



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Executive Meeting
Virtual
January 16, 2024
10:00 - 2:00 Eastern**

In Attendance: Dean Woodbeck, Adriana Rerecich, Kathleen Thompson, Joe Rogers, Vincenzo Silvestro
Stephanie Jarrett, Margaret Palmer

Regrets: Leanne Davis, Bishop Nguyen

Check-in

Land Acknowledgement - Dean

Opening Prayer - Stephanie

Approval of Minutes - Motion to Approve: Joe , Second: Kathleen

- Discussion : None
- Approved

Approval of Agenda - Motion to Approve: Adriana , Second: Vincenzo

- Discussion: Treasurer's Report was moved up in the agenda from a previous request. Will remain there for today. Added to new business: future conferences.
- Approved

Group Norms - acknowledged

Correspondence - Stephanie, Vincenzo, Dean, Kathleen

- OCSTA, job opportunity: Senior Secretary (Stephanie shared with Executive)
- Novalis, request for vendor information for upcoming conference (Stephanie forwarded to Dean)
- Regis/St Michael, request for vendor information for upcoming conference (Dean has responded)
- [REDACTED] insurance, requested updated information on our organization to update out policy. (Vincenzo shared request with Executive)
- Request from member for bursary for conference (Adriana/Kathleen. Member will be retired by the time the conference happens, Adriana was looking for clarification on membership status after retirement. Discussion among the executive is that a membership runs from September 1- August 31 (a twelve month period of the school year) and so the member is eligible to apply for a bursary. (application is not a guarantee of receiving a bursary). There are some questions about whether in this circumstance a member would retain voting rights after retirement.
 - Action Item: Dean will respond to Novalis
 - Action Item: Vincenzo and Dean will review request from Insurance Company and respond.
 - Action Item: Adriana will send a bursary application to the requesting member.
 - Action Item: Stephanie will review By-laws/constitution for clarification of voting rights and report back at next executive meeting.
 - Action Item: Stephanie will correct typo (CCO) in current bylaws document.



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Action Items - updated

Treasurer's Report: - Vincenzo

- Bank Balances:

| | |
|-------------------|----------------------|
| September 30,2023 | 26, 245.16 (audited) |
| October 31, 2023 | 26, 730.87 (audited) |
| November 30, 2023 | 30,442.64 (audited) |
| December 31, 2023 | 32, 162.75 (audited) |
- Seed money (loan) from the 2023 Conference has not yet been received from the Eastern Ontario team. Also still awaiting detailed budget/expense report. Vincenzo has reached out to Linda Erb from CDSBEO for an update.

Motion to accept: Vincenzo, Seconded: Adrianna - Accepted

- Discussion: Margaret highlighted the need for the detailed accounting reports from our conferences to maintain our insurance. Stephanie reiterated the need for Conference planning teams to maintain separation from school boards in terms of banking and finances. Conferences are held on behalf of CSCO, not individual boards. Vincenzo has also noticed that the number of paid memberships is down from last year.
 - Action Item: Dean will call Gordi Van Putten to ask about the return of the seed money (loan) and any profits and the accompanying financial documents.

CCC Committees:

WFMP - Adriana/Dean

- There has been a meeting since the last WFMP Conference, Adriana shared updates from that meeting:
 - Theme: Pilgrims of Hope. (October 24-26, 2024)
 - Suggested Speakers:
 - Sr. Josephine Garret
 - Dr. Ernest Augustine.
 - Sr. Norma Pimentel
 - Sr. Miriam James
 - Niigaan Sinclair
 - David Wells
 - Will look at budget and availability of speakers. Considering having keynote on Friday only.
 - Next meeting February 15, 2024
- Request for Workshop Proposals will need to be sent to the membership
 - Action Item: Adriana will add link to the Workshop Proposal form to the newsletter.
 - Action Item: Kathleen will share the Workshop Proposal form with the membership via email..



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CSCO Sub-committees:

Strategic Plan - Margaret/Dean

Ethical Guidelines - Margaret/Dean

Performance Appraisal - Margaret/Dean

- Surveys were sent to members for response. Using the feedback gathered, Margaret and Dean have completed draft documents, which have also been shared. Members are invited to meet virtually on January 26, 2024 at 10:00amEST via zoom for the final step in the discernment process. The documents will then be presented to the Membership for approval at the 2024 CSCO AGM.

CSCO Retirees-Adriana

- Many retirees will be assisting as facilitators at upcoming CSCO Conference.
 - Action Item: Adriana will update “Notice of Retirement” form and share with membership.

Secretary’s Report - Stephanie Jarrett

- Stephanie was asked to research reliable cloud based storage plan options and pricing:
 - Microsoft OneDrive for Business: \$8.10+tax/user/month basic plan
 - Google Workspace for Small Business \$7.80+tax/user/month basic plan
 - Google Workspace for Nonprofits \$3.00+tax/user/month business plan (\$0 basic plan) *must qualify as a nonprofitThese plans include more than just cloud storage, but instead a suite of business features- could replace our Zoom subscription and solve some of our email issues.
- IDrive Team: \$20 +tax/user/year to back up our current Google Suite Files, also offers \$10TB team storage for 69.95/year (first year) 99.95 each following year.

Motion to Accept: Stephanie, Second: Adriana - Accepted

- Discussion: Stephanie highlighted the non profit plans and asked for members of the executive to review the various plans to see further details of the services offered.
 - Action Item: Kathleen will review plans to compare services for the communications portfolio
 - Action Item: Executive will decide on plan at next executive meeting.

