



CATHOLIC SCHOOL  
CHAPLAINS OF ONTARIO

**Minutes  
Executive Meeting  
Virtual  
December 9, 2022  
10:00am - 1:00pEST**

**In Attendance:** Dean Woodbeck, Adriana Rerecich, Kathleen Thompson, Anita Bedore, Margaret Palmer, Stephanie Jarrett, Joe Rogers

**Regrets:** Bishop Nguyen, Jeff Gendron

**Land Acknowledgement - Adriana**

**Check in - All**

**Opening Prayer - Adriana**

**Approval of Minutes** - Motion to approve: Adriana R. Seconded: Margaret P. Approved.

**Approval of Agenda** - Motion to approve: Dean W. Seconded: Anita B. Approved.

**Group Norms -**

**Strategic Plan -**

- We need to determine a process by which we can involve participation. Margaret suggested a workshop at the conference where interested individuals can look at both and identify key principles that are worth holding up as ideals.
- Through discussion around the executive table, a suggestion was made for a hybrid discernment process which would include a virtual discernment session to provide better accessibility. This would be accompanied by a model “discussion guide” which could be used by groups who were able to gather in person (based on region/board/etc) to work through some of the questions. An invitation could be sent to different board/diocesan/regional groups to work through a discernment process. That feedback would be brought back to the committee.
  - **Action Item** - Dean W. and Margaret P. will work on a discernment process and will share with Executive at our February Meeting.

**Correspondence**

**Action Items** - updated

- **Action Item: Stephanie J.** will add citations provided by Margaret P. to Code of Conduct and forward a copy to Kathleen T.
- **Action Item: Katheen T.** will post updated Code of Conduct to CSCO website.
- **Action Item: Jeff J.** will update membership form to include “associate member”, and to ask members for their social media information on registration form.
- **Action Item: Adriana R.** will contact Mount Carmel about any CSCO material in storage there.
- **Action Item:** Executive will discuss the idea of providing a stipend for archiving at the February CSCO Executive Meeting



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**Conferences:**

**2023 - Joe R.**

- Attended the November meeting for the CSCO Conference Planning hosted by the Eastern Ontario Board.
  - Conference Planning Team is requesting the the CSCO Executive send a formal invitation to Bishop Nguyen to join our organization for the 2023 CSCO Conference.

**CCC Committees:**

- **Faith in Education** - no report
- **WFMP-Dean**
  - There were mixed reviews of this year's WFMP. Suggestions for updating liturgies (very wordy, not a lot of ritual), and having two different speakers for keynote slots to avoid repetition. CSCO Booth was well received, and included a giveaway and a prayer intention book.
    - **Action Item: Dean W./Adriana R.** will bring feedback to next WFMP meeting.

**CSCO Sub-committees:**

- **Ethical Guidelines-** Margaret P
  - Part A: Code of Ethics Research
    - Margaret spoke with Claude Balthazard at Human Resources Professional Association (<https://www.hrpa.ca/>) He advised: Code of Conduct is about Behaviour and can be something an employer or governing body can enforce. Code of Ethics or Ethical Guidelines is about principles; it can be something that an organization with the goal of association (not governance) can establish. The principles are more general and they are set as ideals to which their members can aspire. With that in mind, Margaret suggests we base the structure on our mission/ vision/ values / and strategic plan.
  - Part B: Revisions to citations for the 2009 code of conduct.
    - Prologue (added April 2023)

In the January 2009, the CSCO wished to create a code of conduct for its members For inspiration, the sub-committee naturally turned to the 1996 CCCB publication Responsibility In Ministry: A Statement of Commitments (ROM:ASOC). A COVENANT FOR RESPONSIBLE MINISTRY: A CODE OF CONDUCT FOR CATHOLIC SCHOOL CHAPLAINCY LEADERS, was created and approved by a vote at the CSCO Annual General Meeting.

CSCO would like to give credit to the CCCB publication with these acknowledgments.

      - 1) much of the structure of ROM:ASOC has been adopted
      - 2) Sections 1,2, 8, 9, and 14 In the Responsibilities to Our Colleagues portion are copied from page 17 ROM: ASOC.



