



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

1. Opening Prayer - Led by Jolene Smith
2. Verification of Members present - 78 members present
3. Adoption of Previous Minutes - Correction to Section J of #11 - Paul Kozak (was misspelled) Motion to adopt by Gillian Federico; seconded by Kim Lajoie; adopted.
4. Approval of Agenda - Motion to approve by Margaret Palmer; seconded by Patricia Morgetano; approved.
5. Greetings
 - a. Bishop Nguyen, ACBO liaison from Archdiocese of Toronto- greeting on behalf of the ACBO; the Bishop's are hearing the stress/anxiety/trauma that people are experiencing as a result of the pandemic and the Bishops are grateful to CSCO members for our continued ministry of service during this time. We have not let the fear and stress paralyze us and must continue to serve one another. Bishop expressed that he remembers us in his prayers as front-line workers in this time, recognizing that as it has been difficult for clergy to visit school communities during the pandemic, school chaplains' have had to shoulder additional responsibilities in caring for our communities.

Question from Annabelle asking for some guidance. Bishop expressed a need for balance between lifting peoples' spirits and acknowledging and recognizing their struggles.

Question from David Dubowitz in regards to a motion from the 2019 CSCO AGM to request an addendum to the Renewing the Promise. Bishop Nguyen deferred to Jolene ; see President's report.
6. Development & Peace Presentation - Luke Stocking - Luke spoke to the newly formalized partnership between DPCC and CSCO, the new Laudato Si Schools program, currently being piloted in Ontario; the Virtual National Thinkfast- March 11 and 12, 2021; spoke to the role of the D&P animators in assisting schools with the program;



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CHAPLAINS OF ONTARIO

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January 28, 2021**

7. Secretary's Report - Stephanie Jarrett

- Worked to help our executive team to use the Google Suite tools more effectively for sharing information between executive members as well as our membership and to assist with a more seamless transition of information as members transition into executive roles.
- Developed a guide to assist us in following Robert's Rules of Order during our AGM including new "CSCO AGM Motion Template" and a "Robert's Rules Cheat Sheet" It is hoped that these will help to provide some clarity to the process of our AGM.

Motion to accept- Adriana Rerecich; seconded - Fr. John Whyte; accepted

8. Treasurer's Report (Financial Report is Appendix I) - Anita Bedore

- Note the change in reporting for our Annual Conference SEED money. The SEED money loan is now noted in 'Accounts Receivable' and 'Loans Extended'. This change is an accounting function for accurate reflection of income and the overall dollar figures are the same.
- There were losses on both our 2020 and 2021 annual conferences due to the cancellation of both events as a result of the ongoing pandemic. We are currently holding a \$500.00 deposit at Mt. Carmel which may be used for future events.
- \$900.00 has deducted from our expenses related to funds received in 2020 to offset 2019 professional development days.
- There is an increase of costs in our technology area to help with communication via our website and ZOOM.
- A separate account has been created for the BHA annual donation. Previously, this donation had been included under gifts.



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CHAPLAINS OF ONTARIO

Minutes
Annual General Meeting
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January 28, 2021

CATHOLIC SCHOOL CHAPLAINS OF ONTARIO - FINANCIAL STATEMENT DECEMBER 31, 2020			
OPENING BALANCE January 1, 2020		\$ 2,381.93	\$ 2,381.93
	2019	2020	
Revenues:			
Membership Fees	\$ 13,975.00	\$ 14,800.00	
Conference Seed Returned			
Conference Profit	\$ 470.14		
Reimbursement to CSCO			
TOTAL REVENUE:	\$ 14,445.14		
Accounts Receivable:			
Conference Loan Return 2019	\$ 3,000.00		
Conference Loan Return 2020/2021		\$ 6,000.00	
Total Revenues & Accts Rec.:	\$ 17,445.14	\$ 20,800.00	\$ 20,800.00
Expenses:			
Accommodations & Facilities	\$ 2,769.46	\$ 1,050.00	#3
Accountant Fees	\$ 226.00		
Bank Fees	\$ 152.79	\$ 59.45	
Bursaries			
Conference Loss 2020/2021		\$ 1,615.75	#1
Gifts & Honoraria	\$ 438.56	\$ 190.82	
Insurance	\$ 1,185.03	\$ 1,261.07	
Legal Fees	\$ -		
Marketing & Promotion	\$ 2,026.69		
Mass Stipends	\$ 330.00	\$ 264.00	
Meals	\$ 991.31	\$ 144.24	
Partnerships	\$ 1,534.85	\$ 1,500.00	
Postage & Courier			
Professional Development	\$ 2,333.65	-\$ 900.00	#2
Supplies	\$ 388.04		
Travel & Mileage	\$ 5,552.26	\$ 564.75	
BHA Donation		\$ 250.00	
Website/ZOOM fees	\$ 19.20	\$ 409.51	
Total Expenses:	\$ 17,947.84	\$ 6,409.59	
Conference Loans Extended:			
2020 Conference Loan	\$ 3,000.00		
2021 Conference Loan	\$ 3,000.00		
Mt. Carmel Conference Deposit		\$ 500.00	#1
2022 Conference Loan		\$ 3,000.00	
Total Loans Paid Out:	\$ 6,000.00	\$ 3,500.00	
Total Expenses & Loans:	\$ 23,947.84	\$ 9,909.59	\$ 9,909.59
Closing Balance Dec 2020:			\$ 13,272.34



