



Parish Pastoral Council Minutes

Wednesday, September 21, 2016

7:00 - 8:00 PM

Present:	Phil Schmidt (Chair) Fr. Maurice Okolie Fr. Thomas Reddy Basani Erin Cloutier (Vice Chair & Stewardship) Susie Sirman (Liturgy Committee) Bill Van Hoof (Maintenance) Rebecca LaGrange (Youth) Megan Findlay (Youth) Dennis Woytas (RCIA) Stan Lozinski (Knights) Gary Hutnan (Ministries Liaison) Nicole Schoenberger (HFP Office Administration) Ginny Blerot (CWL)
Regrets:	Marieta Paul (Sacramental Preparation, School Liaison and Music Ministry)

1. **Call to order** – Phil
2. **Opening prayer** – Fr. Maurice
3.
 - Welcome to Fr. Thomas
 - Megan Findlay was introduced as the new Youth Liaison with Rebecca LaGrange acting as Interim Youth Coordinator
4. **Adoption of June 23, 2016 minutes**
 - The following corrections were made
 - o Section 4.1 was amended (*Amendments in italics*) to specify “we would like to have the sound in the hall more integrated with the main sound system to allow for the three spaces (*Church, welcoming area and hall*) to work independently and all together.
 - o The first discussion point on 5.1 was clarified to read “a more personal approach to soliciting feedback ~~than a parish survey would have been~~ compared to what would have been obtained from a parish survey”
 - Bill moved that the June minutes be adopted. Seconded by Ginny, Motion carried
5. **Old business - Review of Action Items from June 23, 2016**
 - 5.1. Sound system

- In August, sound system recommendations were submitted by Phil to Fr. Maurice and the PPC
 - Lance did a sound test in the empty church in June, and then again on Sunday September 18th, 2016 with a full church.
 - In comparison with the sound quality with an empty church, he found that the ambient noise from the congregation significantly reduced the quality of the sound coming from the speakers
 - Lance is continuing to make adjustments based on his new sound test
 - PPC requested that Lance set the program that the sound always be on in the welcoming area (the setting was previously defaulted to be off)
 - Lance was asked for a proposal for upgrading of sound in the hall. It came in at \$42,000, but that proposal was for a full upgrade, rather than an improvement or repair of our current equipment
 - Nicole, Laura Callbeck (Finance Committee), and Phil were involved in the discussion
 - We have asked Lance to provide a new estimate of what it will cost to ensure that the sound is reliable (at the current level of quality and features)
 - We want to ensure the price is under \$10,000, and we are working to utilize as much of the existing technology and equipment for now.
 - Currently the goal is to maximize the function of what we have now as opposed to upgrading or overhauling it.
2. Removal of pedestal from Reconciliation Room
 - Due to a change in staffing at archives, we haven't sent the pedestal to archives. We hope to do that in October
 3. Photos of Parish Council
 - some members still haven't submitted their photos, please do so immediately
 4. Seating for families with small children
 - June Fuller has asked the ushers to ensure the glass doors are closed nearest the children's area, but it is not always happening
 - Signage has been posted about the age limit and the need for parental supervision, however Nicole has indicated that there have been complaints about the noise coming from the play area - **ACTION: Nicole to relocate the children's play area closer to the kitchen**
 - Once mass starts, all the glass doors except for the ones closest to the baptismal font will be closed - **ACTION: Phil to follow up with June to remind the ushers to close the doors**
 5. Subcommittee to address feedback from AGM
 - Phil, Nicole, Susie and Dennis met to go over the action items that arose from the AGM
 - Action items with further comment or updates are as follows:
 - φ Q1#15- Parish Website - Nicole indicated that the website will actually be completely overhauled to improve the calendar and make the website more user-friendly

