



**MINUTES – BOARD MEETING – TUESDAY, SEPTEMBER 19, 2017  
7:00 PM, UNIT 105, 1465 CALDWELL AVENUE, OTTAWA ON**

**PRESENT**

Annabelle Biefer	Community
Wilma Di Gaetano	Julian of Norwich Anglican Church (Secretary)
Dave Hall	Ottawa Y Service Club (Past President)
Matt Gallinger	Chaplain
Margaret Knight	City View United Church (Church Representative)
Therese Ladouceur	Community (Director)
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**

Katharina Czerny	St. Basil’s Roman Catholic Church (Church Representative)
Marilyn Hamilton	Glebe St. James United Church (Church Representative)

	<b>Welcome and Attendance (Harold)</b>
	Harold opened the meeting at 7:10 pm.
<b>1</b>	<b>Devotions (Matt)</b>
	Matt led us in prayer.
<b>2</b>	<b>Approve Agenda</b>
	The agenda was approved without amendment.
<b>3</b>	<b>Approve Minutes of Board Meeting of August 29, 2017</b>
	<b>Motion</b> (Wilma, Melvin) to approve the Board minutes of August 29, 2017 was approved.
<b>4</b>	<b>Business Arising from Previous Minutes</b>
	<p><u>Program Assistant Staffing</u>: Matt advised that Courtney will work four (4) hours per week beginning September 27 through to end of December 2017.</p> <p><u>Letter to CFC</u>: Harold provided a copy of his letter to the Executive Director of the CFC that describes the Chaplaincy’s use of the Bellevue Community Centre at 1475 Caldwell Avenue.</p> <p><u>30<sup>th</sup> Anniversary BBQ</u>: Dave confirmed details of the BBQ. A member of the Y Service Club has generously donated buns and wieners. Harold advised that Riley Brockington, Councilor, plans to attend. The BBQ still requires volunteer assistance and board members are encouraged to help out.</p> <p><u>Teksavvy</u>: 911 calls may be directed to a national centre, but will be quickly re-directed to the local centre.</p>
<b>5</b>	<b>President’s Report (Harold)</b>
	<p>Harold is following up on options for refreshing the Chaplaincy space.</p> <p>Therese agreed to look through some old photographs and will consult with Matt on which photos to keep for archival purposes. Matt confirmed that the current Privacy legislation does not apply to the photos. There was discussion on the Chaplaincy approach to archives and available storage space and general agreement that further board attention is required.</p> <p>There was some discussion about who should receive invitations to Chaplaincy board meetings. Directors and church representatives from supporting churches are currently invited. The invitation should also be sent to church offices. Wendy will provide Wilma with a list of supporting churches. Matt will ask Sarah and Courtney to advise Wilma how to upload approved minutes to our website, to provide wider access and information about the</p>



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	<p>Chaplaincy. There was discussion on how to involve more churches in the Chaplaincy. This will be discussed in future under Resource Development.</p> <p>Marion Ferrer has resigned from the Board effective August 31, 2017. We will look to appoint a new director from one of the supporting churches not already represented – perhaps City View United or St. Basil’s Roman Catholic.</p>
<b>6</b>	<b>Treasurer’s Report (Wendy)</b>
	<p><b>Motion</b> (Wendy, Norah) that the appointment of Douglas Scorrar as reviewer of the Chaplaincy’s finances for 2017 be rescinded carried.</p> <p><b>Motion</b> (Wendy, Dave) that Clayton Porteous be appointed reviewer of the Chaplaincy’s finances for 2017 carried.</p> <p>Wendy presented the Financial Report as of September 19, 2017. In light of the current operating deficit, she recommends more attention to the Friends of the Chaplaincy campaign (individual donations) as well as the Grocery vouchers program. Dave is preparing the application for the UCC MSF and Street-Related Ministries grants. Norah will follow up with Kitchissippi about the Expressive Arts grant payments.</p>
<b>7</b>	<b>Chaplain’s Report</b>
	<p>With Courtney’s return, the weekly staff schedule will be: Matt – Monday, Tuesday, Thursday; Courtney – Wednesday; Sarah – Thursday, Friday and possibly Tuesday evening. They will look to hire another part-time Program Assistant to facilitate the new Tuesday evening program. Matt will meet with Sarah before each board meeting to ensure all concerns are brought to the board’s attention. Sarah is working on a new six-week photography course. She will explore options for cost-effective ways for colour printing photos as part of this pilot program. We agreed to allocate \$600.00 to the new bi-weekly food preparation program. Matt will confirm other program details including food-handling safety and intent. This pilot program is planned for September to December 2017 inclusive. The Hospitality Program has lost several key volunteers in recent weeks and we are searching for more volunteers for this program.</p> <p>Matt’s church has generously agreed to pulpit exchanges to allow him the opportunity to address supporting churches in his role as Chaplain. All church representatives are encouraged to speak to their clergy about a possible exchange with Matt provided the clergy is willing to travel to Merrickville on the agreed Sunday morning.</p> <p>Matt provided the revised draft letter on transit fares, which incorporates additional comments and perspectives from board members and community residents. Wendy will suggest edits to Matt with the view that Matt and Harold sign jointly and send out within one week.</p> <p>The Board confirms that Sarah as Program and Volunteer Coordinator is in charge of the allocation and control of keys and alarm codes.</p>
<b>8</b>	<b>Committee Reports</b>
	<p>The 2015 Organization Chart was distributed in hard copy as background. This item is deferred to the October 2017 meeting for discussion.</p>
<b>9</b>	<b>Upcoming Events – Choral Festival and Fundraising Dinner (Dave Hall)</b>
	<p>Dave advised that four (4) choirs will participate and the program is in development. Tickets at \$10.00 and more details on time and location will be available by the second week in October. St. Basil’s is looking after the details of the fundraising dinner; tickets at \$60.00 should be available for sale by mid-October. Our target is to sell 100 tickets. As has been past practice,</p>



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	the Chaplaincy will try to arrange rides for community residents who wish to attend one or both events.
<b>10</b>	<b>Chaplaincy Policy on Police Records Check for the Vulnerable Sector</b>
	In past practice, the Chaplaincy has required a Police Records Check for the Vulnerable Sector for staff and for mentors. Matt described the recent online process to obtain these checks. The Board confirmed there is no need for a change in past practice and is in agreement with accepting the results of online checks.
<b>11</b>	<b>Church Updates</b>
	City View United has a new minister, Karen Boivin. Trisha Elliott has moved to Southminster United. Faith Lutheran had a very successful concert and BBQ fundraiser on September 10 <sup>th</sup> and raised approximately \$2,000.
	<b>Adjournment</b>
	On a motion by Wendy, the meeting adjourned at 8:55 pm.

**DATES TO REMEMBER**

**Saturday, September 23, 2017**

**Tuesday, October 17, 2017**

**Sunday, November 5, 2017**

**Saturday, November 18, 2017**

**Tuesday, November 21, 2017**

**30<sup>th</sup> Anniversary Community Barbeque**

**Board Meeting**

**Choral Festival @ City View United Church**

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

**Board Meeting**