

OLV Warden's Meeting
Nov 21, 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	Opening Prayer: Opening prayer led by Father Murray	
2	Approval of Agenda: Agenda approved by Susan Lemieux and seconded by Bill Raby	
3	Approval of Minutes: The minutes of October 24, 2024 as presented by Gail Preston were approved by Mervin Butler and seconded by Father Murray.	
4	<p>Administration Activities:</p> <p>1. Secretary's Report: Gail sent a Thank You letter to the Knights of Columbus but waiting for address information for Mr. David Assad. Bill Raby has reached out to him for his new mailing address. Nancy will need an address for his tax receipt.</p> <p>2. Treasurer's Report: Nancy Lanthier presented the financial report for the period ending October 31, 2024. We are currently in a surplus position of \$966.40.</p> <p>Report approved by Theresa Ritchie and seconded by Susan Lemieux.</p>	
5	<p>Business Arising from Minutes.</p> <p>1. Christmas Bake Sale/Coffee House – Susan</p> <p>The bake sale/coffee house will take place on Saturday, Nov 30, 2024 from 1:00 to 3:30. We will have tea and coffee and a plate of sweets will be placed on each table.</p> <p>There will also be a raffle for a Christmas basket. Bev Belter will reach out to volunteers to help at the bake table. As well, there will be a donation basket for the coffee house. We will put a note in the bulletin that donations may be made to the coffee house. There is a poster at St. Andrews, and two posters at the Legion, one at Tremblay Hardware and the Mayo folks Facebook page. Also we will update the OLV Website to indicate the details of the Bake Sale.</p> <p>Donations can be brought over on Friday afternoon and Saturday morning.</p> <p>The round tables will be set up Thursday at 1:00 pm. Lyall, Gail and Sue to set up hall.</p> <p>The bake sale at Easter made a profit of \$580.00.</p> <p>2. STATUS – Online business number requirements</p> <p>Susan reported that Linda Raby and Linda Cameron completed the required form, which is good for 1 (One) more year. A huge "Thank You" to both Linda's for completing this form. Susan mentioned that it was completed, paid and accepted on November 13th.</p>	

	<p>3. Chairlift Update –</p> <p>Adapt Acces - Clavelle Construction technician completed the repair of the chairlift going up into the church. Lyall mentioned that the problem was the foot rest, it required an adjustment. The technician also completed a full inspection to certify BOTH chairlifts are in good working order to satisfy the insurance requirement. The cost of the repair and chairlifts certification was \$287.50.</p> <p>As per the Insurance requirements, the chairlift to be inspected every year.</p> <p>The chairlift is rated for 350 lbs.</p> <p>4. Security Documents (Submission to Diocese)</p> <p>Lyall just passing along a friendly reminder to all wardens to complete the security document and submit to the Diocese. It can be scanned and sent by e-mail. The Gatineau police will do the security checks.</p>	
6	<p>New Business:</p> <p>1. Proposed Budget for 2025</p> <p>Nancy provided and reviewed the proposed budget report for 2025. With the current projections for 2025 we would be in a deficit of \$1,995.</p> <p>However, Susan believes that with additional Parish Activities (line 4250) such as two parish suppers (spring and fall) and an extra bake sale (Easter and Christmas and perhaps another during the year) we should cover the deficit and the budget should be balanced.</p> <p>As well, we get donations from concerts that are held at the church (i.e. FADOQ, Heart and Soul). All donations from concerts should be received before December 28th.</p> <p>Diocesan contribution is 10% based on income in 2022.</p> <p>Father will sign the budget and Nancy will provide the letter. This report was due the end of October.</p> <p>All wardens in agreement with the proposed balanced budget for 2025.</p> <p>2. The cost of funerals – Father Murray</p> <p>Father Murray has some concerns that the cost of funerals held at the Parish (\$175) is quite low. At the funeral home it is at least \$400 and \$300 per hour for visitation. We are unsure why they are not coming to the church for the family. Father spoke to Rene Laprise at the Diocese. Rene mentioned that they are discussing the set amounts. Bill is suggesting that we have a presentation during Fellowship regarding funeral services.</p> <p>Father mentioned that if the family has requested an hour of condolences prior to the funeral all those involved in the coordination of the funeral must be at the church earlier to unlock the doors.</p>	

	<p>Sue mentioned that in the fee structure 2021-2022 which is set by the Diocese, the Parish can charge for condolences before the funeral which is \$100.00.</p> <p>Father Greg asks the family if they would like a collection. Historically, the English Parishes were not in agreement with collections. However, when Archbishop Durocher came to the Diocese, he mentioned that it would be up to the parish to decide if a collection be held.</p> <p>Father Greg is suggesting that we implement this \$100 fee amount for visitation.</p> <p>All in agreement with this proposal.</p> <p>Other Item:</p> <ul style="list-style-type: none"> - Mass intentions “in thanksgiving” or personal devotions - we should put out an intentions box. Father will look at the intentions box. - Visit to house bound – the family should call and request Father to visit them. <p>3. Insurance Update – Risk Management Report</p> <p>Bill presented the Risk Management Report of August 29, 2024 from Ecclesiastical Insurance which was prepared by Mr. Chris Eden.</p> <p>The report is very detailed and consists of recommendations which need to be fulfilled.</p> <p>The only outstanding critical recommendation concerning “Health and Safety” was the certification of both chairlifts which has been completed Oct. 28, 2024.</p> <p>Lyll gave everyone a copy of the Risk Management Report.</p> <p>Other recommendations stated in the report will be addressed in the new year.</p> <p>Insurance evaluation – we are insured for \$3.4 million and they are recommending \$3.9 million based on our square footage. Apparently, other brokers stated that we only have to be insured at 80%. This broker wants us insured at 90%. Bill will find out from the broker what the increase in the cost would be.</p> <p>4. Just Equipping – The contract will end December 31st. The desk will be taken by Pierre’s son.</p> <p>All of the other furniture that left behind we can rearrange in the space.</p>	
7	Next Meeting: Tuesday, December 17, 2024 at 10:00 AM in the rectory meeting room.	
8	Adjournment: Meeting adjourned by Susan and seconded by Lyll	