

**OLV Warden's Meeting**  
**Oct 24, 2024 @ 11:00 a.m. in the Rectory Meeting Room**

**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	<b>Opening Prayer:</b> opening prayer led by Father Murray	
2	<b>Approval of Agenda:</b> Agenda approved by Susan Lemieux and Bill Raby.	
3	<b>Approval of Minutes:</b> Sept 5, 2024 minutes as presented by Gail are approved by Theresa Ritchie and Susan Lemieux.	
4	<p><b>Administration Activities:</b></p> <p><b>1. Secretary's Report:</b> A Thank you letter will be drafted for Mr. David Assad</p> <p><b>2. Treasurer's Report:</b> Nancy Lanthier provided the financial report for the period ending Sept 30, 2024. The report was reviewed with all wardens. We are currently in a surplus position of \$1582.70.</p> <p>The financial report is approved by Theresa Ritchie and seconded by Bill Raby.</p>	
5	<p><b>Business Arising from Minutes.</b></p> <p><b>1. Fall Supper update – Susan</b></p> <p>The supper at the Golf Course was quite a success and many positive comments received. The total profit for the evening was \$2,380.00.</p> <p>Bob was quite happy with the event and mentioned to us that he would be interested in doing the same type of evening in the spring.</p> <p>We will prepare a thank you letter to David Assad for his donation for his donation toward the parish supper.</p> <p><b>2. Just Equipping Office area – Susan</b></p> <p>They have ended their contract as of December 31, 2024. Their rent was \$175.00 per month. We have converted this space to a meeting area.</p> <p>If there is a conflict with a rental downstairs, we can look for future rentals of this space. However, we have to keep in mind that other areas of the rectory are private and we should avoid the rentals entering this space.</p> <p><b>3. Web page update – Lyall</b></p> <p>Linda Cameron was asking Lyall if we should keep the website. Ambrose sent Lyall a link to measure this activity. There are enough "hits" on the site from people looking for information concerning events at OLV and St. Malachy. All agreed that based on the hits on the site and the cost associated, we should keep the website. For the time being we are only paying \$1.00 per day to keep the site. We are paid up to Aug 2025. The cost would be under office expenses.</p>	

#### **4. Office Printer – Lyall**

Lyall mentioned that the previous printer costs are .019 per sheet. The new contract starting on September 17<sup>th</sup> will be .023 per sheet.

The costs that Nancy provided are around \$441 per year and that included the \$21.00 per qtr for shipping the toner.

For another printer the costs would be around \$1,200 and costs of the toner. With a yield of only 6,000 pages.

Unfortunately, Monique can only get one toner cartridge at a time and if we miss the delivery, it is then sent to the Purolator depot at the Gatineau Airport for pick up. We will stay with the current printer with the cost of .023 per sheet and the \$21.00 per qtr for shipping the toner.

#### **5. Fire Inspection and Building Insurance Updates – Lyall**

As far as the building insurance inspection is concerned there are a few items that have to be addressed (on Monday, Oct. 28<sup>th</sup>, Clavell Construction will be at the church to fix the chair lift going upstairs to the church and will provide an overall inspection on both chair lifts). Theresa will advise the Daycare.

The Fire Inspection follow-up – items to address are smoke detectors in the hall basement.

#### **6. Chairperson Job Description – Gail**

Minor changes done to the current version that we reviewed. The document was reviewed again and minor changes were recommended to update the current version.

Item #1 - The Chairperson signs the financial reports which are sent to the Diocese. These reports are the planned budget and financial report for end of fiscal year – these reports are reviewed and approved by the wardens and signed by the Chairperson.

Other items: to ensure the completion and payment to the Regie des Entreprises. This does not have to be put in the job description.

Many of the items are delegated to the wardens (rentals, snow removal, outdoor maintenance and insurance etc.).

#### **6 New Business:**

##### **1. Christmas Tea – Susan**

At this point, no one has come forward to volunteer to convene the Christmas Tea. Susan is proposing that instead of a tea with sandwiches and desserts, we will have a bake sale similar to what we had at Easter. Those that attend can still sit and socialize as we will have coffee and tea with a plate baked goods on each of the tables.

	<p>This will be held on November 30, 2024 from 1:00 pm to 3:30 pm.</p> <p>Susan will get a gift basket/arrangement at Costco for a raffle (3/\$5.00). We can sell tickets before mass and on November 30<sup>th</sup>.</p> <p>Items leftover from the bake sale can be used for fellowship on Sunday, December 1st.</p> <p>There will be craft tables for rent for \$20.</p> <p><b>2. Warden Security Clearance Document – Susan / Linda</b></p> <p>Last February we signed a document for the Diocese. Now the Diocese has developed a process with the Ville de Gatineau to do a security check.</p> <p>To do: Check off – return results by mail. Then you will know that it is done.</p> <p>We will fill out and mail to or scan and e-mail to Chantal Duguay at (<a href="mailto:msecur@diocesegatineau.org">msecur@diocesegatineau.org</a>) or to the mailing address to Chantal Duguay at 180 Boul Mont Bleu, Gatineau J8Z 3J5</p> <p><b>3. Nutrite contract renewal – 1 year \$609.32</b></p> <p>We usually do a 1 year contract with Nutrite for the lawn care.</p> <p>All agreed that we continue with the Nutrite – 1 year contract.</p> <p>Lyll signed the contract for 1 year.</p> <p><b>4. Fire insurance – Building Insurance update - Bill</b></p> <p>Bill Raby was getting e-mails that we owed them \$1,094.40. Due to an accounting issue at the Brokers, we do owe them that amount for the taxes.</p> <p>Nancy mentioned that she may have trouble claiming ½ of the taxes. Therefore the total for insurance is \$12,160 plus the \$1,094.40 in tax.</p> <p><b>5. Other items:</b></p> <p>Lyll mentioned that Bill Cameron is still on the website as Chairperson. Father gave his permission to put his name in as Acting Chairperson.</p>	
7	<b>Next Meeting:</b> November 21, 2024 at 11:00 am in the Rectory meeting room	
8	<b>Adjournment:</b> Meeting adjourned by Lyll and seconded by Mervin	