

OLV Warden's Meeting
July 25, 2024 @ 11:00 A.M in the Church Hall

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

Absent:

Item	Description	Action by
1	Opening Prayer: opening prayer led by Father Murray	
2	Approval of Agenda: Agenda approved by Susan and Theresa	
3	Approval of Minutes: Minutes for meeting held on June 20, 2024 as presented by Gail are approved by Bill Raby and Mervin	
4	<p>Administration Activities:</p> <p>1. Secretary's Report:</p> <p>Gail has nothing to report for this period.</p> <p>2. Treasurer's Report:</p> <p>Nancy Lanthier provided the financial statement for the period ending June 30, 2024. We are currently in a surplus position of \$1,600.00</p> <p>Report approved by Lyall and seconded by Theresa.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Rental contracts – Insurance clause - Theresa</p> <p>Theresa will be sending out the rental contracts in August.</p> <p>Theresa would like to contact St. Al's regarding how they handle the rentals. Father mentioned that Joanne Lambert would be the contact person.</p> <p>Bill Raby spoke to our insurance broker regarding small groups renting the church. She mentioned that churches should be covered but she will confirm. Bill will follow-up with the broker on this issue.</p> <p>Father believes that everyone should have their own insurance. We still have to cover our church for any accidents that may occur on the premises. Bill Raby mentioned that he will follow this up, as we would want to be covered if something happens during a rental.</p> <p>Theresa mentioned that Bill Cameron would make a notation in the contract that the group renting the church and hall does not have insurance. They would then sign the contract. Father mentioned that we will have to check to see how legally binding this would be if there were any incidents during a rental.</p> <p>Bill also mentioned that when he spoke to the insurance company, they mentioned that they will be inspecting the church at some point in the future.</p> <p>2. Turf/sod installation and a cost of \$134.10 – Lyall</p> <p>Lyall and Mervin completed the work in the backyard at the corner between the church and sacristy where water was leaking into the basement. They removed the old plastic sheet, and the dead sod and put down a felt tarp and 2 pieces of plastic.</p>	

	<p>Earth was placed on top and then the sod was laid on top.</p> <p>Lyll provided the felt for the base, and Mervin provided the plastic. Lyll picked up the sod at Lauzon Botanix in Masson.</p> <p>Mervin provided his tractor, rototiller and plow to help with slopping the earth so that the water drains away from the corner.</p> <p>So far the basement is dry with the heavy rains that we have had.</p> <p>3. Delegate duties for Fall Supper at Golf club on Sept 20th-</p> <p>Susan mentioned that we will sell tickets on August 17th, 25th, Sept 1st, 8th and 15th. (Lyll and Bill to take care of the ticket sales at the church)</p> <p>The tickets are ready and are in the office.</p> <p>Gail will make the posters. Susan will put 2 posters at the Legion.</p> <p>We will have 50/50 tickets (price to be determined). Possible price of \$5.00 for 10 tickets. Bill and Susan have volunteered to sell tickets at the Golf Club.</p> <p>Susan and Ethel will make the cakes. Susan will ask Bob at the Golf course when she can bring in the cakes for the supper.</p> <p>Bill will check with the golf club about the table cloths for the tables and also ask if we can reserve tables for the larger groups.</p> <p>Susan mentioned that we can check with Bob to see if we can go in on Friday afternoon and set up for the supper.</p>	
6	<p>New Business:</p> <p>1. Review for Chairperson Duties and Responsibilities</p> <p>Lyll received an email from Monique concerning the job description for the Chairperson so that she could put it in the bulletin. Bill Cameron provided a list of his duties on Feb. 19th and another updated version on July 20th.</p> <p>The Chairperson ensures the liaison with the Diocese.</p> <p>The financial section is managed and overseen by our current Treasurer Nancy Lanthier and then approved by the Chairperson and forwarded to the Diocese for acceptance.</p> <p>The chair of the Inter Parish Planning is an optional area of responsibility of the Chairperson. The Chairperson does not have to be a member.</p> <p>The contract section is taken over by Theresa.</p> <p>The Warden meeting agenda is currently set by Father and the wardens who will bring forth items prior to the upcoming meeting.</p> <p>The only area that may be difficult is the annual form for the "Regie de l'Entreprises"</p>	

	<p>The description was reviewed and it was decided that we can all take a look at it and decide how to reword the job description.</p> <p>Father Greg will check with St. Al's to see if we are going in the right direction for the description of the Chairperson.</p> <p>It was agreed that further discussion is required. We can put forward modifications to this document at the next meeting.</p> <p>2. Follow-up to Fire Inspection held in July 2022</p> <p>Bill Raby received a call from the fire Inspector regarding a follow-up to the report of November 10, 2022. In the report, there were items that were identified as non-conformities (i.e. require signs for furnace room door, blanks required in electrical panel in furnace room, remove locking handle on door from church to connector, fire proofing of paneling in the church hall).</p> <p>All the items identified in the report of November 2022 have been addressed and this final inspection by the fire Inspector is required to close the file.</p> <p>Possible dates for fire inspector visit are August 20th and 22nd.</p>	
7	Next Meeting: September 5 th at 11:00 a.m.	
8	Adjournment: Meeting adjourned by Susan and seconded by Bill	