

**Meeting St. Joseph's Parish – Annual General Meeting
Minutes – June 8, 2016, 19:00-21:00**

Attendees:

79 parishioners were in attendance including the members of the Parish Pastoral Council, Finance Committee and Staff

Summary:

1. Welcome

2. Opening Prayer

3. Introduction, process and adoption of agenda

Moved: Antoinette Fracassi **Seconded:** Eleanor Rabnette **Approved**

4. Adoption of Minutes of 2015 AGM

Moved: Maria Virjee **Seconded:** Kathleen Allan **Approved**

Amendment to Women's Centre Report, Section **B, e**; City of Ottawa Grant: The parish recognizes the City of Ottawa's renewable funding to the Women's Centre in 2015 representing a 1.5% increase from 2014. **Approved as amended**

5. Finance report/Auditor's report – Patricia Malikail

2015 Finance Highlights

a. Operations Budget: Balanced in 2014 and 2015

Parish Council directed in 2012 that the operating deficit should be eliminated in three years.

- Practice for 2014 and 2015 is not to include amortization in calculating this deficit so we are still achieving our goal, largely because of an increase in room and hall rentals, as well as parking lot revenue.
- St. Joseph's staff continue to show initiative and diligence in raising revenues and reducing costs while providing a high level of service. The grants we have received are important to carrying out our mission to the hungry and to women who need our services.

b. Capital Budget: Major draw down for Phase I Roof

The Parish has kept bequests in a separate reserve to fund long term renewal of significant building or property-related expenses.

- We ended 2015 with approximately \$382,570 in this reserve, \$211, 896 drop from the 2014 figure of \$594, 466 net assets. (see *Net Assets, Bequests Fund*)
Capital plans and needs are greater than the available reserve.

c. 2015 Operating Budget

The operations budget was in the black by \$54,000, if amortization is not considered. However, amortization changes this picture somewhat.

Revenue

- Up 4 % or \$51,505 for a total of \$1,271,361. (not including Bequests)
- Parishioner contributions make up about half of this revenue.

Expenses

- Up 2% or \$23,350 for a total of \$1,294,061 (of which Amortization is \$70,712)
- Salaries up 1.5%
- Utilities up 5%
- Administration continues down 8% after a 16% decrease in 2014
- Repairs and maintenance also continue down 9%

d. Budget Development Process

Process begins in September, led by Executive Director

Aims for cluster-driven, collaborative and “bottom-up” input, building consensus among directly affected stakeholders and staff.

Stewardship is top of mind:

- Effective operation (both from an asset and people perspective)
- Cost-efficiency
- Environmental stewardship

Supper Table and Women’s Centre are understood as defining components of St. Joe’s and embodiments of our mission.

Budget control was stronger in 2015 with improved financial reporting.

e. Action Plan 2016

Financial reporting:

- Refine alignment of bookkeeping expertise and resourcing with management needs
- Refine alignment of audited statement categories and those used for monthly reporting and budget review
- Review of long term needs: church buildings and equipment:
 - 2015-18 Phased Roof replacement \$450-600,000
 - 2020-2025 Exterior masonry, foundation work, boiler
 - 2016-2018 Phased replacement of tables and chairs for Church Hall
- Major capital fundraising campaign for roof and for future needs:
 - Launched October 2015.
 - The campaign is part of an overall emphasis on using our time, treasure and talent for stewardship.
 - Retaining “Corporate Memory” in a Rotational, Volunteer-Driven Institution
 - Recommendations on staff salaries for 2017

f. Summary

- Our internal controls on finance remain good. From parish collection counters to accounting procedures, small changes are making controls better.
- Progress has been made on increasing the predictability and stability of the sources of our funds and foresight regarding upcoming capital expenditures.

- Monitoring and refinements continue on long term planning for investment and maintenance of our physical plant
- We need to keep up the momentum in replenishing our Capital Asset Renewal Reserve to October 2017 as a major push to be ready for major expenditures like a second boiler replacement or foundation work in the future.

MOTION: Be it resolved that the Parish agree to the recommendation of the Finance Committee and approve the continued appointment of the auditor for Saint Joseph’s Parish for 2016: Bouris, Wilson LLP

Moved: Dianne Taylor **Seconded:** Walter Hughes **Approved**

MOTION: That the report of the finance committee for the fiscal year 2015 be accepted

Moved: Molly Fitzgerald **Seconded:** Dianne Taylor **Approved**

6. Parish Council Report

6a. Supper Table Report by Mary Murphy

Mary expressed appreciation for donations received throughout the year and also for parish support for supper table patrons to line up indoors during winter.

Projects included:

- Garden expanded from 2 to 12 beds
- Became a member of Good Foods Organization
- Community Kitchen Project
- Changes to diet - reduction in salt, oil and sugar
- Kardish Foods is donating 40 cases of food per month

MOTION: That the 2015 Report of The Supper Table be accepted.