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3) Sections 1-5 and 8-12 of the Responsibilities to Ourselves portion are copied from page 23 of ROM: ASOC.

- **Conference planning guide**-Stephanie J
  - Invitation was extended to the membership to join the Conference Planning Guide subcommittee. No new members expressed interest in joining. The draft of the Conference Planning Guide has been shared with current subcommittee members and the subcommittee will meet via Zoom on January 17, 2023 at 10:00am (Eastern). Current subcommittee members are: Dean Woodbeck, Anita Bedore, Joe Rogers, Genevieve Anderson and Stephanie Jarrett. Plan is to complete final edits at our January meeting so that the Draft can be shared with the membership for approval at our 2023 AGM.
  
- **Performance Appraisal**- Dean W
  - Margaret P. is interested in serving on this committee
  - **Action Item: Dean W.** will reach out to Krista Olivieri to see if she is still interested in serving on this committee.
  
- **CSCO Retirees**-Adriana R

**Secretary's Report** - Stephanie J

- Conference Planning Guide subcommittee - see report above.
  
- Executive gmail accounts- need to update which are currently active and confirm recovery emails/phone numbers and two step verification info for all executive gmail accounts.

Motion to accept: Stephanie J. Seconded: Adriana R. Approved.

**Treasurer's Report** - Anita B.

- Unaudited balance as of December 9, 2022: \$23,821.70
- Rooms have been booked for the CSCO Executive at the Glen House Resort for April 11th, 2023 including Dinner/Breakfast. Executive Members are asked to confirm their rooms for the 12/13 through the Conference Registration form.
- Meeting room has been booked Tuesday, April 11 from 1-5.

Motion to accept: Anita B. Seconded: Stephanie J. Approved.

**Communication Coordinator's Report** Kathleen T.

- Internal/External Communications:
- External:
    - Renewal of Zoom - December 3, 2022 @ \$200.00
    - Tony J Whelan - via cscocan.ca



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- Internal: to all members
  - Advent Retreat
  - Virtual Escape Room
  - Promotion
  - Posting link with members password
  - Newsletter
  - CCCB
  - Evangelization and Catechesis newsletter
  - Pastoral Letter to Young People
  - Webinar series
  - C.U.P.E. labour disruptions prayer
  - Bereavement: Fr. James Mulligan CSC
- Job postings
  - August 29 - HCDSB - 1 position
  - October 13 - HCDSB- 1 position
  - November 7 - PVNCCSB - 2 positions
  - November 7 - ALCDSB - 2 positions
  - November 22 - OCSB - Chaplaincy pool for future positions
- Website updates
  - Advent retreat information
  - Job Postings
  - Members section: Newsletter, Virtual Escape Room
- Social Media
  - Twitter followers: 884 ( 14 new followers)
  - Facebook Subscribers: 312 (new 8 followers)
  - Instagram followers: 88 (35 new followers).
  - Tik tok: New account @cscocommunication - name “CSCO(Catholic Schools ON)

Motion to accept: Kathleen T . Seconded: Adriana R. Approved.

#### **Membership and Marketing Coordinator’s Report - Jeff G.**

- CURRENT MEMBERSHIP DETAILS
  - Our current membership stands at 159
  - 124 are paid / pending
  - The membership registration process is operating more efficiently this year, just waiting on cheques.
- BANK DEPOSITS
  - Deposits Made
    - October 26, 2022 \$3,625.00



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- November 16, 2022 \$1,700.00

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**Members at Large Reports-**

**Member at Large 1 - Margaret Palmer**

- Reported under Strategic Plan and Ethical Guidelines reports above.

Motion to accept: Margaret P. Seconded: Adriana R. Approved.

**Member at Large 2 - Joe Rogers**

- Reported under Conference report above.

Motion to accept: Margaret P. . Seconded: Adriana R. Approved.

