

St. Michael's Roman Catholic Parish Administration Board Meeting Minutes Thursday,  
May 16, 2019  
7 PM

Church Basement

In Attendance: Fr. Sylvanus Omali, Dorene Rosmus, Greg Ward, Doraine Wachniak, Dave Verrier, Guy Delaurier

Regrets: Nathan Wazney, Frank Simard

1. Call to Order 7:05 PM
2. Opening Prayer Fr. Sylvanus
3. Approval of Agenda  
**Motion** to approve the agenda moved by Greg Ward Seconded by Doraine Wachniak. Carried
4. Approval of Minutes of March 20<sup>th</sup>, 2019 Meeting  
**Motion** to approve the minutes of the meeting of March 20<sup>th</sup>, 2019 moved by Greg Ward Seconded by Doraine Wachniak. Carried
5. Pastoral Reflection will be done by Fr. Sylvanus at the Pastoral Council meetings it is not necessary for him to do this at the Administrative Board meetings.
6. Report from the Chair of the Administration Board.  
Dorene gave a brief statement about the Seniors' dinner.  
It was decided that it was unnecessary for the Chair to provide a formal report for each Administrative Board meeting.
7. Correspondence  
An Email was received from Shauna Zinnick outlining her areas of responsibility to the Administrative Board.
8. Business Arising from the March 20<sup>th</sup> meeting;
  - i) *St. Michael's Administrative Board Terms of Reference* – Dorene Rosmus
    - A) draft of the document with proposed changes was discussed with the following areas requiring further work:
      - a. Minutes should reflect "The existing board will set out the guidelines for the election of additional Board members"
      - b. Discussion about Article 11 (C) – Liability
        - i. Confidentiality should be included
        - ii. Discussion of "questionable behaviour"

Dorene will prepare a final draft and send out for vote via email. The steps to follow will include sending the proposed document to the Dioceses for approval. The approved document be reviewed annually.
  - ii) Sound System Report from Greg Ward  
Quotes on having speakers installed downstairs is \$100.00 - \$350.00 (this would allow for a separate mixer).  
Quote on having visual as well as audio downstairs is \$1150- \$2600  
**Motion** to approve the installation of speakers in the basement of the parish for \$350.00. The work is to be done by Roger Ingram pending a consultation with Nathan Wazney by Dorene Rosmus. The funds would be taken out of the Liturgy budget. Motion moved by Greg and seconded by Doraine. Carried

- iii) Bank Signatories  
Discussion about the storage of cheques which have a single signature if no other signatories are available at the time of cheque payment. Concluded that one signature cheques will be stored in the safe. This would apply if Fr. Sylvanus is away as his signature is required on all cheques.
- iv) Insurance Coverage  
CWL had enquired about whether their dishwasher was covered under the church insurance policy. It is confirmed that it is; Nathan submitted a copy of a letter received from the Diocese dated November 6, 2018 confirming amounts of coverage.  
**ACTION ITEM:** Board to review insurance coverage.
- v) Facility Rental Agreement  
**ACTION ITEM:** Doraine will prepare a DRAFT of a Facility Use Agreement and bring it before the Board at the next meeting.
- vi) Kneelers  
There are no church kneelers stored anywhere on the church site.
- Vii) Garson has declined the offer of the church organ.
- viii) Criminal Record Checks/child abuse checks are required for Admin. Board members and Sunday school teachers. Money counters are not required to have a criminal record check.
- ix) Facebook Account  
Shauna Zinnick forwarded the Board a Copy of the Diocese 2018 "Social Media Policy".  
**ACTION ITEM:** The Board has deferred discussion about the parish Facebook account until we have reviewed the Diocese Social Media Policy.
- x) Contact list updated.
- xi) Automatic Withdrawal  
Nathan and Dorene will announce details about the purpose and time saving benefits of using automatic withdrawal for church donations.  
Greg Ward made up several Parish Donation Cards for those parishioners wishing to put something in the basket during collection on Sundays. Many thanks for the donation Greg.
- xii) Water Softener  
Bert from Northwest Aqua Services has been filling the water softener at the church and we will be buying the salt from him as well.

## 9. Reports Financial Report

- i) Financial reports were forwarded to the Board in an email as Nathan was not able to attend the meeting.
- ii) Pastoral Council Greg Ward  
Greg attends these meetings. Other than the sound system there is nothing else to report.
- iii) Building and Renovation Report Guy Delaurier
- Building fire inspection completed.
  - Stain glass window repair (southwest side behind alter).
  - Yard cleanup was completed.
  - Tree planting location
  - Resurface cement on sidewalk leading up to the main doors.
- iv) Cemetery Dave Verrier  
1 funeral, no internments, working on plan for the North End Zone of the cemetery. It is possible that the plan will be ready for the Sept meeting.

10. New Business

- i) 2019 AGM minutes distributed.
- ii) The height of the fans makes them prohibitive to clean.
- iii) Hiring a maintenance person;  
**ACTION ITEM:** Doraine will prepare a Duties List for the Maintenance Person.  
Minimum wage; anyone interested should contact Dorene Rosmus.
- iv) Board will plan on the development of an Administrative Manual.
- v) Magura Family Donation of a park bench for church grounds with attached garbage receptacle.  
Need to select a location. Consider putting beside the walkway up to the front doors of the church.

11. Discussion

- Donor Board
- Church keys - centralizing keys at the church. \$20.00 deposit Peter Aggelopoulos (caretaker) not on list. He comes every Tuesday morning.
- Discussion about the development of a new Directory.
- Discussion about how we keep our parishioners up to date with the activities of the Board  
Dorene will provide a brief overview of the Board's activities on a quarterly basis.
- Fr. Sylvanus will be away the 22<sup>nd</sup> of July for 3 Sundays going to Ottawa.

12. September 19<sup>th</sup>, 2019 is the next meeting

13. Closing Prayer

14. Adjourn at 9:20 PM

Minutes recorded by Doraine Wachniak