OLV Warden's Meeting

September 3, 2026 @ 10:00 a.m. in the Parish Hall

In attendance: Father John Braganza, Linda Cameron, Susan Lemieux, Bill Raby, Gail Preston, Theresa Ritchie, and Lyall Campbell

Absent: Nancy Lanthier

Item	Description	Action by
1	**Opening Prayer:** Opening prayer by Linda	
2	**Approval of Agenda:** Agenda approved by Bill Raby and seconded by Theresa Ritchie	
3	**Approval of Minutes**: Minutes from July 30, 2026 approved by Theresa Ritchie and seconded by Lyall Campbell	
4	**Administration Activities:** **1. Secretary's Report:** Gail Preston has nothing to report. **2. Treasurer's Report:** Nancy Lanthier will provide a financial report at a later date.	
5	**Business Arising from Minutes**. **1**. Status of church cleanup – Father is still working on this. **2.** Fall supper update – Tickets made and will start to sell at Sunday mass. Linda has the bar license, and Linda will notify the caterer on the last Sunday on the amount of tickets sold to prepare for the meal. Susan will look at getting a few people at the door to accept the meal tickets, selling the tickets for the 50/50 and selling the raffle tickets (Father's carved birds). Linda will set a playlist of music for the evening and we will borrow Father John's speaker system. Lyall and Gail will set up the hall for at least 125 people so that there is a little more flexibility for people coming to the dinner. **3**. **Videotron phone package update – Linda** Plan to upgrade to Helix for the internet – now the cost is $ 98, it will decrease to $76 plus tax. As well, we will make a change to our residential Phone plan – there will be a slight increase in the monthly price. But this increase will be offset with the decrease in the cost of the internet. There will be 2 separate invoices from Videotron for these services. **4. OLV office printer contract update** – Lyall will look at setting up Father's BROTHER personal printer, which Father will donate to replace the office printer. The existing office printers' contract from Konica Minolta will be terminated September 30, 2026. Linda will call Konica-Minolta to cancel the current contract (we own the Konica printer). Konica-Minolta can send us the final bill for the period ending September 30, 2026.	

	The Konica printer is hooked up to the router. The new BROTHER printer will have to be set up through HELIX. Lyall would rather have the Videotron tech come in to the church to set up the HELIX router.	
6	**New Business:** **1. Furnace requirements:** Linda mentioned that the annual cleaning of the furnace is required prior to starting the furnace. Linda has the furnace document that Lyall prepared with the assistance of Ken. Unfortunately, there is no shut down or start up info in the document. The furnace should be cleaned by ALPHA before it is turned on. Lyall mentioned that he could be at the church for the ALPHA cleaning appointment, but he is not bilingual if the Alpha tech cannot speak English. Gail mentioned that she will help Lyall out with the translation if required. Linda mentioned that she will call ALPHA to book an appointment for the furnace cleaning. Lyall will meet Linda at the church when ALPHA arrives for the furnace. At the moment, the monitoring of the temperature settings of various thermostats is required during the week. Lyall mentioned that we need a 7 day programmable thermostat for the church, and one for the church hall. ALPHA should be able to tell us what the cost of new programmable thermostats. The other option would be to look at a more modern thermostat that can be managed via WI-FI so that you can monitor the thermostats from home. Based on what type of thermostats we purchase, we may have to determine if we need someone to volunteer to oversee the adjustment of the various thermostats in the church. We have to look at the annual replacement of batteries in the thermostats batteries. There are a total of 6 thermostats - church – 2, hall – 2, rectory- 2. **2. Disposal of Cement planters – Father John** Father John mentioned that there are some cement borders in the garage. We are assuming that these were left over from when the church interlock walkway was done. These are quite heavy. Sue mentioned that we may be able to use them in the back corner where we have the plastic tarp. As well, Father John mentioned that there are 2 rather heavy and large decorative cement planters that are in the storage area in the garage. We should decide what we want to do with them. Father mentioned that he is not sure if BMR would want them for anything. **3. Hall rental request – Theresa** Theresa rec'd a call from Helene Lauzon regarding the FADOQ choir**.** FADOQ practice – Sept. 28th and Oct 5th – 3:00 pm to 6:00 pm (will be gone by 5:45 pm for the next incoming rental). We will mention to them that they could practice upstairs. FADOQ SPRING concert – Friday, May 14, 2027 (all agreed to this date) **Other Rental Request –** Oct. 24, 2026 – afternoon rental ($175+ $50 =$225.) To be confirmed. All approved - that the group can use the coffee pots.	

	Other: Elna – they have a Thursday rental – from 6:30 to 9:00 (5 – 10 people) - daily rate of $75. She also has a Sunday celebration rental from 11:30 am to 3:00 pm (20 people) – daily rate of $75. Elna is wondering if they could have a weekly rate. Linda mentioned that the contracts are separate for each night. Linda indicated that they are very accommodating if we may need the hall for a parish event. They are getting free storage in the daycare room and that our rates are quite reasonable. Theresa has gone out to get the rental rates in the community (The Legion, St. Al's, St. Stephen's, and St. Andrews). We are by far the cheapest rate at $75 per evening. We would all like to thank Theresa for the great job that she is doing to coordinate all the incoming rental requests. **4**. **Request from Ethel - Theresa** Ethel has made another request that the pitch of the clapping is affecting her hearing aid. Father John will try to discuss this issue again with Gloria and Jacobine. **5**. **Preteen confirmation budget – Father John** Father John is requesting warden approval to cover the costs associated with the sacramental preparation (i.e. the cost of the study bibles etc.). Linda mentioned that we set a budget for these expenditures (i.e using the pastoral expenditures category). Susan mentioned that Father should submit his bills to Nancy for reimbursement for pastoral preparations expenditures. Father estimated that a budget of about $500 should be adequate. We will have to discuss and advise Nancy to put the anticipated increase in the pastoral expenditures category into the proposed budget for 2027. **6**. **Insurance issue –** Bill Raby Bill is looking at the insurance renewal for next year. Bill would like to know which choices of insurance companies/brokers that the other parishes have in the diocese. Bill mentioned that there are some brokers that are asking for a professional evaluation of the property, which can be quite costly. Father John mentioned that he will reach out to Rene Laprise at the Diocese.	
7	**Next Meeting:** October 3, 2026 @ 11:00 in the parish hall	
8	**Adjournment:** Meeting adjourned by Susan and seconded by Gail	