



**MINUTES – BOARD MEETING – TUESDAY, FEBRUARY 21, 2017 – 7:00 PM  
UNIT 102, 1465 CALDWELL AVENUE, OTTAWA ON**

**PRESENT**

Katharina Czerny	St. Basil’s Catholic Church
Wilma Di Gaetano	Julian of Norwich Anglican Church (Secretary)
Marion Ferrer	Director
Dave Hall	Ottawa Y Service Club (Past President)
Marilyn Hamilton	Glebe St. James United Church
Margaret Knight	City View United Church
Therese Ladouceur	Community (Director)
Audrey Lawrence	Chaplain
Harold Rode	Faith Lutheran Church (Chair)
Melvin Schwalm	Faith Lutheran Church (Director)
Wendy Warburton	Kitchissippi United Church (Treasurer)

**REGRETS**

Anne Galt	Faith Lutheran Church (Director)
Kathy Mitchell	Caldwell Family Centre (Director)
Norah Patriquin	Kitchissippi United Church (Director)
Neil Wallace	Director

	<b>Welcome and Attendance (Harold Rode)</b>
	Harold opened the meeting at 7:05 pm.
<b>1</b>	<b>Devotions (Harold Rode)</b>
	Harold recounted a short story about hospitality and reflected that hospitality is a key element of our ministry of presence in the community. We hope our upcoming workshop will identify new approaches to increase our presence in the community.
<b>2</b>	<b>Minutes of Board Meeting of January 17, 2017</b>
	<b>Motion</b> (Wilma, Dave) to accept the Board minutes was approved.
<b>3</b>	<b>Business Arising from Previous Minutes</b>
	<u>Workshop</u> : Invitations have been sent to all churches and all representatives should encourage attendance. Harold has invited the local Imam, Rabbi as well as the Priest of the Ethiopian Church. Information is available for community members at the Chaplaincy and at Lepage Manor. Harold and Audrey will visit CCRC to find out about flip charts, projector, and refreshment facilities. Donations of refreshments will be appreciated. <u>CFC Expansion</u> : No new information available. <u>Staff and Volunteer Training</u> : Harold referred back to an incident at the drop-in at a time when no staff member was available and asked whether the drop-in should close if no staff member is available. Wendy will look into our insurance. We discussed the importance of having a single individual to take charge. We will discuss further at the next meeting with the view that we adopt a policy and procedure. <u>Creative Path Calendar Sales</u> : Wendy reported that a total of 200 calendars were printed at a cost of approximately \$1,500 and a total of 61 were sold. The remainder will be distributed with the Welcome Program package.
<b>4</b>	<b>President’s Report (Harold Rode)</b>
	Interviews for at least two (2) applicants for the Program Assistant position will be scheduled shortly. We have a new logo for our thirtieth anniversary year that we will use as much as possible throughout the year. Sarah has the templates and will make them available.
<b>5</b>	<b>Treasurer’s Report (Wendy Warburton)</b>
	Wendy provided an updated report as of the date of the meeting. We are operating at a small



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	<p>deficit but it is early in the year. We will proceed with the purchase of new telephones at an approximate cost of \$100.00. Sarah is researching options for telephone/internet services to reduce operating costs in this area.</p> <p><b>Motion</b> (Wendy, Melvin) to add Wilma Di Gaetano to the list of signing authorities for the Chaplaincy was approved.</p>
<b>6</b>	<b>Chaplain's Report (Audrey Lawrence)</b>
	<p>The 2016 Program Statistics have been compiled and will be circulated in the near future. Sarah is looking for a new volunteer leader for the African Drumming Group. She has identified a volunteer to teach guitar, but we need instruments. Audrey suggested the possibility of a music program for Parklane. Her visits to Parklane have been discontinued in light of staff changes there. There was further discussion about the need to strengthen the Program Committee, program evaluations and the approval process for new programs. The Board agreed that program proposals must come to the board for approval and that, in general, honoraria to volunteer program leaders would be discontinued.</p>
<b>7</b>	<b>Committee Reports</b>
	<p><b>Fundraising:</b> Kitchissippi United Church has approved the Expressive Arts grant to the Chaplaincy for 2017 in the amount of \$17,000. St. Basil's will host the 2017 Annual Fundraising Dinner and has booked the church basement for November 18, 2017. Our thanks to Katharina and St. Basil's for hosting the dinner for 2017. Dave had met with choir directors who proposed to move the Choral Festival to November, because of the timing of Easter this year. In light of the date for the dinner, he will discuss changing the festival date to sometime in October. Therese is preparing a capital funding grant application to Ottawa Community Housing for upgrades to the electricity and counters in the DREAMS Centre. The Y Service Club Art Showcase has been moved Saturday, May 6, 2017 at Kitchissippi United Church from 11:00 am to 6:00 pm.</p> <p><b>Motion</b> (Dave, Melvin) of our support to Therese Ladouceur in her grant application to Ottawa Community Housing Corporation for funds to improve the DREAMS Centre was carried.</p> <p><b>Women's Group:</b> The successful bake and craft sale at Julian of Norwich on February 5, 2017 resulted in \$720.00 in sales.</p>
<b>8</b>	<b>Chaplaincy Brand (Wilma)</b>
	<p>Wilma introduced a brief discussion of the identity/brand of the Chaplaincy, in the Carlington community, with the churches and in the wider community. How do we want to be seen? What values and messages do we uphold and demonstrate in all that we do? There was mention of our commitment to social justice, our hospitality and welcome to all, our commitment to healthy food and the environment and how this identification would be built into all our programs and communications.</p>
	<b>Adjournment</b>
	On a motion by Melvin, the meeting adjourned at 8:35 pm.

**DATES TO REMEMBER**

**March 4, 2017**

**March 21, 2017**

**April 18, 2017**

**May 6, 2017**

**May 16, 2017**

**June 20, 2017**

**November 18, 2017**

**Workshop at Calvin Christian Reformed Church**

**Board meeting**

**Board meeting**

**Y Service Club Spring Art Showcase**

**Annual General Meeting (To Be Confirmed)**

**Board meeting**

**Annual Fundraising Dinner @ St. Basil's**