**Vice President's Report - Adriani R.**

- Acknowledgement of the adjustments and strain of the “return to normal” that many are experiencing,
- First newsletter of the year has been distributed. The feedback has been positive. The next one will be sent in January.
- WFMP: Adriana attended two of the meetings in the planning process, was unable to attend the Dec. 1 st meeting to debrief the conference.
- Attended WFMP: Dean and Adriana made organized a raffle for a \$50 Indigo Card for the CSCO conference table. The winner was a teacher in the Bruce Grey board. The workshop offered by Adriana on behalf of CSCO was well attended and well received.
- The PD on virtual escape rooms by Nick was well received for those in attendance. The mood was jovial, the content fantastic, and it holds much promise for what we can do for and with our students on retreat, in the classroom and for those who are virtual.
- There will be two masses offered for all of CSCO: one in January and one in September at Holy Redeemer Parish in Sudbury. The price of a mass for that parish is \$15.00. Adriana would like to offer monthly mass in various parishes across the province but is concerned about the cost. Seeking input of the executive.
  - Executive approved budget request to offer monthly Masses.
- In January, Adriana will reach out to the membership to gather information on retirees and start planning with those individuals on doing a video and interviewing them



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regarding their career and any wisdom/advice they might want to share for the rest of us. This includes contacting Joanne Belanger.

- Margaret and Adriana are in process with the plans for PD for new Chaplains.
- ICE reached out regarding an event at the Cathedral Basilica in Hamilton taking place on Mon. Dec. 12 th . It is a presentation by the Honourable Graydon Nicholas. ICE kept 10 spots for us, of which we are filling 5. The deadline to RSVP was Dec. 1 st .
  - **Action Item:** Stephanie J will forward CSCO Logo files to Adriana

Motion to accept: Adriana R. . Seconded: Stephanie J. Approved.

### **President's Report**

- The WFMP conference was held and we had our Vice-President doing a workshop to represent CSCO. Well done Adriana. We were also as CSCO able to set up a table in the vendor area to meet people and answer questions. It was facilitated throughout the conference by CSCO members, specifically, Kathleen Thompson, Genevieve Anderson, Adriana and me. This was a very worthwhile endeavor as we had a draw for people to enter and a prayer intention book for participants to fill out which drew people to our booth.
- I have continued to meet with the ICE symposium planning committee and encourage CSCO members to try to be part of your boards team participating in the symposium. I think it will be a worthwhile PD opportunity. There may be the opportunity for some of the Chaplaincy Leaders to share good ideas through the quickfire sharing sessions.
- Thanks to Nick Ali for the PD session on Virtual Escape Rooms. It was fun and informative and a really good opportunity to stretch our faith formation offerings. One way to get our creative juices flowing. Of course I am also looking forward to our Advent reflection time following this meeting, thanks Margaret.
- Things are building for our annual conference and AGM. Thanks to Gordie and the team in Eastern Ontario for their work so far. We are excited to once again gather.
- We have work to do regarding our strategic planning, our ethical guidelines, our performance appraisal and our conference planning committees. The New year has the potential to be busy for us but it will be work well received.
- I do want to wish all of you as Executive Members a happy Advent and a Merry Peaceful Christmas season. Thanks for all you do to make our organization the best it can be.



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**Partnerships:**

**ACBO**

- Dean did not hear back from Krista W. about contact with Bishop Bergie.
  - **Action Item:** Stephanie J. will forward Dean the contact information for Bishop Bergie

**CCC**

- no report

**ICE**

- Members of the CSCO Executive are encouraged to contact their local board reps to be considered for a spot at the upcoming ICE Symposium.

**OCSTA**

- no report

**CPCO**

- no report

**DPCC**

- no report

**New Business: call from Tony Whelan**

- Dean W. spoke to Tony W (DPCDSB) by phone. There was an article in the Catholic Register about Tony's position on the prevalence of concussions in contact sports, and the ethical implications in Catholic schools. The executive supports the importance of concussion awareness and safety in all school activities.

**Upcoming Dates:**

- Meeting dates for 2022-2023
  - Wednesday, February 15, 2023 (Virtual) 10:00-2:30EST  
Land Acknowledgement: Anita; Prayer: Anita
  - Tuesday April 11, 2023 (In person-Gananoque) 1:00-5:00EST.  
Land Acknowledgement: Jeff; Prayer: Jeff
  - Monday June 5, 2023 and June 6, 2023 (TBD)