



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

PRESENT

Wilma Di Gaetano	Julian of Norwich Anglican Church (Secretary)
Anne Galt	Faith Lutheran Church (Director)
Margaret Knight	City View United Church (Church Representative)
Therese Ladouceur	Community (Director)
Audrey Lawrence	Chaplain
Kathy Mitchell	Caldwell Family Centre (Director)
Norah Patriquin	Kitchissippi United Church (Director)
Harold Rode	Faith Lutheran Church (Chair)
Melvin Schwalm	Faith Lutheran Church (Director)

REGRETS

Katharina Czerny	St. Basil’s Catholic Church
Marion Ferrer	Director
Dave Hall	Ottawa Y Service Club (Past President)
Marilyn Hamilton	Glebe St. James United Church
Wendy Warburton	Kitchissippi United Church (Treasurer)

	Welcome and Attendance (Harold Rode)
	Harold opened the meeting at 7:05 pm.
1	Devotions (Audrey Lawrence)
	<p>Audrey shared a reflection, a teaching on spring and forgiveness, and an Apache Blessing.</p> <p>“We are not necessarily doubting that God will do the best for us, we are wondering how painful the best will turn out to be”. C.S. Lewis</p> <p>“As we are on traditional Algonquin territory, I would like to share with you the Anishinaabe-Algonquian word for this time of year when the snow starts to melt and the sap flows. It is Aabawaa. From this time comes the word Aabawaawendan (Aa-ba-waa-wayne-dum) meaning forgiveness which is like that process of moving from the frozen to flowing when the snow and ice loosens and break apart, the mists rise from the cold and air warm from the sun flow together, and everything comes alive again. This process of flowing and blossoming is truly forgiving and provides a “right thinking” perspective for us move forward in hope and renewal. It is our Aa-ba-waa-wendan (Aa-ba-waa-wayne-dum).</p> <p>Spring is a long hoped for time of change and it is also a metaphor for change. Some changes we eagerly await and some we do not want. Some changes we plan and others arrive uninvited. As the rain and sunlight are reminders of God at work renewing the earth, we also call upon our God of Renewal to help us in our work here at the Chaplaincy and in our lives as we open our eyes and thoughts to the changes needed in our lives this spring.”</p> <p style="text-align: center;">APACHE BLESSING May the sun bring you Energy by day: May the moon softly Restore you by night: May the rain Wash away your worries: May the breeze blow new Strength into your being:</p>



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	<p>May you walk gently Through the world and Know its beauty All the days of your life. Amen.</p> <p>“So, in that spirit, I would say “Chi Meegwetch” or Big thanks to our Creator God for our many blessings at the Chaplaincy and enjoy God’s Aa-ba-waa-wayne-dum!”</p>
2	Minutes of Board Meeting of February 21, 2017
	Motion (Wilma, Anne) to accept the Board minutes was approved.
3	Business Arising from Previous Minutes
	<p><u>OCH Grant Application to Upgrade DREAMS Centre</u>: Therese advised Steve Clay of OCH had reviewed the grant application and he was very complimentary about the content. She submitted the application by the closing date. Many thanks to Therese for taking on this work with tight deadlines.</p> <p><u>Signing Authorities</u>: Harold and Wilma will visit the bank tomorrow.</p> <p><u>Staff and Volunteer Training</u>: To be discussed in Chaplain’s report.</p> <p><u>Naxalone Kits</u>: Kathy advised that the Caldwell Family Centre (CFC) would institute naxalone kits along with the required training. Audrey recommended that we adopt a policy on the use of such kits and at the same time review our current policy on emergencies. Wendy had confirmed we have insurance. Marilyn Hamilton had confirmed through a lawyer the protection that exists if a Good Samaritan administers naxalone. Audrey will look into whether OCH and City of Ottawa staff will have naxalone kits available. Harold questioned if the Chaplaincy needs to have trained volunteers and kits given that the Family Centre, which is close by, will have trained staff. For further discussion at the May Board Meeting.</p>
4	President’s Report (Harold Rode)
	<p>Harold advised that Audrey has submitted her resignation effective May 12, 2017, although she could be available for casual contracts after that date if required. She will reduce her hours starting immediately. Harold will circulate the Chaplain job description for comment, and will ask Dave Hall to take charge of the Chaplain hiring process, with a target to have a new Chaplain in place for the fall at a minimum of 15 hours per week.</p> <p>We are in the process of hiring of two Program Assistants in term positions beginning as soon as possible to the end of August 2017 at 7 hours per week. One individual has accepted and the second acceptance is pending.</p> <p>The Annual General Meeting will take place on Tuesday, June 20, 2017 at 6:30 pm in the DREAMS Centre. Harold will ask Dave Hall to act as Nominating Committee.</p> <p>Harold has no further news on the Caldwell Family Centre (CFC) expansion and this item will be removed from future agendas.</p>
5	Treasurer’s Report (Wendy Warburton)
	Deferred in Wendy’s absence.
6	Chaplain’s Report (Audrey Lawrence)
	<p>Sarah has identified a student who is willing to prepare a video for the Chaplaincy to provide a short, effective message about the Chaplaincy and its purpose. The script has been organized and production can begin shortly. Several of our volunteers and program participants have already agreed to be part of the video.</p> <p>Motion (Norah, Melvin) that the Board endorse the development and production of a short</p>



