

# HOLY ROSARY STEWARDSHIP COUNCIL MINUTES - November 14, 2017

- 1.0 Call to Order / Agenda / Minutes
  - 1.1 Opening Spiritual Reflection – Steve
  - 1.2 Attendees: Rodney Bell, Fr. Boyd, Melissa Buenaventura, Jeff Obbema, Pat McCann, Kristin McCarthy, Cathy Whyte, Steve Wright, Therese Wright,
  - 1.3 Regrets – Rob Lakoseljac, Kathleen Stubbert, Fernando Subang
  - 1.4 Approval of Agenda – Cathy / Steve
  - 1.5 Approval of Minutes – Rodney / Kristin
  
- 2.0 Business Arising – Cluster Leaders
  - 2.1 October Cluster Leaders – This is a summary of the key requests from Ministries:
    - **Parish Pantry** – Addition - 30 students from St. Patrick’s School travelling to our Parish Pantry with sleds full of food. This was appreciated by the Pantry Team.
    - **Friends of Jesus** – The Ministry continues to need new volunteers. Linda has also stated that she will be stepping down as Ministry Leader in 2018 so a new Leader will need to be found.
    - **Catechesis of the Good Shepherd** – Therese has asked that Atrium needs be considered as any renovation decisions are made. This is critical as the program continues to grow and attract new young people.
    - **Saturday Night Suppers** – Dianne raised a concern that the Parish Pasta Dinner was scheduled on the same night as our committed Saturday Night Supper. This created issues with volunteer availability. The Council agreed that we need to get the website Calendar up and running so conflicts can be identified early in advance when scheduling events.
    - **Missions Possible** – Melissa reminded everyone that pie making occurs over the next 2 Saturdays (18 and 25) – Place your orders and looking for volunteers.
  - 2.2 CWL Report – Cathy
    - Bazaar on Sunday – well attended.
    - Kristin McCarthy was at last meeting sharing some of her work.
  
- 3.0 Chair Comments - Jeff
  - 3.1 2017 Picnic Debrief
    - The group has debriefed the 2017 picnic and they are defining roles for 2018.
    - There are still some discussions ongoing around the BBQ bills and issues.
  - 3.2 Policy Manual – Executive to Review
    - Executive to review the policy manual to get it ready to post on the Parish website.
  - 3.3 Parish Plan – Review / Update in January
    - The Council will review the 5-year plan at the January 2018 meeting. This is an opportunity to record what has been completed and what can be focused on in 2018.
  
- 4.0 Pastor’s Desk – Fr. Boyd
  - 4.1 CWL and Church Hall Concerns
    - The concerns of the CWL has been acknowledged.
    - Father stated that the Chef school will no longer be using the hall.
    - Father has said that once the renovation has been done, clear guidelines will be created around rentals and cleanliness.
    - Cathy asked for a policy around the rental facilities related to cleanliness.

#### 4.2 Mission Jamaica Update

- Father has had some discussions with Magee on Jamaica.
- The decision was made to continue to support Jamaica as a Mission but not the designation of Partner Parish.
- Father has asked for clear guidelines on the visits, purpose etc. before any future visits occur.

#### 4.3 Construction / Renovation Update

- The group is continuing to assess what the needs of the Parish are before they share any thoughts with Finance, Stewardship Council or the Parish at large.

#### 4.4 Custodian

- Mike is retiring in December.
- Interviews are underway for this position and the Diocese will also be involved.

#### 4.5 Refugee Family

- The commitment of the Parish was completed on November 12<sup>th</sup>.
- Some additional funds remain and there are held in trust until we decide how to proceed i.e. sponsor another family.

#### 4.6 Fr. Trikey S.J.– Canadian Jesuits International

- Speaking on Dec 3<sup>rd</sup> – Tell Ten Campaign.

#### 4.7 Pastor and Stewardship Council Christmas Open House

- December 15<sup>th</sup> – 4-7 PM

#### 5.0 Ad Hoc Committee Reports (Communications, Youth Ministry, Knights of Columbus and Refugee Committee) – As required

#### 6.0 Finance Report – Steve

##### • **Income:**

- Year to date Offerings are tracking very close to our budget expectations. To September 30, 2017 our offerings were \$283K vs. \$281 budget. The budget was based upon a modest growth goal of approx. 1%.
- Other income from things like Hall rental, and donations from other organizations is higher than expected and amounts to \$54K; we had forecast \$19K. While we may have increased income from these other sources much of it is earmarked for special purposes i.e. it is not available for general parish use.

##### • **Expenses:**

- Year to date expenses are tracking lower than budget overall, but there are some expenses categories that are higher than budget, namely repairs and hall expenses. We will also have some additional expenses that are repair and maintenance in nature: parking lot patch, crack seal & line painting \$14K; Our Lady of the Rosary Community Room carpet replaced with new flooring tile & chairs \$11K; boiler vent stack replacement \$6K. These expenses are all to come in October/November. All of these expenses were necessary.
- Our net income ytd Sept 30 2017 is \$66K vs. \$20K forecast – but the surplus is largely committed.

##### • **Balance Sheet:**

- The balance sheet I am reporting on does not match the income report. The balance sheet is based upon today's (Nov. 14, 2017) date.
- In our local bank account the parish has approx.. \$95K
- On deposit at the Chancery are \$233K

- The refugee fund is approx. \$69K subject to a cheque to be issued imminently for \$2K.
- Approx. \$60K are funds that are on deposit by various parish ministries.
- So in total approx. \$130K are funds that involve decisions as to how they are spent.

## 7.0 New Business

### 7.1 Acoustics Update

- The solution has been identified. Framed fiber board with cloth covering.
- The next step is who builds them and how they are mounted in the church.
- Cathy stated that the high school has a program that does renovation work etc. They may be interested in this work. Cathy to send Rodney the contact info.
- Fr. Boyd suggested that we engage the renovation committee to ensure that the look of the church is maintained.

### 7.2 Website and Parishioner Registration – Pat

- John has changed the website enrollment form to ask about where the new Parishioner has any interested in volunteering.

### 7.3 New Parishioner Process – Therese

- Marina contacts new Parishioners and send them a new Parishioner Package.
- This includes a registration form and it will include a volunteer section.

### 7.4 Volunteer Appreciation Event

- April 22 is confirmed for the 2018 event.

### 7.5 Ministry Fair Event

- Confirm fall 2018 for full Ministry Fair event.
- New Parishioners Event – Dinner with a guest speaker and a focus on Stewardship. Fall 2018? Decision on timing at December meeting.
- Ministry Fair Weekend
  - ✓ Set up Jan 22<sup>nd</sup> through 28<sup>th</sup>
  - ✓ Cathy to set up a teaser or bulletin board
  - ✓ Pat to send list to Cluster leaders for communicating to Ministries.

### 7.6 2018 Elections – Pat

- Therese W indicated that she will not be returning to Council in January 2018. A new Cluster Leader will need to be identified.
- Jeff to confirm whether he will continue as Chair for another year.

### 7.7 2018 Meeting Dates – Pat

- Here are the 2018 dates for SC Executive and Council meetings:

Month	Executive Meeting	SC Meeting
January	3	17
February	7	21
March	7	21
April	4	18
May	2	16

Month	Executive Meeting	SC Meeting
June	6	20
September	5	19
October	3	17
November	7	21
December	5	12

## 8.0 Adjournment

### 8.1 Closing Prayer

### 8.2 Next Meeting – December 13, 2017