



CATHOLIC SCHOOL  
CHAPLAINS OF ONTARIO

**MINUTES**  
**Executive Meeting**  
**Virtual Meeting**  
**June 8, 2021**

- **Present:** Jolene Smith, Lorenzo Campanelli, Krista Wood, Fr. John Whyte, Anita Bedore, Nicholas Ali, Joe Rogers, Jeff Gendron, Dean Woodbeck, Bishop Nguyen, Stephanie Jarrett.  
**Regrets:** Joanne Belanger

**Opening Prayer - Jeff Gendron**

- Decision was made to assign prayer for the next meeting at the end of each meeting, during the review of future dates.

**Approval of Minutes - approved**

**Approval of Agenda - approved**

**Group Norms - accepted**

**Strategic Plan - tabled until next meeting**

- Action item: All Executive will review current strategic plan and ponder how to approach moving forward.

**Correspondence**

Genevieve Anderson - emails received asking CSCO executive to consider making a statement to celebrate Pride Month for our 2SLGBTQ+ members, colleagues and students. Also asking for CSCO to stand up for implementing the Truth and Reconciliation Calls to Action.

- Action Item: Krista and Dean will work on a method of prayerful acknowledgement to be shared with the membership and on Social Media. Included will be a message of support for our members, colleagues and community members who identify as 2SLGBTQIA+, as well as to our Indigenous brothers and sisters in light of the confirmation of the 215 buried at the former Kamloops Residential School, and the impact of Residential Schools survivors, their families and Indigenous Communities. We will prepare prayers and resources to support our members in ministering to and working alongside these communities, that will be made available through our website and social media in the weeks that follow.
- Action Item: Jolene will respond to Genevieve's email with the work the Executive is undertaking in response.

**Action Items - updated**



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**Conferences**

**2022 - Ottawa - Joe Rogers (Fr. John Whyte-outgoing)**

- Donna Hughes is the Chair of the Ottawa Conference Planning Team.
- Joe has been in contact with the speaker to see whether she is available/open to attend conference in person, (otherwise keynotes will be virtual).
- Anita is working on updating forms and documents for the conference team bank account and reissuing Seed Money cheque.
- Krista asked that the team be made aware that CSCO has a Zoom License that will accommodate the conference needs, so that the team does not have to pay for additional licenses.

**2023 - PVNCCDSB has let us know that they are unable to commit to planning the conference for 2023, due to anticipated retirements in the coming year.**

- Action Item- Jolene will ask for a team to host the 2023 conference in the year end President's letter.

**CCC Committees**

**Faith in Education - Krista Wood**

- New members of executive were brought up today on writing team for Bereavement Resources. CSCO will provide members to the writing team.

**WFMP - Stephanie Jarrett / Dean Woodbeck (Jolene Smith-outgoing)**

Virtual meeting held May 20, 2021

- Keynote: David Wells
- Guidelines/information on Workshop Submissions have been sent to all boards/partners. All workshops will be virtual, there is an option to self record however recommend taking advantage of Chrisell's AV technicians who will record workshops according to an agreed upon schedule.
- Also a plan for a virtual youth forum with David Wells again providing the Keynote; Large Groups sessions will include Chris Bray, Dan Moynihan, Luke Stocking and L'Arche. It was noted that a diversity of speakers be considered given the diverse population of students we serve- we are invited to submit suggestions for consideration.
- Next meeting Thursday June 17, 2021
- CSCO WFMP Workshop: Three workshop proposals were submitted from the membership. After reviewing the criteria from the WFMP team, Robert Quaglia's proposal was chosen.
  - Action Item: Dean will contact Robert to let him know that his workshop was chosen and confirm with others about the decision.
  - Action Item: Stephanie will follow up with documentation for WFMP team.



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**Sub-committees:**

**Ethical Guidelines-** current members: Dean Woodbeck, Anne Clarke, Margaret Palmer, Jolene Smith, Krista Wood.

- Invitation to be sent to membership in the early fall to participate in a “town hall”/workshop for the Ethical Guidelines.

**Conference Planning Guide-** current members: Genevieve Anderson, Anita Bedore, Joanne Belanger; Jolene Smith; Stephanie Jarrett.

**CSCO Retirees-** Liaison: Lorenzo Campanelli, Retiree Contact: Joanne Belanger

**Performance Appraisal Document**

- membership will be invited to express their interest in joining Performance Appraisal Document Sub-committee and and Ethical Guidelines Subcommittee.
  - Action Item: Krista will send out invitation to membership in the early fall.

**Secretary’s Report**

AGM Minutes

- AGM 2021- DRAFT Minutes have been revised.
- To consider for next AGM; need another member of the executive to assist with Zoom Technology, and to download the post meeting chat for all Zoom Meeting Hosts/Co-hosts devices.

Letterhead Update

- Update Letterhead to reflect current executive
  - Action Item: Stephanie will update Letterhead and provide to executive ahead of the August meeting.

Forms to update

- Update forms to reflect current executive.
  - Action Item: Stephanie will update forms and provide to executive ahead of the August meeting.

**Treasurer’s Report**

Account

- Bank balance was: \$18,529.64 (audited-end of May)
- Current bank balance is: \$18,039.59 (unaudited- June 7, 2021)

Seed Money

- Seed money for 2022 Conference (Ottawa) is accounted for in the totals above. Normally, we would have SEED money out for two conferences, at this time only one is out. Therefore, \$3,000.00 comes off our bank total to hold for this expense.

