

**OLV Warden's Meeting  
December 17, 2024 @ 10:00 a.m. in the Rectory meeting room**

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

**Absent:** Mervin Butler

Item	Description	Action by
<b>1</b>	<b>Opening Prayer:</b> Opening prayer led by Father Murray	
<b>2</b>	<b>Approval of Agenda:</b> Agenda approved by Susan Lemieux and seconded by Bill Raby	
<b>3</b>	<b>Approval of Minutes:</b> The minutes of Dec 17, 2024 as presented by Gail Preston were approved by Theresa Ritchie and seconded by Lyall Campbell	
<b>4</b>	<p><b>Administration Activities:</b></p> <p><b>1. Secretary's Report:</b> Gail has nothing to report for this period.</p> <p><b>2. Treasurer's Report:</b> Nancy Lanthier provided the financial statement for the period ending November 30, 2024. We are currently in a deficit position of \$2731.00</p> <p>Financial report approved by Sue and seconded by Bill.</p>	
<b>5</b>	<p><b>Business Arising from Minutes.</b></p> <p><b>1. Insurance Update –</b> Bill gave us an update concerning the Church insurance policy. The insurance broker told Bill that they have a new company that provides insurance for churches and the prices are very reasonable. There are forms/questionnaires to be filled out in the coming year prior to July 1, 2025. Bill and Lyall will work together to complete the forms (i.e. CRA business number, length of pews, number of pews, etc). Bill will send in the completed forms and then they will give us a quote. The policy is due July 1, 2025. Theresa mentioned that Daycare, Harmonie, Chanterelle, AA and NA have insurance. Theresa can ask for their certificates in September when the groups renew their contracts.</p> <p><b>2. Christmas Bake Sale/Coffee House Update –</b></p> <p>Sue and her team did a fabulous job putting on this event which raised a total profit of \$1952.00. WELL DONE!!</p> <p>Sue's team is looking at organizing another Bake Sale/Coffee House around St. Patrick's Day. We would be looking at Saturday, March 15<sup>th</sup>.</p> <p><b>3. Funeral Fees 2025 (Condolences held at Church) –</b></p> <p>Gail will prepare a letter which will be delivered to the funeral homes indicating the 2021/2022 fees which are set by the diocese</p> <p>The fees are as follows: Mass - \$175.00 Choir - \$60.00</p> <p>The letter will indicate that effective January 1/ 25 – the fee for Condolences and sympathy visitation at the Church will be \$100.00.</p>	

	<p>The letter will contain the office hours of the Church secretary, Monique Simpson, and the Church phone number.</p> <p>This letter will be sent to the Cadieux Funeral Home and the Coopérative Funéraire de l'Outaouais.</p> <p><b>Other Info:</b> When doing a Google search for Our Lady of Victory, the hall number is displayed in the search. The hall number is what some people are using to reach the church. Lyall will figure out how to change the information in the Google search and will insert the correct office phone number and office hours.</p> <p><b>4. Fabrique Chairperson Responsibilities – Gail</b> All the wardens agreed to the latest version of the December 17, 2024 document. Modifications recommended - to add the date for the completion of the Annual Report for the Regie des Entreprises by November 15th, and to prepare the agenda for the monthly warden meetings.</p> <p>The chairperson responsibilities document will be put in the weekly Sunday bulletin for those who might be interested in joining our Fabrique team.</p>	
6	<p><b>New Business:</b></p> <p><b>1. Office Hours for Christmas –</b> The office will be open on December 23rd and 30<sup>th</sup>, and back to regular hours January 2, 2025.</p> <p><b>2. Candle Price Change -</b> There will be an increase to the price of the large candles from \$4.00 to \$5.00 starting January 1, 2025. Susan will notify Monique to put a note in the bulletin reflecting the price change.</p>	
7	<p><b>Next Meeting:</b> Tuesday, January 21, 2025 @ 10:00 a.m. in the rectory meeting room.</p>	
8	<p><b>Adjournment:</b> Meeting adjourned by Sue and Bill</p>	