



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Executive Meeting
Virtual
August 29, 2022
10:00 - 2:30**

In Attendance: Dean Woodbeck, Jeff Gendron, Adriana Rerecich, Kathleen Thompson, Anita Bedore, Margaret Palmer, Stephanie Jarrett

Regrets: Bishop Nguyen, Joe Rogers

Land Acknowledgement -Dean W.

Check in - Everyone

Opening Prayer -Dean W

Approval of Minutes - Motion to approve: Adriana R. Seconded: Anita B. Approved

Approval of Agenda - Motion to approve: Dean W. Seconded Kathleen T. Approved

Group Norms - acknowledged

Strategic Plan

- Committee will review current strategic plan and work on process of discernment for the next strategic plan. Dean W. and Steph J will join the committee. Margaret P has volunteered to assist with facilitation of discernment process.
 - **Action Item:** Dean and Steph will review 2022 AGM Minutes for specific direction in regards to the Strategic Plan

Correspondence

- Jeff Outhit from “The Record” (Kitchener/Waterloo) reached out to CSCO for comment on Chaplain’s from WCDSB voting to join a union. Executive chose not to respond to the request.
- Covenant House contacted Adrinana R. in regards to some upcoming opportunities to be shared with CSCO members.
 - **Action Item:** Kathleen T. will follow up.

Action Items - updated

- **Action Item:** Steph will send Dean the contact information for Krista Olivieri
- **Action Item:** Dean will send link for CPCO articles to Kathleen to be posted on CSCO Member Zone
- **Action Item:**

Conferences

2023- CDSBEO

- Joe R. will serve as liaison for the 2023 Conference planning team.

CCC Committees:



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- **Faith in Education** - Joe R. will serve as CSCO representative (Adriana R. will assist with in person requirements)
- **WFMP**- Dean W. and Adriana R. will serve as CSCO representative for 2022-2023 school year.

CSCO Sub-committees:

- **Ethical Guidelines** -Dean W. and Margaret P.
 - **Action Item:** Margaret will work on the citations necessary for current Code of Conduct and research the use of ethical guidelines without governance to report back at our December meeting.
- **Conference planning guide**- Stephanie J.
 - **Action Item:** Dean will include an invitation to join the committee in the Welcome Letter to members asking to respond by September 30.
 - **Action Item:** Steph will set a meeting date after September 30
- **Performance Appraisal**- Stephanie J.
 - **Action Item:** Dean will include an invitation to join the committee in the Welcome Letter to members,also explaining the work of the committee.
- **CSCO Retirees**- Adriana R.
 - Adriana will reach out to Joanne Belanger for information on this committee

Secretary's Report - Stephanie J.

- Current edits to the Conference Planning Guide have been completed and will be forwarded to the committee members in the coming days along with an invitation to a virtual Conference Planning Committee Meeting.
- Executive Contact Information spreadsheet has been added to the Shared Executive Folder. Please let Steph know if there are any changes/edits to the information.
- Draft of Minutes from 2022 AGM are complete and can be found in the Shared Executive Folder.
- The "cscsco.member1@gmail.com" is no longer accessible. The email address for "Member at Large 1" (Margaret) is cscsco.member@gmail.com

Treasurer's Report - Anita B.

- Audited Balance as of July 10, 2022 - \$21,771.35
- Unaudited Balance as of August 29, 2022 - \$21,771.35
- There is currently \$1750.00 to be paid in the coming days (\$250 - BHA Donation; \$1500 - CCC partnership fee)

Communication Coordinator's Report - Kathleen T.

- Internal/External Communications:
 - received a variety of communications over the summer, regarding recent retirements, media inquiries, inquiries from those interested in chaplaincy as a career.



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- Job postings
 - CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO- Chaplaincy
 - Window Essex Catholic District School Board - Chaplaincy position
 - St Clair Catholic District School Board - System Chaplaincy, Vice Principal pool
 - Canadian Jesuits International is hiring a full-time Communications Coordinator.
 - Durham Catholic District School Board- Chaplaincy
 - Hamilton Wentworth Catholic District School Board - one year Chaplaincy contract
 - Ottawa Catholic School Board- Chaplaincy
- Website updates
 - Conference 2023 poster - front banner
 - Job Postings updated
- Social Media
 - Twitter followers: 870. Following 994 *need to filter through “following”
 - Facebook Subscribers: 304
 - Instagram followers 53. Following 158 *need to filter through “following”
 - Social Media plans for 2022-2023
 - Interest number of post
 - Diversify types of posts
 - To include socials on CSCO annual membership form
- Gmail Accounts
 - Sorted through 5000+ emails and organized them in folders

Membership and Marketing Coordinator’s Report - Jeff G.

- continue to look for a solution to the difficulty involved in tracking board cheques/EFTs and matching them to registered members. After discussion it was decided that if a board cheque/EFT is received without a list of members attached, that Jeff will contact the respective finance department and ask for back up for the cheque.
- Suggestion was made to offer an incentive for those members who register and pay by November 30th 2022. Names will be drawn for a \$75.00 Gift Card for a vendor at the 2023 CSCO Conference
 - **Action Item:** Jeff will include information on incentive draw in membership renewal package.

Members at Large Reports - Margaret P.

- work to begin this fall on Ethical Guidelines portfolio (action items listed under Sub-committee reports)

Vice President’s Report - Adriana R.

- Looking for some feedback on newsletter format.
 - Plan to condense to a standard number of pages per issue.



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- Plan to be intentional in inviting a wide variety of members from across the province to contribute to better represent the diversity of our membership. A special focus on those who work in remote parts of the province. Would also include reminders on information items regarding membership, conference, etc.
- Plan to diversify where Masses are offered for members (for bereavement and illness) to different parishes throughout the province. This would allow our members to attend the offered Mass wherever they are geographically located, as well as increase knowledge of CSCO in various parish communities as they pray for/with us.
- Adriana has offered to help support Jeff in the membership areas, with a particular focus on the TCDSB.
- Plan to continue the tradition which was established over the pandemic of creating a video to honour retired chaplains,
- Working to organize the digital files for the Vice President's Google account (Google Drive).

President's Report - Dean W.

- Work continues on WFMP and the ICE Symposium,
- As mentioned in earlier reports
 - I have also been in touch with Joe Rogers regarding the Executive Liaison with 2023 Annual Conference committee, he is on board.
 - We had a request from a journalist regarding Unionization, thanks to Adrianna for your insight on this matter.
- Dean is currently discerning whether he will run for a second term as CSCO President

Partnerships:

ACBO

- work is underway on report for Spring Plenary

CCC

- Steph J will email Marie Osborne with list of new committee representatives

ICE

OCSTA

CPCO

DPCC

New Business:

- **Professional Development for New Chaplains:** Adriana and Margaret will work on developing and leading a session for New Chaplains
 - **Action Item:** Jeff will send them the CSCO Welcome Package
 - **Action Item:** Jeff will forward the names of new chaplains as they are registered so that they can be invited to the PD session.



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Upcoming Dates:

- Meeting dates for 2022-2023 (need to determine June transition dates)
 - Tuesday, December 6, 2022 (Virtual) 10:00- 1:00EST)followed by Advent Faith Formation 1:00-2:30EST).
Land Acknowledgement: Adriana ; Prayer: Adriana
 - 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)