

**St. Joseph's Parish, Ottawa
Annual General Meeting
Parish Hall - June 11, 2019 – 7:00 p.m.**

Minutes

Attendance: approximately 40 parishioners and guests

1. Welcome

Roslyn Brown, Chair of the Parish Pastoral Council (PPC), welcomed everyone at 7:00 p.m. and introduced members of the PPC. Roslyn also introduced H  l  ne Peladeau from the City of Ottawa.

2. Opening Prayer

Fr. Richard Beaudette, O.M.I., pastor of St. Joseph's, led those assembled in an opening prayer.

3. Motion 1: Approval of Agenda

Erin Ryan moved that the agenda for the evening's meeting be approved.
Seconded by Eleanor Rabnett.
Carried.

4. Motion 2: Adoption of Minutes of 2018 Annual General Meeting (AGM)

Donna Rietschlin moved that the minutes of last year's (2018) AGM be approved.
Seconded by Marlene Kelly.
Carried.

5. Financial Presentation

Greg Forestell, Chair of the Finance Committee, made a presentation on the state of the parish's finances:

5.1 Greg presented another positive report this year; 2018 was the fourth year in a row with a balanced budget. This year, the parish has an Operating Surplus of \$16,000.

5.2 \$150,000 has been put into a "rainy day" reserve fund, separate from other reserves.

The Finance Committee views this as a positive step. A small addition was also made to the capital asset building fund.

5.3 The parish is seeing returns now that an investment manager is being used. We are very conservatively invested but still have achieved a small increase in interest income.

5.4 Overall revenue was down slightly in 2018. While income from parking is down by 18 percent, an increase in private contributions has almost offset this reduction.

Government grants are critical to the Supper Table and Women's Centre operations; specifically, from the City of Ottawa and Community Foundation of Ottawa. Fundraising is becoming more difficult: revenues raised from this are not as good as in other years and the associated costs are higher.

- 5.5 Parishioner and private contributions have been trending upwards since 2011. One third is from non-parishioners. For example, the garden shed was built using a private donation from a group not related to St. Joseph's. These types of contributions are almost \$200, 000 a year, representing 15 percent of revenues. It is important to pay attention to these types of contributions with a view to maximizing them, and to thank donors appropriately.
- 5.6 On the expenses side, Greg thanked Christopher Adam, Executive Director of St. Joseph's Parish, because even with a 2.7% COLA increase in staff salaries, overall expenses increased by only 0.5%.
- 5.7 Two out of three proposed working groups of the Finance Committee were formed in the last year and are operational.
- 5.7.1 The Capital Planning and Building Working Group did a physical inspection of the entire church and associated buildings. The Working Group prioritized key issues that need to be addressed in the short term. Top priority is replacing/repairing the front steps and accessibility ramp of the church, for safety reasons. Over the next five years, half a million dollars will be needed for physical plant changes to keep the church building where it needs to be.
- 5.7.2 The Sources of Revenue Working Group pointed out that the dynamics of the parish continue to change. Age of parishioners is a factor: not as many young people are joining to replace older people. We have maximized the spaces we can rent out. We need to identify new sources of revenue.
- 5.8 The 2018 Raise the Roof fund paid for about half of the costs for the new roof.
- 5.9 This year, we undertook to renew our auditor. We have been working with Bouris Wilson for the past 4 to 5 years. We sent out an RFP to four firms that we knew of and that work in the sector, including the current auditor. We received four proposals, two equally good. We are recommending the one with the lower cost and one which ensures seamless integration with OMI Lacombe be approved at this meeting.
- 5.10 As we move forward, we need to: look into how to increase parishioner and especially private contributions, work hard at our community relationships, focus on our priorities, grow the capital asset renewal reserve, and get the financial analytics working group up and running.

After his report, Greg answered a few questions regarding parking.

Motion 3: Acceptance of Audited Financial Statement

Mary Ruddy moved that the Audited Financial Statement for St. Joseph's Parish for 2018 provided by Bouris Wilson LLP be accepted.

Seconded by John Weir.

After a few questions, the motion was carried unanimously.

Motion 4: Appointment of Auditors

Patricia Malikail moved that Marcil Lavallée be appointed auditors for St. Joseph's Parish for the year 2019, with an option to renew

Seconded by Renée Siraco.

Carried unanimously.

Motion 5: Acceptance of the Finance Committee Report for 2018

Pat Malikail moved that the report from the Finance Committee for 2018 be accepted.

Seconded by Erin Ryan.

Carried, unanimously.

6. Supper Table Report

Ryan Mitchell, Manager of St. Joe's Supper Table (ST), gave a presentation on the operations of the Supper Table in 2018:

6.1 Ryan reviewed the history, mission and vision of the Supper Table. Each month, close to 2000 meals are served: on average, 65-70 hot meals per day, in addition to bagged lunches.

