sent out by regular mail and by e-mail.</p> <p>Susan mentioned that we would update the list for those that are deceased.</p> <p>Susan also mentioned that we should even send out a letter to those that have not been attending church in many years.</p> <p>We should also put the letter on the website and that they can use the DONATE button if they wish too.</p> <p>Bill mentioned that we will come back with a plan as to how to do the mail-out.</p>	

	<p>2. Date for the presentation of the 2023 financial report to parishioners</p> <p>Bill Cameron mentioned that according to the Fabrique Act, we must provide the financial statement to the parishioners.</p> <p>We usually try to present the financial status at fellowship in March.</p> <p>Father Greg mentioned that the Bishop will be saying a mass at OLV on March 10th, and that we could provide the statement at that time. The retreat is March 10th and 11th.</p>	
6	<p>New Business:</p> <p>1. Review of new salary schedule (Father's salary breakdown by parish)</p> <p>Bill mentioned that it should be 50/50 among the 4 parishes. At this time, the percentage for OLV and St. Malachy is 53.31 %. The spreadsheet that was provided with various yearly breakdowns was quite confusing to try and reconcile the salary breakdown.</p> <p>Susan mentioned that Rene Laprise at the Diocese mentioned a couple of years ago that in the future the breakdown would be based on the parish revenue for 2024.</p> <p>2. Snow removal (a process)</p> <p>There is a process in place for Pro4Saison. In the contract, it is indicated that they only come to clean if over 3cm. The contract is in two parts, commercial for church entrance and residential for the rectory driveway.</p> <p>During the last snowfall on Saturday, Jan 13th, it was quite late in the day and they had not passed to clean the driveway of the rectory. Lyall went over to clean the driveway in case father had to either get in or get out of the driveway to go to mass in Mayo. As it turned out the mass was cancelled in Mayo on Saturday.</p> <p>Lyall mentioned that he did not want Father to get stuck in the driveway so he cleaned the rectory driveway.</p> <p>Lyall mentioned that the next snow storm he will only clean the two security exits and let Pro4Saison clean the rectory driveway.</p> <p>Gail mentioned that if the rectory driveway is not done and if the front walkway is done then Father could use the church walkway to park his car until the driveway of rectory is cleaned.</p> <p>3. Warden Mandate Renewal</p> <p>Gail Preston's term expired on December 31, 2023 – she has accepted another 3yr term to end in December 2026.</p> <p>Bill Raby's term expired on December 31, 2023. He will be asked about renewing his term at the Warden meeting in February 2024.</p>	

4. Coordinator for the Christmas Tea

Monique advised Bill that she will no longer take care of coordinating the Christmas Tea.

Bill will send her a note of thanks for the many years she has coordinated this event.

Bill will put a note in the weekly bulletin indicating that we are looking for a coordinator.

Susan mentioned that we would at least need a volunteer coordinator for the beginning of September as a request for volunteers for the Christmas Tea would have to be put in the Bulletin.

5. Fire Inspector response letter

Bill Cameron mentioned that he did not send a letter back to the fire inspector at the Ville de Gatineau that we had completed all the non-conformities as outlined in their letter in November 2022.

There was an e-mail that the fire inspector approved the 'safe-coat' paint and that this product would meet the FSR 150 requirements for that non-conformity item. The painting of the hall to meet the fire code requirement was done in August 2023.

We all agreed that a letter should be sent to the fire inspector at the Ville de Gatineau which will confirm that Our Lady of Victory has met all the requirements in the report of November 2022.

As well, Our Lady of Victory Church would like to request a confirmation letter from the fire inspector at the Ville de Gatineau that they acknowledge that we have complied with all non-conformities.

6. Cheryl Cameron

Bill is suggesting that we give a \$50.00 gift card to pay her gas and to thank her for coming to OLV during Linda Raby's absence.

Approved by Susan and Theresa.

7. Ken Simpson

Bill mentioned that Ken Simpson will be retiring from cleaning the upstairs and greeter duties at Our Lady of Victory. Ken will still take care of the furnace requirements.

Susan mentioned that she spoke to Gail and Lyall and they all agreed that they can take over doing the cleaning upstairs of the church.

Bill Cameron mentioned that he can be the greeter at the door.

8. Elections Canada

Bill Cameron received a letter from Aurele Desjardins from Elections Canada. This request was to verify if Our Lady of Victory Church is still available for Elections Canada.

Bill Cameron will respond to him directly and confirm that the hall will be available. Bill mentioned that even if it falls on a daycare day, we can ask daycare to find another location.

9. Bishop Durocher Visit to Our Lady of Victory

Bishop Durocher will be at Our Lady of Victory on March 10th for mass at 9:00 a.m. and will be at OLV for a retreat session at 7:00 pm in the evening as well as on the evening of March 11th.

10. Bill Cameron – Resignation as Chairperson

Bill stated that as his Parkinson's is getting worse and he has decided that he will step down as Chairperson.

Father mentioned that we could make it clear to people that the Chairperson is a coordination person and as well as making sure that everything runs smoothly within the church.

Bill will send a letter to the Diocese that he is stepping down effective March 1, 2024.

Susan mentioned that it is the Bishop/Diocese that appoints the Chairperson.

Father Greg mentioned that the by-laws should be checked for the term of the Chairperson.

Susan mentioned that she has signing authority for the cheques, so there is nothing to update for that role.

Bill will put together a list of his duties and perhaps put it in the Bulletin. Bill mentioned that he takes care of the rental of the hall and takes care of the invoicing for the rentals and that there would have to be someone to take care of that responsibility. There is a contract binder in the office.

As well, Bill sends out a statement to the daycare each month. The Chanterelle and Harmonie have their own schedule for rentals and concerts.

Bill mentioned that the renewal of the Business number was quite difficult to complete online.

Gail mentioned that should there be new people that are not warden's taking over some of the rental duties, the Diocese book would have to be updated with their information as well as their roles and responsibilities.

7	Next Meeting: February 21 st at 11:00 a.m.	
8	Adjournment: Meeting adjourned by Susan and seconded by Theresa	