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CHAPLAINS OF ONTARIO

Minutes
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January 28, 2021

Notes:					
Note #1: Return of SEED loans for 2020 and 2021 Conferences, cancelled due to COVID restrictions.					
Conference 2020:	\$	3,000.00			
Less Cash Returned	-\$	1,500.00			
Less Speaker Deposit (non-refundable)	-\$	1,196.15			
Less Bank Charges	-\$	63.85			
Less Planning Retreat Costs	-\$	240.00			
Balance:	\$	-			
Conference 2021:	\$	3,000.00			
Less Cash Returned	-\$	2,384.25			
Less Bank Charges	-\$	115.75			
Less Mt. Carmel Deposit	-\$	500.00			
Balance:	\$	-			
Note: \$500.00 Mt. Carmel Deposit is on file for future use.					
Note #2: Funds received to offset 2019 Professional Development Days					
Note #3: Expense currently under review					

Motion to accept - Margaret Palmer; seconded - Adriana Rerechich; accepted

9. Communication Coordinator's Report - Krista Wood

- website launched in the fall of 2019, switched website provider.
- future update to include enhancing member zone resources
- Social Media: Facebook (@cscontario) and Twitter(@cscomembers) accounts for CSCO. Launching a CSCO Instagram account in fall 2021. Plan to realign social media handles in fall 2021.
- 2020-2021 focused on virtual PD
- Covid19 resources and communications response: resources shared in the Member Zone of the website; Developed an online platform (social media + channel on CSCO website) to highlight and celebrate 2020 retirees and Brian



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

Halferty Award winner; Developed a video statement/reflection on Racism and Diversity.

- CSCO Spirit Wear: order cancelled, update in 2021.

Motion to accept - Deacon Shawn Panio ; seconded - Trevor Klein ; accepted

10. Membership and Marketing Coordinator's Report - Joanne Belanger

- Membership: Difficulties in updating membership lists continue as at least one board sends a cheque without a list of Chaplaincy Leaders to match the payment. Requests for lists are unanswered; All members are encouraged to ensure that your memberships are renewed as soon as the new school year is started.
- Marketing: Assembled two kits of materials that can be used for displays at various conferences going forward. One kit for the Central and Western part of the province, one for the Eastern part of the province; Assembled two draw prizes which were given away at When Faith Meets Pedagogy
- Retired Chaplaincy Group: establishing a Retired Chaplains Group, several retirees have expressed interest; The Retired Chaplains Group have met virtually several times, we have about 10 members.

Proposed Motion from Margaret Palmer: "I motion that our organization include a retired chaplain as part of the executive with the portfolio of establishing a retired chaplain group and engaging them."; Motion Seconded by John O'Connor;

Discussion:

Genevieve Anderson (via chat): "Will they be a non-voting member? Why can't it be a subcommittee instead? Retirees are associates." Genevieve further clarified that she was not against the motion, just wanted to discuss our options.

Paul Kozak: "Are retired chaplains members of CSCO and if so do they pay dues?" Jolene clarified that they are Associate members and they do pay dues.



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

Leah Daly: likes the idea of a retired chaplains group, but does not see the need to establish an executive position specifically for retired chaplains, a sub committee would be equally effective.

Ann Clarke: Likes the idea of retired chaplains staying engaged in the organization, to not lose the wisdom and the history those members have. Likes the idea of that position being a non voting member on the executive as a subcommittee would only be effective for a short time and then would disband; a non voting executive member would be able to provide wisdom around the executive table without voting on behalf of current members.

Krista Wood- suggests we consider this falling under the role of Vice President in terms of member care, the Vice President would serve as a liaison with retired chaplains and head up that subcommittee.

Jolene asks if there are any amendments to the motion.