6.2 Income and donations come from local community groups including the Muslim Association of Ottawa, the Parkdale Food Centre (a grant of \$275 per month to purchase specialty meats, etc., for new Canadians), bakeries, etc. About 60 percent of ST revenue comes from Approximately, \$500-600 of food is purchased per month

6.3 Ryan reviewed some of the other programs run by the Supper Table including the garden; a movie night once per month; the Saturday Brunch once per month (which around 90 people attend); a therapeutic paint night (to address mental health issues); and meditation on Wednesday nights.

6.4 Regarding fundraising, most is from outside the parish although there have also been a number of in-parish events – food drives; jam sales; concerts. The ST also has partnerships - for example, with Loaves and Fishes - and has received grants - for example, a \$30,000 grant from the Community Foundation of Ottawa. Additionally, the ST receives about \$10,000 in fresh food and produce from the Ottawa Food Bank per year.

6.5 Ryan thanked his predecessor, Andrew Pump, who successfully reduced expenses by \$20,000 last year. Part of this was achieved through the ST gala dinner.

6.6 Ryan concluded by thanking parishioners for their continuing support for the Supper Table.

A suggestion was made from the floor that the ST should publicize the support it receives from the Muslim community.

Motion 6: Acceptance of the 2018 Supper Table Report

Eleanor Rabnett moved that the Report of the Supper Table for 2018 be accepted.

Seconded by Kathleen Allen.

Carried, unanimously.

7. Women's Centre Report

Marsha Wilson, Manager of the St. Joe's Women's Centre (WC), gave a presentation on the operations of the Women's Centre in 2018:

- 7.1 Marsha spoke about the new WC mentorship program. Currently, the WC is waiting for mentors and for police checks to be completed. Ryan Mitchell has volunteered to be one of the mentors. The WC was the recipient of a \$10,000 bequest which will go towards the mentorship program. The WC has sent a letter to the family about the WC programs and this could result in further estate funds.
- 7.2 Marsha expressed gratitude to the City of Ottawa for its funding for the WC. She emphasized that the WC would not have the programs it does without this funding.
- 7.3 The WC will be working on its Strategic Plan in the year ahead. They have hired someone to help them with this. The first session has been held on the topic of succession planning.
- 7.4 Fundraising for the WC is a challenge. It is very hard to compete against other non-profits, especially hospitals. The WC wants to raise more funds to enable more programming. The WC is looking at gaps in the services they provide and is also wondering what impact possible reductions in Ontario Works and Ontario Disability Supports Program benefits might be.
- 7.5 Marsha acknowledged the contributions from the Grey Sisters of the Immaculate Conception and from the Community Foundation of Ottawa to the mentorship program.

Motion 7: Acceptance of the 2018 Women's Centre Report

Paulo Siraco moved that the 2018 Women's Centre Report be accepted.

Seconded by Pat Barr.

Carried, unanimously.

8. Report on Young Adults (YA) Ministry

Andrew Pump, Coordinator

Andrew gave a presentation on the Young Adults Ministry as that was one of two ministries selected by parishioners to give a report at this year's AGM:

- 8.1 Andrew pointed out that no Young Adults Ministry report appeared in the Annual Report although one had been prepared. Chris Adam said that this will be fixed in the version on the parish website.
- 8.2 Andrew expressed his gratitude for being so well accepted within the St. Joseph's community and for being given this responsibility. He especially wanted to thank his predecessors – Michelle Miller and Brian Ouellette.
- 8.3 Andrew explained that the main part of the job is for students from the University of Ottawa. Over 100 young people regularly attend the 7:00 p.m. Sunday evening university mass, which is run entirely run by young adults and students.
- 8.4 The YA ministry holds regular get-togethers, including brunches, game nights, etc., and generally offers community to young adults and students.
- 8.5 The ministry also offers student teacher gatherings with teachers, school board professionals, etc. It is important to reach out early in the school year to student teachers to get them involved in parish programs.

- 8.6 Last year, Brian held many activities for young adults including brunches, reflection nights, pancake breakfasts, etc.
- 8.7 Currently, there are informal social or games nights once a week. Once a month, there is a dinner and reflection evening. These have evolved into strong and committed groups. Andrew said scheduling activities weekly makes it easier for students to remember. During Advent and Lent, there are weekly reflection dinners.
- 8.8 A weekly YA and faith sharing group has started once a month after the 11:30 Mass. It starts with a 20-minute talk followed by a discussion of the day's scripture readings.
- 8.9 Andrew has also been working with Ryan to help move the ST into the life of the parish: of the 95 ST volunteers, only 10 are St. Joe's parishioners. It has been decided that the meal every Friday will be served by St. Joe's parishioners. Then the volunteers will eat, and then reflect and pray for themselves and the ST guests. There is also a weekly ST service by young adults. Andrew said volunteers are needed after the 11:30 mass to help organize ST donations that come in on Sunday.