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	<p>video about the Chaplaincy was carried.</p> <p>In light of Audrey’s resignation and Sarah’s summer vacation schedule, the Board will have to determine whether we close for 2 weeks, as has been the practice over the past few years, or for a longer period. All programs, with the exception of the Daily Drop-In, cease during July and August. At the next Hospitality Team meeting on April 5th, Sarah and Wilma will consult hospitality volunteers about their availability and will also look at statistics over the past few summers. We will also need to consider availability of our new Program Assistants.</p> <p>Audrey visited Calvin Christian Reformed Church (CCRC) on March 19th to speak about the Chaplaincy. The CCRC Youth Pastor, who participated in our workshop on March 4, came for a tour of the Chaplaincy, and expressed interest in a stronger connection and in working on the development of worship/spirituality programs from a contemporary/youth perspective. Anne indicated her interest in following up with the Youth Pastor.</p> <p>Audrey received a request from the CFC Executive Director (ED) for a letter in support of a grant application for a new ESL and the Arts program. Audrey will ask for more details; as a minimum we can provide a general letter of support of the CFC as a credible organization in the community.</p> <p>The CFC has offered our staff and volunteers the opportunity to attend a training session on April 28th, which will include indigenous cultures, the GLBTQ community and training on administering naxalone. Wilma and Sarah will follow-up with hospitality volunteers to determine interest and respond to Family Centre.</p>
7	Committee Reports
	<p>The approach used in recent programs, to break the program into sessions, provides start and end dates, encourages new participants by session and facilitates scheduling. This approach is recommended for all programs.</p>
8	Workshop Outcomes (All)
	<p>The workshop was successful in terms of the program, information provided by the CFC ED, number of participants, and interesting discussion and suggestions. Some conclusions are:</p> <ul style="list-style-type: none"> - Review our mission statement; - Work to provide information in English and French to the extent possible; - Ask Sarah to provide an overview of the evaluation workshop she recently attended; - Strengthen the Program Committee.
	Adjournment
	<p>A “Save The Date” poster for the Spring Art Showcase will be distributed shortly. Everyone is encouraged to promote this event in the respective churches.</p> <p>On a motion by Melvin, the meeting adjourned at 8:35 pm.</p>

DATES TO REMEMBER

May 6, 2017

May 16, 2017

June 20, 2017

November 5, 2017

November 18, 2017

**Y Service Club Spring Art Showcase @ Kitchissippi
United Church**

Board Meeting

Annual General Meeting

Choral Festival @ City View United Church

Annual Fundraising Dinner @ St. Basil’s Catholic Church