Jeff Gendron asks for clarification if this would be a new position on the executive?.

Jolene clarifies that as the motion currently stands this would be a new executive position representing retired chaplains.

Deacon Trevor Klein: "I move the amendment of the motion that retired chaplains become a subcommittee of the executive under the Vice President - member care.; seconded - Paul Kozak. Motion amended is passed.

Motion to accept Member and Marketing Report- Margaret Palmer; seconded - Adriana Rerecich ; accepted

11. Members At Large Report - Fr. John Whyte

- assisted with the objective of enhancing the profile of the CSCO with the many partners in Catholic Education around the Province.
- served as a liaison to the Ottawa Catholic Board Conference Planning Team.

Motion to accept- Vincenzo Silvestro; seconded- Joe Rogers; accepted



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

12. Vice-President's Report - Lorenzo Campanelli

- Volume 14 of the CSCO Newsletter just issued.
- organized Lenten - Easter Prayer for a Fellow Member.
- continue to add to the CSCO Treasury of Prayers.
- coordinated the Brian Halferty Award nomination process; recipient for 2019: Maureen Dufour of Ottawa
- coordinated recognition of retirements
- offered support to membership both in times of struggle and joy, receiving news of death, illness, birth, and renewed health; The Holy Sacrifice of the Mass.
- continue to maintain the CSCO Deceased Members list remained intact (currently 23 of our former members make it up)

Motion to accept- Vincenzo Silvestro ; seconded- Nick Ali; accepted.

13. President's Report - Jolene Smith

- Partnerships:
 - officially partnered with Development and Peace.
 - partnership with Catholic Curriculum Corporation (CCC) continues; Gillian Federico and Adriana Rerecich led the CSCO workshop at When Faith Meets Pedagogy (WFMP) in October 2019. WFMP was cancelled in 2020 and this year the conference will be virtual.
 - CPCO (Principals) cancelled their conference for 2020
 - OCSTA (Catholic Trustees) cancelled their conference for 2020; OCSTA has asked CSCO to present a workshop about elementary and secondary chaplaincy at their virtual conference in April.
 - ACBO:
 - A report regarding CSCO will be prepared for their Spring plenary session, that Bishop Nguyen will bring to the ACBO's attention.



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

- The motion that was passed at our last AGM about an addendum to the Renewing The Promise document was brought to Bishop Bergie as Chair of the Education Commission. The commission's response was as follows:

"I am pleased to inform you that the Bishops have decided to update their Pastoral Letter on Secondary School Chaplaincy that was issued in 2009. This document needed to be refreshed. It was decided that rather than provide an addendum to Renewing the Promise, the revised Pastoral Letter could address the concerns raised by your Association. There could be a section where the Bishops speak directly to the chaplaincy leaders as they did to other Catholic stakeholders in Renewing the Promise... I wish to sincerely thank you and all of the chaplaincy leaders across the province for all the good that you do in our Catholic schools."

- ICE: Michael Pautler, retired as Executive Director, Anne Jamieson has taken on the role; A will be assembled to update the Pastoral Letter on Chaplaincy, Chaplaincy Leaders will be a significant part of this writing team.
- Professional Development - will be offered virtually this year.
- Code of Conduct/Ethical Guidelines Subcommittee: met last year to update our Code of Conduct. In order to be in line with other similar organizations, ethical guidelines were created. Dean Woodbeck will report on behalf of subcommittee:
 - Committee met several times over the last year to craft ethical guidelines building on our existing code of conduct and to be in line with CSCO Mission, Vision and Values, crafting a document that was complementary to the code of conduct, yet simple and concise. As CSCO is not a governing body, the document is not meant to be a job description, or used to "police one another", nor to convey the pastoral approach to



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

chaplaincy. “This document then will recommend the responsibilities and ethics that school chaplains should aspire to uphold in these areas which include service to individuals and communities, collaboration with the Catholic Church and care for ourselves and colleagues.”

- Committee acknowledges questions that arose around how the document was originally posted/sent out and that an error in the document has been corrected.

- Extension of Executive Terms: executive team met more frequently during COVID-19 and will continue to do so as needed. Thanks extended to the membership for trusting us and voting to extend all of the terms by one year.

Discussion:

Susan O’Keefe- Motion Susan O’Keefe: I move that: under section 2.0 of the ethical guidelines we add under 2.2 another subtitle which reads:

“seek to create justice and solidarity, informed by the Social Teaching of the Catholic Church.” ; Seconded Mary Defayette;

Discussion:

Leanne Davis- Asks if the work of the committee is final? Could this be step one in a process, could there be wider consultation?

