

**Meeting St. Joseph's Parish Pastoral Council
Minutes – September 13, 2016, 18:00-20:30**

Attendees:

Richard Beaudette (*Pastor*) - by telephone
Joanne Lee (*Chair*)
Chris Adam (*Exec. Director*)
Jacqueline Dawson (*Vice-chair*)
Patricia Malikail (*Finance Committee Chair
and Treasurer*) - by telephone
Herman de Souza (*Community Building
Cluster*)

Walter Hughes (*Faith Formation & Initiation
Cluster*)
Angela McCanny (*Secretary/Pastoral Care &
Social Justice Cluster*)
Roshene Lawson (*11:30 Mass*)
Tiffany Villemaire (*proxy for Jenine Figurado
(University Mass)*)
Marsha Wilson (*Invited Guest - Women's
Centre*)

Regrets:

Iyobosa Grace Igbinedion (*9:30 Mass*)
Theresa Fournier (*Music Cluster*)

Summary:

1. Welcome, Opening Prayer and Meditation

2. Approval of Agenda

Moved: Chris Adam

Seconded: Walter Hughes

Approved

Future agenda/retreat item: visibility of Mass Reps and Cluster Reps

3. Ratification of Minutes

Approved

4. On-going Business

4a. Executive Director's Report – Chris Adam

i. Our new bookkeeper, Saul Mendoza, who started at the end of August has been training with Chris on managing the accounts and is working out very well. His first set of financial statements for the August month-end should be ready by the end of this week.

ii. Dan Handfield, our parish carpenter, continues to be on sick leave and will not be returning to work until his doctors and our insurers are comfortable with his return. Some carpentry projects are on hold until he can come back.

iii. The *Ontario 150* grant proposal, open to NGOs to apply for money for capital projects, has been submitted to obtain funding for the Parish Hall stair lift. The proposal emphasises that the hall is an affordable cultural space in Sandy Hill and is used extensively for community purposes

as the grant requirements specifically states that money cannot be used for a space that serves religious purposes. We should know the outcome in December or January

iv. Cooperation between Women's Centre and Supper Table – Chris, Mary and Marsha had a profitable first meeting to discuss opportunities for the two organization to work together to develop a more effective process in providing food services. The conversation included ideas about cooking meals together and sharing volunteers. For example, it might be possible to prepare one meal that would serve clients in both The Women's Centre and the Supper Table.

v. Roof updates – Earlier this year, PPC was asked to approve \$136 000 for phase 2 of the roof repairs which, after a second round of bids, is still higher than the originally budgeted amount. The consulting company has indicated that many of the elements originally assigned to phase 2 are not essential at this time, with only \$50-60 000 worth of repairs, such as repairing cracks in the roof of the steeple, requiring attention in 2016. Other items originally earmarked for this phase can be worked into phase 3 or assigned to an additional phase 4. Some items, though perhaps cosmetically desirable, may not need to be done at all for full protection. The Core Team supports the idea of completing only the necessary repairs this year. As a result of the discussion, PPC approves going ahead with the specified repairs totalling \$50 - \$60 000.

ACTION ITEM: Chris will find out which work in the original phase 2 roof repair plan will need to be done in 2017. In addition, he will provide a time table with deadlines for completion of the remaining repairs which are considered necessary.

vi. 160th Anniversary/International Day Celebration – November 26/27, 2016

Invitations have been sent out to the community and confirmations have been received from city counsellor Matthew Fleury, the Jamaican and German Embassies, as well as the Kateri Native Ministry. The deadline for confirmations is the end of September.

vii. Pilot security project with social programs – In order to address an increase in problems and potential violence in our social programs, a brief pilot project is under way to see if having a security service present is beneficial. Currently, a security guard is on site getting to know everyone. If this is found to be useful, the 2017 budget will include provision for security service. The suggestion has been made for the guards to be dressed in a less intimidating and formal manner (i.e. not to wear their vest) but it is common in the downtown market area for guards to wear the vest and it may be required by a union. Chris will check on this.

4b. Women's Centre Report – Marsha Wilson

Marsha responded to questions submitted by PPC members regarding the services that the Women's Centre provides to women and families, its funding, collaborations and challenges.

The Centre is doing well. It has four full-time staff, 1 part-time staff and some university and college placement students. The Day Program, along with other social programs in Ottawa, is seeing an increase in women dealing with mental health issues, Syrian families and aboriginal clients. The Centre serves women from 15 out of the 23 wards in Ottawa, as well as clients

from Gatineau and some transient women. There is greater homelessness in the milder months from spring to the fall. They also support women over the age of 17 who have been victims of human trafficking.

The Women's Centre collaborates with ROH on mental health issues and has a social worker who meets with staff at ROH once a week to coordinate care. There is also collaboration with the Youville Centre (who has provided a bursary for one young woman to attend Algonquin College) and the Youth Futures program.

Feedback is obtained through personal input from clients and through surveys about specific programs such as "New Beginnings – All About You Program" which works to build the self-esteem of the women.

The Fashion Show was not as successful as a fund raiser in 2016 and it is not clear what changed. They are going to try a "Roaring Twenties" theme for 2017 and will plan to overcome other area that may have been weaker this year.

The City of Ottawa provided \$336 000 in funding this year which was an increase. However, the annual 1.2 – 2% increase from the city each does not match the cost of living increases for food, utilities, etc. Marsha is hopeful that other funding and grants will become available, including a possible grant for a one year pilot project to provide intense case management, with training provided through CMHA.

Donations have been decreasing, but those that they receive are a great support. During the past few months the Centre has received three major donations from Don and Shirley Green Family Foundation in the amount of \$10,000, the Graham Family Foundation in the amount of \$15,000 and the Royal Lepage Shelter Foundation in the amount of \$10,000. These most generous donations certainly will help offset the revenues not generated from the cancellation of our Inspire and Ignite Fashion Show. Last year, there was a \$1400 deficit which the Women's Centre was able to cover through money in their reserve fund.

