

OLV Warden's Meeting
Sept 5, 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 Father Murray and seconded by Bill Raby	
3	Approval of Minutes: Minutes from July 25, 2025 as presented by Gail are approved by Susan Lemieux and seconded by Theresa Ritchie	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Gail has nothing to report for this meeting.</p> <p>Gail will get the thank you letter template from Bill Cameron, as we received a \$2,000 donation from the Knights of Columbus.</p> <p>2. Treasurer's Report: Nancy Lanthier provided the financial report for the period ending August 31, 2024. The report was reviewed with all wardens. We are currently in a surplus position of \$2,329.32.</p> <p>The financial report is approved by Father Murray and seconded by Bill Raby.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Fall Supper Update – September 20, 2024 - Susan</p> <p>Susan will make an announcement at church on Sunday, September 15th. As well, she will mention that those who cannot attend the supper may make a donation toward this fundraising event. A tax receipt will be issued to the donor.</p> <p>Lyall mentioned that Joann Kearnan took one of our posters and said that she was going to put it on Facebook. It has not been posted on Facebook yet.</p> <p>We have sold 36 tickets but there are outstanding tickets being sold that will increase the total sales.</p> <p>We will have to let Bob at the Golf course know for the final number of tickets.</p> <p>Susan and Ethel are preparing the cakes. Susan will prepare the toppings on Friday, September 20th and bring them to the golf course. Susan will check with Bob if there is a fridge that we can put cakes in.</p> <p>We will have a 50/50 raffle (10 tickets for \$5.00).</p> <p>Lyall brought in one of the wine carriers in to show everyone. He will make two wine carriers (red & white wine and two glasses) for door prizes. As well, we also have a gift certificate from the local Butcher shop.</p>	

2. Building Insurance Inspection Update – Bill and Lyall

The church was inspected by the insurance inspector on August 29th. We are insured for \$3.4 million. He will do his evaluation and send in report.

The inspector mentioned that everything is in good condition and the buildings were very well taken care of.

There are only a few things that must be looked at.

Lyall mentioned the following items:

- install a smoke detector in hall, kitchen and church – placement to be determined
- Is there a list of key holders for church? – yes - Secretary has list.
- Chair lift inspection – an inspection needed for public liability
 - we will have to have the chair checked for access to the church and basement
- inspection needed as it is for public use (contact Clavelle Construction)
- In the rectory basement – agent suggests installing a piece of foam on the low hanging pipes at the doorway entrance to the hot water tank room
- asked about the location of the hot water tanks
- stated that we should clean flat roof of debris – membrane will last longer over connector roof
- Lyall mentioned that the Exit light at back stairs (near conference room) needs bulbs replaced and to change the battery for the security lights.
- Asked about the tenant – does he have insurance? Answer: Yes, he has fire and liability. The inspector mentioned that this was a good thing to have a tenant.
- Stated that the red tape on the stage in the church hall is good for safety purposes.
- He mentioned that a Risk management report should be used (check list) for fire extinguishers, smoke detectors, security lights etc.
- He found the premises inside and out to be very clean, tidy and well organized.

3. Fire Inspection Update – Bill and Lyall

The follow up fire inspection by the Ville de Gatineau was done on August 22, 2024.

The items identified in the report of November 2022 were all addressed shortly after the original inspection in July 2022.

The only item that took long to complete was the “fire-proofing” of the paneling in the church hall. This item was completed by PROSECURE in August 2023.

	<p>During the follow-up inspection, the only additional item that was identified by the fire inspector was to install a carbon monoxide detector in the hall. It was recommended by the fire inspector to place it in the electrical outlet near the hall door leading to the furnace room. As well, Lyall will also replace the existing unit in the kitchen. Lyall will follow-up on this item.</p> <p>This inspection is good for 5 years.</p> <p>4. Chairperson Job Description – Lyall</p> <p>We reviewed the job description provided by Bill Cameron during the meeting of July 25th.</p> <p>We can provide any additional comments to Gail based on the version dated July 20, 2024.</p> <p>We can modify this version and then look at it again at the next meeting. Based on that version we can then post in the bulletin.</p> <ul style="list-style-type: none"> - Rentals – Theresa – responsible for this item - Financials - done in coordination with Nancy Lanthier - Regie de l'Entreprise – assistance required to complete the online form on the website. 	
6	<p>New Business:</p> <p>1. Just Equipping terminating rental contract – Susan</p> <p>Susan mentioned that Pierre and Judy will not be continuing to renew their contract in 2025.</p> <p>Their rental contract will end on December 31, 2024.</p> <p>We can let Pierre know if we want any of the furniture that is currently in their office space.</p> <p>Susan mentioned that it is a hard space to rent as there is full access to the church.</p> <p>We would have to lock a lot of doors to restrict access to other areas of the church.</p> <p>2. Web Page – next year it will be \$198.00 USD. Do we need the web page? Can we have the same thing on Facebook? - Susan</p> <p>Previously it was Red Line at \$60.00 per year. As it is now owned by an American Company it will be \$198.00 USD (\$279 Can) next year.</p> <p>Lyall was wondering how secure Facebook is for the QR code for donations.</p> <p>There are lots of people that use the website to look at the parish bulletins.</p> <p>Lyall will check with Ambrose Ward to see how many hits our Website gets.</p>	

The website is paid up from September 2024 to September 2025.

We will look at this again at the next meeting.

3. Upcoming Rentals – September and October - Theresa

Theresa mentioned that there will no longer be a Tuesday daycare. As well, the Chanterelle usually renews Sept to May, this year they are only renewing Sept to Dec.

Theresa mentioned that NA Outaouais has a request for a rental – 4:00 pm to 12:00 pm. on October 26th (rental rate of \$160 + clean up fee \$40 = total \$200.00). The last time there was a rental, they were not careful with the cleanliness of the hall and the supervision of the children.

Usually the volunteers (Susan, Gail and Lyall) have to come back after the rental to clean up the hall. The \$40.00 clean up fee does not cover the time spent by the volunteers to clean the hall.

Theresa – In summary, the reply to this request is no. It was agreed by everyone that it is not to our advantage to rent to them (based on the condition that the hall was left in the last time).

4. Rental Request - AA Request - Theresa

Theresa stated that the AA group would like to have additional space to install another storage cabinet. They would like to put it on the stage near the kitchen door. Unfortunately, the plugs on the stage cannot be blocked.

Susan suggested that we do not want to have more cabinets on the stage as the hall will look too cluttered.

In looking around the hall, they would only have a small amount of space where their existing cabinet is located (near Brownie closet). The only other space available is the small area near the OA cupboard, but it would probably be too close to the fire extinguisher. Theresa will tell them that at this time there is no space available.

Bill Raby is suggesting that taking into consideration our increased costs, in the next year or so, we will have to reevaluate our rental fees.

5. Office Printer – Lyall

The contract will be expiring on September 19th (5 year contract). Toner is free, but we are charged for shipping.

Lyall priced a new printer and toner at \$1200. Nancy has mentioned that based on the financial statements, the annual costs are \$400.00.

Lyall will keep everyone posted on the decision. He will get the actual annual costs from Nancy. If it is only \$400 per year, then it is a good deal and we could stay with Konica.

	Lyall will provide a status at the next meeting.	
7	Next Meeting: October 24, 2024 – to be held in the sacristy	
8	Adjournment: Meeting adjourned by Father Murray and seconded by Susan Lemieux	