Communication Coordinator’s Report - Kathleen Thompson

- Internal/External Communications:
 - External:
 - Webinar Series - "The Four Constitutions of Vatican II" - CCCB
 - Webinar Series - Advent CCCB Office for Evangelization and Catechesis



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- Internal: to all members:
 - Newsletter
 - Bereavement: Dominic Pallano
 - Conference information and updates
 - CARFLEO Pre Advent Twilight Retreat
 - PD promotion
- Job postings:
 - Durham CDSB
 - Halton CDSB
 - Niagara CDSB
- Website updates:
 - CSCO conference 2024
 - Membership
 - CSCO new executive
 - Job Postings
 - Members section: Newsletter, minutes
 - Anne Jamieson & Catherine Clifford PD: promotion
 - Anne Jamieson PD recording uploaded to members only
 - New members only password
- Expenses:
 - Zoom (\$400/year)
 - Wix (\$200/year)
 - Rebel (\$200/year)
 - Laptop
- Social Media
 - Twitter followers: 908 (9 new followers)
 - Facebook Subscribers: 339
 - Instagram followers: 139 (20 new followers).
 - Tik tok: New account @csc.social as “CSCO -Catholic School Chaplain”:
 - Thread: New account - csc.social: 14 followers

Motion to accept: Kathleen Seconded: Vincenzo

Discussion: none

Membership and Marketing Coordinator’s Report - Joe Rogers

- As of (Jan 16, 2024) we have 151 members. All have paid with the exception of the Niagara Catholic Board. (12 full time, 1 part time member)



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- Joe has noticed that the membership criteria for some of our membership levels is vague. Need to clarify membership eligibility.
- The Daughters of St. Paul publishing (Pauline Books) are offering CSCO members 10% discounts on purchases.

Motion to accept: Joe, Seconded: Adriana

Discussion: Joe raised a concern about the clarity of the definition of an “associate member” in our by laws. There has been an issue of an individual seeking CSCO membership without any direct ties to catholic education in Ontario. Margaret submitted a request to amend the bylaws to provide clarity in regards to the membership definition. A motion will be proposed at the AGM to vote on this amendment. Also reiterated was the fact that the “Member Only Zone” is only for Full and Part Time Members, and that members can opt out of having their information listed on the “Member Only Zone”. The information shared will be: Name, School, School Board, Email Address.

Approved

Members at Large Reports- Margaret Palmer and Leanne Davis

Member at Large 1:

- Report submitted and discussed under CSCO Committees section.

Member at Large 2:

- no report

Motion to Accept: Margaret. Seconded: Joe

Discussion: Stephanie thanked Margaret for her hard work in organizing the discernment process for the Strategic Plan, Ethical Guidelines and Performance Review.

Approved.

Vice President’s Report - Adriana Rerecich

- Ongoing items for the VP position:
 - CSCO newsletter
 - Monthly masses—working on 2024.
 - Videos with retirees
 - Intentions from the membership
 - The CSCO brochure
 - Secret Prayer Angels
- Mentoring outreach for new chaplains. Adriana has a list compiled based on conference registrations. Ready for next steps.



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- The conference registrations have poured in--Invoices have been sent out digitally and payments are starting to come in. We have approx. 85 registrations so far. Mt. Carmel is at full capacity.
- Training for Retirees: Feb. 2nd. Brenda R. is ready to go. Feb. 26 is the inclement-tech day, in case technology foils our plans.
- The survey for PD training and what our members have to offer will be included with the next newsletter, which will be for Lent.

Motion to Accept: Adriana, Second: Margaret

Discussion: Kathleen suggested that Survey also be communicated in a stand alone email.

Approved.

President's Report - Dean Woodbeck

- no report

Partnerships:

ACBO

- Dean participated in a meeting hosted by ACBO/ICE on the new curriculum document for Family Life (K-8). The meeting was to invite partners to provide feedback ahead of the development of support documents and resources. Dean highlighted for the group the importance of pastoral tenderness in the delivery and support of this curriculum. Brian Beal requested that members of the executive might meet with some members of the committee to provide feedback. Joe, Adriana, Margaret, Stephanie, and Vincenzo all expressed interest.
 - Action Item: Dean will reach out to Brian Beal to schedule a time to meet..

CCC

ICE

- See ACBO bullet point

OCSTA

CPCO

DPCC

New Business:

- Upcoming Conferences:
 - 2025- Niagara Chaplains - Either Adriana or Kathleen will serve as Executive Liason.
 - 2026 - Group of Chaplains from across the province have volunteered to host 2026.
 - Action Item: Joe will reach out to 2026 organizers for a contact person
 - Action Item: _____ will reach out to James Carnegie from NCDSB to arrange for initial meeting.



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Upcoming Dates:

Conference Planning Meeting: Thursday, January 25: 10:00am-12:00pm

Synodality PD: Thursday January 25th, 2024: 1:00pm-3:00pm

Discernment Process for Strategic Plan, Ethical Guidelines, Performance Appraisal: Friday, January 26, 2024: 10:00am via Zoom.

CSCO Executive Meeting: Tuesday, February 20, 2024: 10:00am-2:00pm
Land Acknowledgement: , Prayer:

CSCO Executive Meeting: Monday April 15, 2024: 10:00am-2:30pm (Mount Carmel)
Land Acknowledgement: , Prayer:

CSCO AGM: Tuesday, April 16, 2023: 1:00pm- 3:00pm (Mount Carmel)

CSCO Executive Transition Meetings: June 2024 (TBD): 10:00am-2:30pm
Land Acknowledgement: , Prayer:

****Additional meetings to plan 2024 CSCO Conference and 2024 AGM to be determined.****

Adjournment.