



**MINUTES – BOARD MEETING – TUESDAY, MAY 16, 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)
Dave Hall	Ottawa Y Service Club (Past President)
Margaret Knight	City View United Church (Church Representative)
Norah Patriquin	Kitchissippi United Church (Director)
Harold Rode	Faith Lutheran Church (Chair)
Melvin Schwalm	Faith Lutheran Church (Director)
Wendy Warburton	Kitchissippi United Church (Treasurer)

REGRETS

Marion Ferrer	Director
Therese Ladouceur	Community (Director)

	Welcome and Attendance (Harold)
	Harold opened the meeting at 7:07 pm.
1	Devotions (Harold)
	Harold recounted a story of powerful faith from the time of school desegregation in Biloxi, Mississippi. Each day, as she had to brave the oftentimes violent protest lines, she whispered “Father, forgive them for they know not what they are doing.” Her faith kept her strong and gave her the ability to cope.
2	Approve Agenda and Minutes of Board Meeting of March 21, 2017
	Motion (Wilma, Anne) to approve the agenda and accept the Board minutes was approved.
3	Business Arising from Previous Minutes
	<u>OCH Grant Application to Upgrade DREAMS Centre</u> : It seems unlikely the grant application will be accepted. There may be funds to install a showcase in the lobby for the Creative Path. <u>Signing Authorities</u> : Wilma now has signing authority. <u>Naloxone Kits</u> : Harold will confirm the Caldwell Family Centre has the kits available and if this information will be made public. We will advise staff and volunteers where the kits are in the community, as the Chaplaincy will not have them. <u>Video</u> : In progress. <u>Letter of Support for the Caldwell Family Centre for Grant Application</u> : The letter was prepared for the CFC. <u>Art Showcase on May 6, 2017</u> : The day was very enjoyable and successful. Some suggestions were made as to how to increase involvement of supporting churches.
4	President’s Report (Harold)
	Harold, Dave and Sarah met with Linda of the Carlington Arts Initiative (CAI) to explore how to work more and better together, unfortunately with no concrete conclusions. The relationship among the Chaplaincy, the CAI and Kitchissippi United Church was discussed and both Norah and Dave will follow-up at KUC. The deadline for applications for the Chaplain position has been extended to May 31, 2017. Wilma will send out the notice on the Anglican Diocese email distribution system. The Nominations Committee considers that fundraising, event planning and/or business experience and expertise are priorities for any new board members. The terms of four (4) current members (Therese, Wendy, Norah, Wilma) expire in June. Please refer any potential board candidates to Harold and Dave.
5	Treasurer’s Report (Wendy)
	Doug Scorrar is once again conducting the Year-End Financial Review on a volunteer basis, and



**MINUTES – BOARD MEETING – TUESDAY, MAY 16, 2017 – 7:00 PM
UNIT 102, 1465 CALDWELL AVENUE, OTTAWA ON**

	<p>Wendy will meet with him later in the week.</p> <p>We will make the move to TekSavy as our internet and telephone service provider. Wendy will advise Sarah to go ahead with the service request to TekSavy.</p> <p>Motion (Wendy, Norah): The Board of Directors of the Carlington Community Chaplaincy authorize David Hall to terminate our internet and telephone service contract with Bell Canada. Carried.</p> <p>Wendy presented the Financial Report as of May 16, 2017. Highlights include: church contributions are very high; individual donations are lagging and Harold will work on the “Friends of the Chaplaincy” appeal letter; she has no word if the UCC Street-Related Ministry Grant is approved for 2017; Dave Hall will look into the KUC grant funds.</p>
6	Chaplain’s Report
	<p>Audrey’s resignation was effective May 12, 2017. She is preparing a final report and is available to replace staff or to conduct memorial or other services in the community. A farewell celebration will be held on Monday, May 29, 2017. Invitations have been sent.</p>
7	Committee Reports
	<p><u>Hospitality</u>: The Drop-In will close from Monday, July 24 to Monday, August 7, 2017 inclusive, to coincide with Sarah’s vacation. Throughout the rest of the summer, the intention is to maintain our Monday to Friday 10:00 am to 12:00 pm drop-in schedule. Some hospitality volunteers will not be available for varying periods over the summer; therefore Board members will be contacted for availability to fill in for such absences. The Chaplaincy will host the brunch on Saturday, May 20, 2017 and Kitchissippi United Church on Saturday, June 17, 2017. There will be no brunches in July and August.</p> <p><u>30th Anniversary Celebration</u>: A new Working Group, currently comprised of Harold and Dave, will start planning a 30th anniversary community barbeque on Saturday, September 16, 2017. We will ask supporting churches to donate \$200 (or any other amount) to purchase food and beverages for the celebration. Harold will contact the local city councilor to invite him to attend and also to ask about ‘Canada150’ give-aways. Harold and Dave will arrange a meeting before the summer and invite others to participate in the planning.</p>
8	March 2017 Workshop Outcomes
	<p>We discussed a number of themes.</p> <p><u>Worship/Spirituality</u>: We will wait for the appointment of the new Chaplain before moving on this area. One priority for the new Chaplain will be links with supporting and other local churches and clergy.</p> <p><u>Hospitality</u>: Wilma and Melvin will discuss with the Hospitality Team how to make the drop-in more welcoming and hospitable. Suggestions included: change the position of some of the tables, encourage more interactions with new visitors, encourage ‘regulars’ to engage with visitors.</p> <p><u>Organic Cleaning Supplies</u>: The Hospitality Team will discuss this matter and report back to the Board.</p>
9	Church Updates
	<p>NOTE: Julian of Norwich Anglican Church recently agreed to move forward with a feasibility study to re-develop its current location to provide affordable housing.</p>
	Adjournment
	<p>On a motion by Wendy, the meeting adjourned at 8:45 pm.</p>



**MINUTES - BOARD MEETING - TUESDAY, MAY 16, 2017 - 7:00 PM
UNIT 102, 1465 CALDWELL AVENUE, OTTAWA ON**

DATES TO REMEMBER

Monday, May 29, 2017

Saturday, June 17, 2017

Tuesday, June 20, 2017

Monday, July 24 to

Monday, August 7, 2017

Saturday, September 16, 2017

Tuesday, September 19, 2017

Tuesday, October 17, 2017

Sunday, November 5, 2017

Saturday, November 18, 2017

Tuesday, November 21, 2017

Farewell Celebration for Audrey Lawrence

Brunch - Hosted by Kitchissippi United Church

Annual General Meeting

Summer Closing

30th Anniversary Community Barbeque

Board Meeting

Board Meeting

Choral Festival @ City View United Church

Annual Fundraising Dinner @ St. Basil's Catholic Church

Board Meeting