

St. Michael's Roman Catholic Parish Administration Board Meeting Minutes

Wednesday, March 20th, 2019

In Attendance: Fr. Sylvanus Omali, Dorene Rosmus, Doraine Wachniak, Nathan Wazney, Frank Simard, Dave Verrier

Regrets: Guy Delaurier, Greg Ward

1. Call to Order 7:05 PM
2. Opening Prayer Fr. Sylvanus
3. Approval of the Agenda
Additions to the Agenda:
 7. f. Water Softener
 - g. Insurance Coverage
 - h. Children's Quiet Area

Motion to approve the amended agenda moved by Doraine Wachniak Seconded by Dorene Rosmus. Carried

4. Approval of Minutes of January 30th, 2019 (done by email on Feb. 10th, 2019)
5. Business arising from the meeting minutes
 - a. Review of *Roles and Responsibilities of the Parish Administration* and *St. Michael's Terms of Reference*
There was a brief discussion about both documents. The discussion included Canon Law and the broader responsibility of the Administrative Board. Several examples of what might be updated in our Terms of Reference were cited.
ACTION ITEM: Dorene will prepare a revised and updated Terms of Reference and bring it back to the Board for further discussion. (Doraine will provide her recommendations to Dorene for the first DRAFT)
 - b. Bank signatories have been updated at Sunova.
Fr. Sylvanus requested that several cheques with one signature be held in case both Dorene or Doraine are away at the same time.
 - c. CWL enquired about having mass services piped down into the hall so that those working in the kitchen could hear the service if they were unable attend the mass. The sound system is the responsibility of the Choir.
ACTION ITEM: Rodger Ingram will provide Frank Simard with a quote to do this.
The Board discussed which budget line this expense would come out of; it was suggested that it should come out of Liturgy.
 - d. CWL Hall Rental
 - What is the scope of our Insurance Policy? Does the Policy cover the new CWL dishwasher?
ACTION ITEM: NATHAN will send a copy of our current Insurance Policy to the Board. He will contact the Diocese to confirm coverage.
 - 2018 saw the hall rented about 7 or 8 times.
ACTION ITEM: Doraine will talk to Mike Dobell about drafting a Facility Rental Agreement.
ACTION ITEM: Frank will look for church kneelers in attic of the barn.
 - e. Yard Maintenance - Glen Panchyshyn looks after yard maintenance.
 - f. Donation of Organ- Carman Dudek suggested that, while she would want the organ it may be too big.
ACTION ITEM: Frank will contact Garson to see if they would consider remodeling floor space to make room for the organ.
 - g. Safe Environment Coordinator. Shauna Zinnick
 - Church Keys – there are 18 people listed who have church keys.
 - There was a discussion about whether Criminal Record Checks (CRC) are required for key holders, counters and cemetery volunteers. There may be something within our Insurance Policy which requires us to request CRC.
ACTION ITEM: Nathan will contact the Dioceses to enquire about the need to have CRC for those who are key holders, money counters and other volunteers such as cemetery.
The Board will communicate the response to Shauna; we will ask that she contact all key holders if they require CRCs.

- St. Michael's Facebook Account is administered by Shauna Z.
There was a discussion about the Password and the fact that the account is tied with Shauna's personal Facebook account. It is recommended that St. Michael's have a stand-alone Facebook Password.
ACTION ITEM: Dorene will speak to both Shauna Z. and Ron Burek about managing the St. Michael's Facebook page while creating a new Password for the St. Michael's account. There will need to be a discussion about who will have access to the page upon creation.

h. Counting teams have been set up.

i. Contact List is completed.

- **ACTION ITEM:** Doraine will send a current contact list with a date on the document.

6. Reports

a) Board President Report Fr. Sylvanus

Fr. says he sees his report fitting in more appropriately with the Pastoral Council. He did request 2 representatives from St. Michael's to attend the Chrism Mass on April 16th. Sonia Sanclemente has agreed to attend; Frank Simard will confirm his attendance later. Father mentioned that the deadline for registration is April 8th. Cost for attendees is \$20.00 the Administrative Board will pay for the attendees.

Dorene Rosmus reported on the AGM, things went well, and attendance was about 40 -50 parishioners.

b) Financial Report Nathan

Nathan presented the "Year to Date" Financials. January to February 2019

- **ACTION ITEM:** Nathan will email out the *Year to Date Financials* to the Board.

Motion to approve the "Parish Financial Report Year to Date" ending Feb 28th moved by Doraine W. and Seconded by Dorene R. Carried

There was a discussion about the benefits of automatic deposits.

- **ACTION ITEM:**

Board suggests the following;

- Continue to remind parishioners about the benefits of using the automatic deposit option.
- Nathan give a little presentation on a Sunday to verbally remind parishioners about the benefits. And on that same Sunday we hand out the applications for automatic deposit at the back of the church.

- Co-Op amount received in 2018 \$152.10

c) Building Maintenance

- Water Softener tied into light switch. Frank put tape on the wall switches to ensure that they are not inadvertently turned "off". Northwest Water Softeners * Iron and Odour Filters was down on the 20th of March during our meeting to examine our water softener. The softener is scheduled to be replaced.

ACTION ITEM: Board to confirm who is adding the salt to the softener.

- Ballast and lights replaced by Gary Zinnick.
- North Sacristy sink taps replaced by Gary Zinnick.

d) Cemetery Report

- No report. There have been no burials at our cemetery to date.

e) Fundraising

- \$782.15 was the profit realized by the Spaghetti Dinner fundraiser.
- Bud Spud Steak May 11th, 2018

f) Hall Rental Report/Fees - See CWL report.

- g) Parish Pastoral Council (PPC)
 - i) Easter preparations well underway
 - ii) No *Procession of the Cross* from the cemetery this year.
 - iii) 2:30 Stations of the Cross
 - iv) Families with children using the basement as a family space during mass.
 - v) Video of the mass to be now viewed downstairs.

7. New Business

- a) Sound system see above notes.
- b) Women from Garson
 - i) Using pots from St. Michael's.
 - ii) Discussion about these unusual requests and who has the authority and right to use equipment; is equipment seen to be owned by the Church or by the individual groups. It is suggested that these requests be addressed on a case by case basis.
- c) Freezer is now working.
- d) Water in the North Sacristy was addressed.
- e) Duty Roster was completed.
- f) Water Softener issue addressed above.
- g) Insurance Coverage addressed above.
- h) Children's quiet area or Family area addressed above.

Next Meeting Thursday, May 16th, 2019.

Closing Prayer Fr. Sylvanus

Adjournment 9:20 PM

Minutes Recorded by Doraine Wachniak