A number of comments were made by attendees: pointing out that a number of activities were organized by young adults during the Triduum; recommending that all parishioners attend the 7:00 p.m. at least once; suggesting that the Archbishop be invited to preside at a young adult mass. A suggestion was also made to engage young people in fundraising for the parish through their knowledge and talents re social media. It was pointed out that two new members of the WC steering committee are young adults and one member of the PPC has come from the young adult ministry.

9. Report on Spiritual Seekers (SS) Ministry

David Perry

This was the second ministry that parishioners selected to give a report at this year's AGM.

- 9.1 David showed attendees a diagram of us trying to get to God, represented by us and God as separate circles. He then showed a second diagram in which one circle was within the other larger circle, showing us connected to God, resting in God. What the SS ministry is trying to do is help us move from the illusion of separateness from God to who we really are – one with God; i.e., from diagram 1 to diagram 2.
- 9.2 The SS group meets once a month for prayer, reflection, some teaching (less than fifteen minutes, often based on readings or videos from Richard Rohr, OFM) and discussion. It usually lasts about three hours, followed by an optional lunch.

10. Pastor's Report

Fr. R. Beaudette, O.M.I.

Fr. Richard submitted a written report included in the annual report. At the meeting, he highlighted things that stood out in the past year:

- 10.1 He said that he would give up all his ministry to do the YA ministry. It is very powerful, working with young people far away from home. They come on their own, from all over the world. This ministry is a real source of life for our community. The young adults know that they are part of the parish and took the lead on a number of activities during the Triduum.

- 10.2 The Dialogue Circle for Renewed Relations with Indigenous people held two gatherings in March. At one, a movie on the Doctrine of Discovery was shown followed by a panel on the effects of this doctrine; we partnered with Kateri Native Ministries for this. The second week's gathering was a time of prayer. We prayed together and learned about different prayer forms, culture and practices. It was very powerful. About 50 people attended each of these sessions. Fr. Richard said it would be important to continue this work and learning.
- 10.3 There has been a shift in the focus of the healing ministry. They are starting to celebrate the sacrament of sick during Sunday Eucharist rather than as a separate event. There is a need for greater awareness about this ministry.
- 10.4 Fr. Richard is leaving his position as pastor as of October 31st. He thanked parishioners for his four years here. He said that this assignment was a surprise to him as he did not expect to be doing pastoral ministering. He found his experience refreshing and renewing. He also commended the parish staff for allowing him to be free to do pastoral work. Fr. Jim Bleackley, our new pastor, will be here as of November 1.

11. Executive Director's Report

Christopher Adam, Executive Director

A report from the Executive Director is contained in the annual report. At the meeting, Chris spoke about two key areas:

- 11.1 Building more partnerships in the wider community - The parish currently has partnerships with the Community Foundation of Ottawa and with the Loaves and Fishes Fund. Chris has met with the pastor at St. Margaret's in Vanier; it is a natural fit for us as they serve the Inuit community and also run a meal program. We also have new relationships with Enlarge Sandy Hill and Jewish Family Services of Ottawa (Chris is on the board of the latter).
- 11.2 Within our own parish community, parishioners have told us that they would like more social events. In response, we held the Harvest Fair last year and we want to do more of that in the future.
- 11.3 Chris thanked the staff at St. Joe's for exemplifying the ethos that every human being has dignity. He also thanked the PPC and the Finance Committee as well as volunteers Eleanor Rabnett, Kathleen Allen and Jill Lamont who provided a lot of support to parish administration with respect to inputting parish donations.
- 11.4 Finally, Chris pointed out that St. Joe's is the second largest parish, budget wise, in the diocese; St. Pat's is the only one larger than us.

12. Parish Pastoral Council Report

Roslyn Brown, Chair

Roslyn referenced her report included in the annual report.

- 12.1 She then gave an overview of the PPC membership. Roslyn thanked those members who are leaving PPC – Paul Roche, Bob Orser, Ariane Larouche and Jackie Maurais. She explained that PPC started looking for new members in May. We received an equal number of nominations as vacancies. Roslyn and Robert Sykes are staying on. New members are Mireille Brosseau, Renée Siraco (who will be the

representative for the Faith Formation and Initiation cluster), Brian Ouellette and Marion Kizas (taking on the Community Building cluster). Roslyn has one year left in term as chair. In July, the PPC will select a Vice-Chair and Secretary.

- 12.2 Roslyn spoke about the parish survey in light of Fr. Richard's speaking in September about our main role being pastoral care. There were definite needs expressed: desire for community; more knowledge about faith of church and issues. The PPC started to address these during year and will continue to do so. The PPC is not necessarily the doer but the catalyst.

Motion 8: Approval of Parish Pastoral Council Report

Renée Siraco moved that the 2018 Report from the Parish Pastoral Council be approved.

Seconded by John Rietschlin.

Carried.

13. Closing Prayer

Fr. R. Beaudette O.M.I.

14. Motion to Adjourn

Marion Kizas moved that the 2018 AGM of St. Joseph's PPC be adjourned

Seconded by Clara Nasello.

Carried.

Joan O'Connell

Revised September 15, 2019