Funding through St. Joe's parish budget is working well. Marsha and Chris meet in the fall and in January to review needs and costs. Currently, they are exploring partnering with the Supper Table to reduce costs, sharing volunteers, sharing lists of potential funders and information about grants that are available.

One on-going challenge is receiving unsuitable items as donations: people dropping off items that should go in the garbage, deliveries containing bedbugs, or soiled and torn clothing, bedding, etc.

The PPC thanked Marsha for her presentation this evening and commended her for the hard work that she has done to develop such a vital program for women in Ottawa.

ACTION ITEM – Chris to ask Mary Murphy if she would like to present to the PPC at a future meeting and to determine a convenient time.

4c. Motion for Women’s Centre Grant Application

The Parish Pastoral Council recognizes and supports the Women’s Centre application to the city for a grant to cover the cost of four new computers and four new chairs.

Moved - Jacqueline Dawson

Seconded – Roshene Lawson

Approved

4d. Finance Committee Report – Patricia Malikail

The last meeting was in July and the next meeting will be during the week of September 19th. Spending appears to be on track for the 2016 budget, including the expectation of a \$5000 surplus. Planning for the 2017 budget has begun. The Finance Committee is requesting guidance from the Core Team regarding the increase to staff salaries, specifically the roles and amounts that need adjusting. The Finance Committee would also like it clarified that in asking the Committee to bring the salaries up to scale, the PPC is not expecting Finance Council to raise funds but would like to get their ideas and recommendations about how to fund the increase in salaries.

4e. Updates

i. Syrian Refugee Updates

Refugee Outreach Committee (ROC) - This summer, the ROC was asked to participate in a CHEO pilot project to provide enhanced volunteer support networks for high needs Government Assisted Refugee children (GARs) and families. Using a case study of an identified family with 2 medically complex children and a group of keen parishioners with security clearance and training through Refugee 613 and the Catholic Centre for Immigrants, it is anticipated that the pilot project will serve as model for other identified medically complex children, particularly GARs.

ii. Upcoming Parish Social Events

A Potluck Brunch has been planned for the families returning to Children’s Liturgy on Sept. 18 after the 9:30 Mass and a Potluck Supper has been planned for welcoming newcomers to the parish on Sat. Sept. 24 after the 5 pm Mass. As a result, the fall Meet and Greet is off for now and plans will be made for a parish event at a more appropriate time.

ACTION ITEM – Create a plan to form a sub-committee for organizing social events.

Birthday Recognition – The monthly Birthday Blessing has not yet returned due to concerns about its effect on the length the Mass and the absence of birthday cake or treats to coincide with the blessing.

ACTION ITEM – Roshene will draft a bulletin announcement explaining the PPC’s view of the value of bringing back the birthday blessing at the end of Mass, addressing the importance of this even if cake/treats are not provided and though it makes the Mass longer.

iii. **“Nurturing our Hearts for the Work of Reconciliation” Meeting – (Response to the Truth and Reconciliation Commission)** – For all parishioners: Sept. 21st, 7:00, Parish Hall – The hall booked, an announcement was made at the 11:30 Mass this past week and it has been posted in the bulletin.

4f. October Retreat Planning

Date: Sat. Oct. 29/16 Time: 9:30 to 2:30 (lunch provided) Place: 3rd Floor, Rectory

Items for reflection and discussion at the retreat include:

- i. Response to Parish survey
- ii. Revitalizing PPC Membership
- iii. Possible adjustments to existing ministry/cluster governance and reporting arrangements

Spiritual Activities will come out of parishioner responses to questions asked on the flip charts. After the retreat, the PPC will give a response to the parish about the outcomes of the flip chart discussions.

PPC Member Visibility in Parish: Several ideas have been discussed to increase visibility of PPC members including posting member photos on a PPC bulletin board, wearing nametags at Mass, and occasional availability of Mass Reps once a month after Mass to connect with parishioners.

ACTION ITEM – Angela will ask Michelle for the nametags that were created for the spring Volunteer Appreciation event. These will be placed at Welcome Table at the back of church and all Council members are asked to wear them during Mass each weekend.

5. Cluster and Mass Representatives and Committee Updates

University Mass Report – Tiffany Villemaire

- The first University Mass of the 2016/17 school year was held last Sunday with a BBQ after Mass – there was a very good turnout.
- Church Crawl - Sept. 6 – a lot of students came out to visit the various congregations that are available for them to attend.
- Young Adult Happy Hour – Sept. 10 on the patio
- After next weekend’s Mass – “God and Pizza” – discussion about faith topics
- Supper Table event – Sun. Sept. 25 – cook a meal with Mike – a way for students to volunteer and contribute
- Works of Mercy – an opportunity for students to give out sandwiches, coffee, fundraisers for socks/mittens for those who are homeless – later in the fall

Faith Formation Cluster - Walter

- **Pride Parade** - about 12 people walked – very close to the front of the parade
- **Spiritual Seekers** – about 30 people in attendance – watched a Richard Rohr presentation for the first 45 min. then shared individually and in small groups.

6. New Business - none

7. Food for next PPC Meeting
Joanne (replacing Roshene)

8. Closing Prayer

Next Meeting:

Tues., Oct. 11, 2016 at 6:00 pm.

Note: PPC Bulletin Update in:

September	Jenine - changed to Herman
October	Chris – changed to Iyobosa
November	Joanne – changed to Chris
December	Roshene

Parish Council Approval

Parish Council minutes approved by consensus on: October 11, 2016.

Parish Council Chair
Joanne Lee

Minutes prepared by
Angela McCanny