

## Meeting St. Joseph's Parish Pastoral Council

Minutes – December 13, 2016, 18:00-20:00

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Attendees: Joanne Lee (*Chair*), Jacqueline Dawson (*Vice-Chair*), Richard Beaudette (*Pastor*), Chris Adam (*Exec. Director*), Herman de Souza (*Community Building Cluster*), Walter Hughes (*Faith Formation and Initiation Cluster*), Terry Byrne (*5:00 Mass*), Roshene Lawson (*11:30 Mass*), Patricia Malikail (*Finance Committee Chair*), Greg Forestell (*Treasurer*)

Finance Council Members present: John Cuddihy, Greg Lopinski, Chad Humeniuk

Regrets: Angela McCanny (*Secretary/Pastoral Care and Social Justice Cluster*), Jenine Figurado (*University Mass*), Iyobosa Grace Igbinedion (*9:30 Mass*)

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### 1. Welcome, Opening Prayer and Meditation

### 2. City of Ottawa, Renewal of Funding Agreement for Women's Centre

Guest - Helen Pelardeau

The City of Ottawa's 2017 budget will be confirmed by the city and allow for a 2% increase to all city funded programs. Consequently, the Women's Centre has been approved for funding of \$334,000 for the next three years. The Women's Centre will need to increase their evaluation process to meet the terms of the funding agreement. Expected required outcomes include: 1) Ongoing program and activity to help women and their families access a safe space and basic necessities that may impact connectedness; and 2) Provide support, information, workshop that promote healthy lifestyles, and empowerment for women experiencing housing and health issues. A survey will be developed so as to track the success of the offered programs.

**MOTION:** that PPC adopt and endorse the agreement with the City of Ottawa on behalf of the Women's Centre.

**Moved: Terry Byrne    Seconded: Herman de Souza    Approved.**

PPC members signed the funding renewal agreement on behalf of the Women's Centre after the motion was passed.

### 3. Approval of Agenda - approved

**4. Ratification of Minutes of Meeting of November 22, 2016** - one further change in that Fr. Richard did not attend via telephone

### 5. Executive Director's Report

*i. 160<sup>th</sup> Anniversary and International Day Celebration (November 26-27, 2016)* – The event was a success. We received good PR from the Metro and Chin radio, Matthew Fleury also attended. Just under \$900 in contributions were donated at the door for the roof.

ii. *Steam pipes* – there is an issue with the steam pipes at the entrance of the church, which pose a safety issue and we hope to address immediately. Estimated cost is approximately \$3500 and will impact the 2016 operating budget. This estimate does not include removing the asbestos in the area that needs to be repaired; the company has put in writing that they will seal the area so as not to require that the asbestos be removed by a separate company.

**MOTION:** to approve the additional spending of \$3500-4000 for the maintenance of the steam pipes.

**Approved.**

## **6. Approval of 2017 Budget**

A few changes were made to the draft budget in order for the Finance Committee to better reflect ongoing pressures; specifically, increases were made to lines 6237 (amortization) and 6273 (parking).

**MOTION:** to accept the 2017 budget as presented by the Finance Committee.

**Moved: Herman de Souza      Seconded: Walter Hughes      Approved**

**MOTION:** to amend line 6110 (staff salaries) in the 2017 budget to reflect the proposed increases to the staff salary envelop for the affected positions in order to meet industry standards. PPC recognizes that with these increases we may not reach a future balanced budget as was promised in past years. Further adjustment to the salaries of these positions will be considered next year in consultation with Finance Committee as is possible given budget constraints.

**Moved: Terry Byrne      Seconded: Jacqueline Dawson      Approved**

## **7. Ongoing Council Business**

### **7a. Pastor's Report**

Chaplaincy outreach to the University of Ottawa has been seeing an increase in student participation and attendance at various events, including recently offered Reconciliation services. The University mass has continued to do well and flourish, on average 130-150 students attend per week.

Five funerals in November-December; the ministry continues to offer excellent services to those families in need. Wedding planning has started and there are 6 weddings scheduled so far for 2017.

### **7b. Parish Retreat Follow-up**

Jacqueline presented a one-page summary, which categorizes the retreat follow-up items into 4 specific topics, namely: communication, involvement/participation, visibility, and PPC issues. Herman and Walter's 11 point summary cover two main categories – pastoral and organizational/governance that need to be addressed going forward. A more well-defined role for PPC representative will also need to be developed. PPC discussed the importance of identifying a parish vision/goal/objective for PPC to work towards for the future.

Future Agenda structure to contain three main categories for discussion: faith issues (including vision), community, and governance. During the January PPC meeting can discuss in order to clarify what issues will be discussed under each category. Council members will bring forward, as appropriate, various issues, concerns, interests to be discussed under each section going forward as of the February PPC meeting. PPC members will inform the Chair of suggestions a week prior to the scheduled PPC meeting so that topics can be listed in a manner allowing for effective and efficient discussions.

Suggestion was also made that PPC members will take turns, starting in January, to give a short biography of themselves for other council members.

### **7c. Social Group**

PPC agreed with Terry's suggestion to form and lead a Social Group that will be charged with organizing 2 social events per a year. Terry will recruit individuals to the group as necessary. Event ideas need not come to PPC for approval unless there is a request for funds. Terry will provide updates as to upcoming events as appropriate.

**MOTION:** that Terry will form a Social Group that will be responsible for planning 2 social events per year. **Approved.**

### **8. Food for January Council Meeting – Herman**

### **9. Closing Prayer**

Next Meetings:

Tuesday, January 10, 2017

Parish Council Approval

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Parish Council Minutes approved by consensus on:

Parish Council Chair

Joanne Lee

Minutes prepared by

Jacqueline Dawson