- φ Q2#1 – Sound system remediation – Dennis inquired as to the timeline, we are confident it will be completed by year-end.
- φ Q5#2 – Parishioners bringing concerns to Parish Council
 - Parish council now has its own email address which is posted on the website. This enables parishioners to email PPC (Phil) directly.
 - The question was raised whether we should have Council more open to enable an outside guest to do a presentation, bring forth concerns, etc.
 - Fr. Maurice would prefer that the AGM remain the venue for parishioners to bring concerns forth, and that urgent concerns be brought directly to Fr. Maurice or Phil directly
 - Parishioners are welcome to attend but not participate in the business discussions. Items can be brought to Phil, Nicole or Ministry Leads for discussion and or to be brought to a PPC meeting.
- φ Q5#8 – Music – **ACTION: Phil to pass this feedback onto Suzanne for discussion at Liturgy Committee**
- φ Q6#1 – Timeline of AGM
 - it was discussed that late October might be better as October is busy with training new volunteers. If we want to keep it linked to the Pancake Breakfast, then the first weekend in November would be the best timing.
 - **ACTION: Phil to amend the timeline to say “in the fall” rather than “in October”**
- φ Q6#3 – Refugees
 - **ACTION: Nicole to forward feedback regarding the Refugee presentation to Wendy from the Refugee Committee**
- φ Q6#4 – Succession planning
 - **ACTION: Phil to bring this topic for discussion at Stewardship Committee**
- φ Q6#5 – Photographer at First Communion Sundays
 - Fr. Maurice indicated that this has not worked in the past as many parents never come to pick up the photos
 - He suggested that only one photographer be in charge of taking photos *during* the mass, however leave it open to any parents to take photos after the blessing
 - We could simply send the digital files to each of the schools and let the schools distribute them **ACTION: Fr Maurice to discuss it with the principals at the Principals meeting**
- φ Q6#5 – Formed program difficult to use
 - instructions for logging on have been posted on the parish website
- φ Q6#18c – Length of Fr. Maurice’s homilies
 - Every priest has their own approach, and will preach for different amounts of times. It takes time to connect the context and content of the readings with present-day examples.

- Fr. reminded us that if a parishioner has a question or needs clarification on his homily, they are welcome to email him
- φ Q6#24 – Second storey built onto church for CL and Youth
 - A previous council had researched the possibility of constructing a second storey or expanded classroom space. Fr. Maurice indicated that this is in contradiction to the Archdiocese’s desire that catechism be integrated within parish and school life, rather than segregated into separate classrooms.
 - Dennis suggested that we try to make use of meeting space in nearby schools
 - **ACTION: Phil to include a statement that “any construction must be approved by the Archdiocese and must align with the goals of the Archdiocese.”**
 - **ACTION: Nicole and Susie to assemble a committee to look at use of space within the parish**

6. – Stewardship planning

7. – Parish 25th anniversary November 5th after 5pm mass
- potluck dinner, special invited guests and program to follow
 - 10 committee members, next meeting is Sept 29, 2016

5.8 – Parish picnic

- proposed that the parish picnic be moved to early June instead of September
- Ecole Marie Poburan will be the new venue for the picnic as it is more family friendly, has easy access to facilities and also helps connect the Parish and school

5.9 – Signage

- Nicole obtained one quote for a permanent two-sided sign to be erected along Poirier Avenue – the quote was approximately \$25,000 but will present a more exact quote at a future meeting
- currently we spend roughly \$3000-4000 on temporary signage and permits etc.
- We have identified the Sound System as our priority so this project will be tabled for a future time

6. New business

6.1. Audio / Visual Project – Phil

- It was discussed at a previous meeting that rather than replacing the duotangs, we would prefer to look longer term at upgrading our AV system to project song lyrics, etc.
- Phil had a discussion with Fr. Marc Cramer at Good Shepherd. They recently upgraded their system for a cost of \$140,000. The individual that spearheaded that project at their parish has now moved to our parish. Phil will consult with this parishioner to begin a dialogue with him about how to begin.
- Once initial consultation has occurred, we will develop a project plan from there.

6.2. Ministry Succession Planning complete with documentation – Phil

- As stated in the AGM follow-up, this will be discussed as part of Ministry Leadership days

- 6.3. 2016/17 Meeting Days – Phil
 - Meetings will be moved to the third THURSDAY of the month
7. Next meeting date – October 20th, 2016
 - 7.1. Items for next meeting:
 - Stan would like to discuss re-examining the location and format of the parish picnic
8. Closing prayer –Ginny to do closing prayer at the next meeting