

**OLV Warden's Meeting
November 15, 2018**

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

Absent: Paul Jeffrey, Father Albanus

Item	Description	Action by
1	Opening Prayer: opening prayer led by Bill Cameron	
2	Approval of Agenda: agenda approved by Lyall and seconded by Bill Raby. Additional items added	
3	Approval of Minutes: Minutes as presented by Gail are approved by Susan and seconded by Lyall	
4	Administration Activities: 1. Secretary's Report: Nothing to report 2. Treasurer's Report: Nancy in attendance and provided the monthly financial statement for the period ending October 3/18. We are currently in a deficit position of \$742.00. Financial report approved by Bill R., and Susan.	
5	Business Arising from Minutes. 1. Synod Update Bill Cameron provided the summary of the discussion which took place with the OLV parishioners on Nov. 4/18. This summary will be submitted during the Diocesan meeting Dec 12th, and will be included in next week's bulletin. 2. Defibrillator Training Update Bill Raby – Will call to organize the time and place. The cost will be \$50.00 per person and we estimate at least 10 persons for OLV to participate in the training (OLV and members from the various weekly rentals) 3. Caulking of the windows in the connector room Bill Raby provided the update on this item - the caulking was done this week by Terry Smith. Terry mentioned that this is just a temporary solution to the problem of the drafty windows and that the windows in the connector room should be replaced. He mentioned that it would cost approximately \$1700.00 to \$2,000.00 for replacing and installing new windows.	
6	New Business: 1. Budget 2019 plus financial reporting The budget must be in for December 21, 2018. The financial report (revenue, expenses & assets report) is due at the end of February 2019. 2. Mice in the basement Bill Cameron mentioned that we will get Monsieur Bibette to come in and set the traps for the mice. 3. OLV Spring Supper 2019 In order to avoid any other community events, we will schedule the OLV Spring Supper for May 24 th .	

	<p>4. Church floor near confessional/loft side It was brought to our attention by Ken, that there are dirty spots on the floor near the confessional area at the back of the church.</p> <p>Lyll mentioned that it is possible that these dirt spots may be where the pews had been previously installed and then subsequently removed a number of years ago.</p> <p>Ken mentioned to Bill Cameron that it is possible that the floor may have to be stripped, but this is a labor intensive project.</p> <p>We will look at the dirt on the floor near the confessional/loft side and see what has to be done and how big a job this would be to remove the dirt on the floor.</p> <p>Other Items Discussed:</p> <p>Donation envelopes for 2020 Monique mentioned to Susan that if the order for the 2020 envelopes is placed by Jan 30th there could be possible reduced rate.</p> <p>The cost for the 2019 envelopes was \$369.00.</p> <p>Bill/Susan would like Monique to find out the cost of the envelopes for 2020.</p> <p>The minimal "Initial Offering Envelope" should be \$5.00.</p> <p>Masses 2019 Susan brought to our attention that at this point it appears that the masses will be low for 2019.</p>	
7	Next Meeting: December 20, 2018	
8	Adjournment: Meeting adjourned by Susan and seconded by Bill Raby	