Moved: Antoinette Fracassi **Seconded:** Connie Goulet **Approved**

6b. Women’s Centre Report by Marsha Wilson

- Increasing mental health issues seen in Women’s Centre. Social worker available once a week to meet with women.
- Increasing number of calls from women and families. Some Syrian women reaching out for support. Translation is a challenge. *Challenge:* How else can The Women’s Centre support and serve Syrian families? Food needs are different – particularly dried beans and lentils. Ottawa-Vanier Liberal Women’s Association making donation to help with these special food needs.
- *Fashion Show* – cancelled this year resulting in \$25 000 loss to Centre.
- Recently, received \$10 000 donation from a former volunteer.
- Acknowledged presence of Helen Peladeau from the City of Ottawa who is our liaison with the city and helps us to address various issues as they arise.
- Lot of supporters – donations down last year but fund raising increased.

MOTION: That the 2015 Report of The Women’s Centre be accepted.

Moved: Molly Fitzgerald

Seconded: Radamis Zaky

Approved

6c. Featured Ministries

i. Funeral Ministry – by Dianne Taylor

- Key role is to complete funeral planning with the family of deceased
- Encourage family members to be involved
- Back of church is available for caterers to serve a luncheon. This is appreciated by families/.
- The statement that everyone is welcome in this sacred space is also appreciated.
- Words of remembrance are offered at the beginning of the liturgy.
- This is a money-generating ministry with a fee of \$600 (additional \$50 if family has a reception at the back).

ii. Refugee Outreach Committee (ROC) – by John Weir

- Robin Warren and Louise Lalonde are co-chairs; ROC limited to 14 members for effectiveness
- Training - 4 members took online training with the Refugee Sponsorship Training Program (RSTP) which is an introductory course about private sponsorship process. Very helpful for those wanting to get more involved
- Trust Funds – 2015 – 7 co-sponsorships
- Private Sponsorship Projects – often many hours can be spent in collecting information, paperwork and communication that may not result in a sponsorship.
- *Parish Support for Syrian Refugees* was formed in January to supplement the efforts of the ROC. Michael McBain is the lead. Their first project was to collect 100 backpacks and school supplies for Syrian children registering in Ottawa schools which were distributed with the help of the Family Reception Centre of the Ottawa-Carleton District School Board.
- Next meeting later in June to discuss follow-up activities.
- ROC has received numerous donations of money and furniture, which has been very much appreciated.

MOTION: That the St. Joseph's Parish 2015 Annual Report be accepted.

Moved: Pierre Jean-Louis

Seconded: John Weir

6d. Pastor's comments – Fr. Richard Beaudette

- Fr. Richard arrived in the parish on Nov. 1, 2015. He says he feels warmly welcomed and accepted.
- Has been an Oblate since 1979. For 31 years, ministered in Northern British Columbia and the Yukon.
- Coming to Ottawa, he is glad to be part of the community at Steward Street.
- Getting to know the community and discovering new ways to get involved.
- Appreciates that he has time to be pastoral, to be with and talk to people, prepare for the sacraments, visit those who are sick.
- Looks forward to a number of years here.

- Looking forward to meeting with the pastoral staff over the summer and beginning to imagine some new plans for the future.

6e. Executive Director's comments – Chris Adam

- Introduced all staff including those that had not spoken this evening
- Has been Executive Director for 5 years – 3 big projects completed or in process.
- Replacing furniture in the hall – chairs and tables – over the next 3 years. First new chairs have arrived.
- Working on raising rental income - \$6000 3 years ago, \$49,000 now, \$60,000 expected by end of the year. A large part of the facility rentals come from Ottawa music groups and the Swing Dance Society,
- 2 new leases signed this week: Ottawa Children's Choir, Ottawa Regional Children's Choir
- All departments of the church trying to be fiscally responsible.
- Trying to invest in professional development of the staff – conference and workshops.

6f. PPC Chair Comments – Joanne Lee

- Appreciates the gifts of Fr. Richard – listens, guides, inspires, makes us laugh
- Also appreciates the interest and commitment of parishioners, host of passionate individuals help to meet every challenge.
- Has been chair of parish council for just a few months.
- The PPC Governance Structure is intended to bring to encourage collaborative leadership and bring to life the values of the parish.
 - Governance Structure involves representatives from each mass and each cluster of ministries. Tries to operate on consensus basis. Representatives are expected to represent the views of their cluster and bring back decisions where they need to be explained, as well as encourage ministries to work collaboratively.
- Two challenges:
 - Unease of initial 2012 expectations of governance structure – avoid being overly bureaucratic. Expect that there will be some changes to follow the needs of the parishioners and the ministries. PPC Retreat this Fall to continue to revise structure to meet spiritual and practical needs of parishioners.
 - Volunteers make spirit of Christ alive in the world. Recognize that volunteers can feel burdened, therefore we need to try to bring in new volunteers to allow for turnover. Everyone invited to think about how to reach out and encourage others to develop new skills by volunteering in the parish.
- Very blessed over this last year to collaborate with the council and the members of the parish.

7. Closing Prayer and Motion to Adjourn

MOTION: To adjourn

Moved: Greg Lapinski

Seconded: Molly Fitzgerald

Approved

Parish Council Approval

Parish Council minutes approved by consensus on:

Parish Council Chair
Joanne Lee

Minutes prepared by
Angela McCanny