Genevieve Anderson- In line with other organizations’ ethical guidelines it is important for us to think about our own internal and external code of conduct, in terms of our internal (guidelines) would like to see it include something about healthy work environment; with regards to external to include some way of holding ourselves accountable and an alignment with equity, diversity and inclusion, anti racism, a sense of hospitality, welcome and empathy.



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

Adriana Rerecich posed the question, wouldn't Sue's amendment encompass Genevieve's points? Catholic Social Teaching does encompass everything, equity inclusion, anti-black racism.

Vote on Motion by Susan O'Keefe: accepted.

Motion from Leanne Davis: -I motion that we consider the subcommittee ethical guidelines report as Phase 1 and expand on the document through a province-wide CSCO process for further engagement of all members.; Seconded - Leah Daly;

Discussion-

Jolene explained the Process of the current subcommittee. The document was sent to membership. Responses were received. There was an error identified which has been fixed; normally we would have talked about this last year at the AGM, which was why it has been delayed until now.

Paul Kozak- There is another option, that is that we could approve it as it stands and any changes could be amended at future AGMs.

Ann Clark: It is not really phase one because there was an opportunity to be part of the committee and to offer feedback , Agrees that it needs amendments to go forward.

Genevieve Anderson: I would like to know why this document completely replaces the 2009 (Code of Conduct) document. Suggests that it serves as a compliment and we could still have the 2009 document. In support of this being "phase 1".

Margaret Palmer: Was part of the writing team, understood that new document would be a compliment to what was already there. Made it more concise and modernized to the language of the day, but never to replace the document that was existing prior to. A document that other stakeholders will read has to be concise, and have language that is current.Likes idea of allowing for a workshopping of what is outlined in the motion.

Leah Daly: Doesn't feel like there has been a meaningful opportunity to provide feedback and discussion. Supports the opportunity to workshop this document.



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

Jolene: Acknowledges that intention was to discuss document at 2019 AGM before it was posted. An error was made in posting it on the website.

Krista Wood: Also on the subcommittee, makes clarification that a code of conduct has a different authority than ethical guidelines. CSCO doesn't have an ability to police our members in any way, that was one of the reasons the subcommittee looked at a change in titles specifically. Suggestion that we consider supporting the document and only putting it in the members zone for further discussion.

Dean Woodbeck - Sees this document is a continuing evolution of where we are as an organization.

Mary Lozowsky - Think what we are dealing with here are some questions of process. Would like both documents (Code of Conduct and Ethical Guidelines) to be available in the Members Zone of the website so that we can fine tune.

Jolene- Confirms that Anne Heemskirk, who was part of the writing committee for the last Code of Conduct said it was voted on.

Motion from Leanne Davis put to vote- Motion Passed 78% in favor.

Paul Kozak - I withdraw my motion.

Jolene- If there are no questions, is there anyone to move to approve the President's Report?

Motion to accept - Krista Wood; seconded Susan O'Keefe; accepted (93%)

14. New Business - no new business.

15. Nominations and Elections (Descriptions of

a. President

i. Adriana Rerecich nominates Dean Woodbeck; Dean accepts the nomination; Dean Woodbeck acclaimed as President.

b. Treasurer

i. Claire Marchand nominates Anita Bedore; Anita accepts the nomination; Anita Bedore is acclaimed as Treasurer



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Annual General Meeting
Virtual Zoom Meeting
January 28, 2021**

c. Membership and Marketing

- i. _____ nominates Shawn Panio; Shawn Panio accepts the nomination.
_____ nominates Jeff Gendron; Jeff Gendron accepts the nomination.
- ii. Addressed membership: Jeff Gendron; Shawn Panio.
- iii. Standings: First- Jeff Gendron; Second - Shawn Panio.
- iv. Elected: Jeff Gendron

d. Member at Large: 1 and 2

- i. _____ nominates Joe Rogers; Joe Rogers accepts the nomination. Susan O'Keefe nominates Kathleen Thompson; Kathleen Thompson accepts the nomination. Krista Wood nominates Nicholas Ali; Nicholas Ali accepts the nomination.
- ii. Addressed membership: Nicholas Ali; Joe Rogers; Kathleen Thompson.
- iii. Elected: First- Nicholas Ali; Second (tie) Joe Rogers; Kathleen Thompson; Fourth - Shawn Panio; Run off vote for second: First- Joe Rogers; Second- Kathleen Thompson.
- iv. Elected: Nicholas Ali and Joe Rogers

16. Adjournment - Motion to adjourn - Krista Wood; seconded - Stephanie Jarrett ;
approved.