

OLV Warden's Meeting
December 18, 2025 @ 10:00 a.m. in the Rectory Meeting Room

In attendance: Father John Braganza, Linda Cameron, Susan Lemieux, Bill Raby, Nancy Lanthier, Theresa Ritchie, Gail Preston, and Lyall Campbell

Absent:

Item	Description	Action by
1	Opening Prayer by Father John	
2	Approval of Agenda: Agenda approved by Theresa Ritchie and seconded by Bill Raby	
3	Approval of Minutes: Minutes as presented by Gail Preston are approved by Susan Lemieux and seconded by Bill Raby	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Gail Preston has nothing to report for this period.</p> <p>2. Treasurer's Report: Nancy Lanthier presented the financial report for the period ending November 30, 2025. We are currently in a deficit of \$2,180.74.</p> <p>As a side note, Linda Cameron mentioned that our secretary and house cleaner have been notified of their salary increase.</p> <p>Treasurer's report approved by Gail Preston and Lyall Campbell.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Bake sale update: Susan presented the details of the bake sale that was held on Dec 6, 2025. Total profit is \$2,101.00 with approximately 23 people attending. The weather did not co-operate, but it was still a great success. Great job done by Sue and her team!</p> <p>2. Pot-luck supper update: Linda Cameron provided an update that there are 37 people signed up for the event. There will be lots of food with main dishes, side dishes, and desserts. There will be a fruit punch (donated by Linda), coffee, tea and water will be provided. We will be using the dishes from the kitchen.</p> <p>3. Code of Ethics: Linda Cameron provided an update that she has been in contact with Julie McCann concerning her police security check for the Diocese.</p> <p>Linda will update the OLV volunteer binder to reflect new members, and new fabrique members and members that have "retired".</p> <p>There is a phase 2 of the Code of Ethics process. Linda will have more info on phase 2 in the new year.</p>	
6	<p>New Business:</p> <p>1. Action plan for Occupant: Father John and the wardens had a discussion, and an action plan will be put into place.</p> <p>2. AED First Aid Training: We had a request to have a refresher course for the AED machine which is installed in the church hall. Linda mentioned the group Connexions as a possible resource to find AED training. As well, Father John mentioned St. John's Ambulance might be able to provide the training also. Lyall will look into contacting these resources for a provider for AED training.</p>	

	<p>3. Discussion about purchasing a larger TV for presentations: Linda mentioned that during a Development and Peace presentation, the video presented on the small TV was hard to see and hear.</p> <p>We need to look into other audio-visual equipment that is versatile and portable. A larger screen TV was mentioned, as well as a projector and screen.</p> <p>Lyall will look into getting some information about the two options.</p> <p>4. Chair Lift Repair: A technician from Clavelle Construction was in to replace the defective “traveling cable” for the chair lift going up into the church. Lyall mentioned the tech completed the repair in 3.5 hours.</p> <p>5. Furnace Maintenance: Ken Simpson will be giving up his furnace duties at the end of the 2026 heating season.</p> <p>Ken provided to Linda a list of his daily tasks related to the furnace. Linda also has a copy of the furnace information document that Lyall prepared in May 2022 (information on function of furnace with photos).</p> <p>6. End of Life Conference: Father John still working on finalizing the “End of Life Conference” to be held at St Aloysius. St Al’s is on board with this conference, it was decided that OLV is on board as well.</p> <p>Father John will continue working on getting more details on this conference.</p> <p>7. Missal request: Monique asked a question if we need to place an order for weekly Missals. These would be used at the weekly masses.</p> <p>Linda will confirm with Monique that if someone would like a daily missal, Monique can place the order through the church, and the person will reimburse the church once the missal is received.</p>	
7	Next Meeting: January 29, 2026 @ 11:15 am	
8	Adjournment: Meeting adjourned by Father John, and seconded by Lyall	