Dates for next year



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- If restrictions are lifted and we are allowed to return to in person meetings, it is suggested that we would meet no more than twice in person (Ahead of the Annual AGM and Conference, and during Transition in June.) This recommendation is based on current membership level and finances.

Additional items

- Rules have changes for signatures on bank accounts.
  - Action Item: Anita will send letter and cheque for Ottawa conference team to Dean for signature.
  - Action Item: Dean will forward letter and cheque to Ottawa conference team once signed.
- Upcoming expense- payment to accountant (\$500.00)

**Communication Coordinator's Report**

Website Update- nothing to report

CCCM 2021 Conference

- will be shared via Social Media channels.
  - Action Item: Krista will share information on this conference on our social media platforms.

Plan for Fall

- Social media handles will be aligned
- Release of second "I am a Chaplain" video.

**Membership and Marketing Coordinator's Report**

Dates for next year

- will be reviewed at August meeting.
  - Action Item: Jeff will connect with Joanne in the coming months to review timelines and share pertinent information to transition of the role, including transfer of bins and banners.

**Members at Large Reports-** nothing to report

**Vice President's Report**

Retirements

- This year, we will acknowledge Toni Bellefontaine, Claire Marchand, Michael Way Skinner and Scott Gasparini.
  - Action Item: Lorenzo and Krista will work on video acknowledgement for the retirees which will be released on Social Media in June.

Newsletter

- Volume 15 (Easter 2021) was sent out to membership on April 3. Deadline for submissions for Volume 16 is June 18, 2021.

Prayer Requests

- Prayers have been requested for: Erin Zunic (health) and Terry Cassidy (health). Mass will be offered.



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**Brian Halferty Award**

- Jolene Smith is the 2021 recipient of the Brian Halferty Award. Video of presentations was released on Social Media and posted to our website. Jolene chose the Tumerere Project, in Rwanda as the organization to be supported through her award.

**President's Report**

**Partnerships:**

**ACBO**

- CSCO makes a report to the Bishops each year (either at the ACBO Spring or Fall Plenary). The report is to give them an overview of CSCO and our initiatives and to offer them our support and prayers.

**CCC**

- CSCO has representatives on both the Faith in Education and When Faith Meets Pedagogy committees of the CCC. We contribute workshops to WFMP and members may be invited to sit on writing teams through FIE. Annual fee for CCC is \$1500.00.

**ICE**

- one of our newest partners. Led by Anne Jamison. Anticipate a meeting in the fall to meet the New CSCO Executive.
- currently coordinating province wide Novena to the Sacred Heart of Jesus.
- also coordinating the update of the Pastoral Letter on Chaplaincy. CSCO members will be invited to be part of the writing team.
- Anne Jamison has coordinated a project focusing on Chaplaincy in the CPCO magazine "Principal Connect" with a feature article in each of the three issues for the year.
  - Serve - New Principal would write an article talking about their ideas of the role of Chaplaincy in a school.
  - Advocate - written by a Chaplain to talk about what we do and how we are essential to Catholic Schools.
  - Lead - Anne Jamison would write an article about support of Chaplaincy from a leadership perspective.
  - The "Advocate" article (written by a Chaplain) would be due Oct 21, 2021.
  - Action Item: ALL - start pondering the article and what to include. Article will be assigned at the Executive Meeting in August.

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**OCSTA**

- Pat Daly (HWCDNB) is current President; Nick Milanetti is Executive Director; Sharon McMillan (Director of Communications) and Ashlee Cabral (Administrative Staff) are usual points of contact.
- CSCO has been invited in the past to offer workshops at the annual OCSTA conference (potential for future requests).
  - Action Item: Dean to reach out in September to request funding for conference.

**CPCO**

- President: Blaine McDougall (NCDSB), President Elect: Antonella Rubino (YCDSB), Executive Director: Joe Geiser.



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- yearly request for funding for our conference (suggestion to request \$500.00)
  - Action Item: Dean will reach out in September to request funding for conference.
- CPCO Magazine article (in partnership with ICE- see notes above)

**DPCC**

- feedback from Virtual Workshop in April has been positive.
  - Action Item: Executive members who attended the workshop are reminded to submit their Letter of the Faithful.

**End of Year Letter**

- to be sent out the last week of June. Will include an call for a planning team for 2023 conference, follow up on our spring PD, and an update on the executive transition
  - Action Item: Jolene will send out by the end of June.

**Mentorship for 2SLGBTQIA+ Member**

- After receiving a request from a member, Jolene reached out to Kelly Stephen who will offer a role of mentorship and support.

**Role of Past President**

- Jolene is here for the executive in a role of support. Will attend meetings when needed.

**New Business - Professional Development**

- Initial ideas include inviting those who submitted proposals for WFMP to offer their workshops for our membership; Professional Development on 2SLGBTQIA+ ministry and support; Advent and Lenten Prayer.
- Tentative Timeline: October: Members encouraged to participate in WFMP; Mid November: 2SLGBTQIA+ Ministry and Support; Early December: Advent Retreat; Early February: Member developed workshops; Lent: Weekly Reflections.
  - Action Item: Executive will develop a Professional Development Plan at August meeting.
  - Action Item: Joe will reach out to Cathy Cavanaugh about offering a 2SLGBTQIA+ PD session (tentatively mid November)

**Upcoming Dates:**

**Meeting dates for 2021-2022**

- Wednesday, August 25, 2021, 10:00am EDT - 2:30pm EDT (Virtual)
- Wednesday, November 3, 2021, 10:00am EDT - 2:30pm EDT (Virtual)
- Monday, January 24, 2022, 10:00am EDT - 2:30pm EDT (Virtual)
- Tuesday, April 19, 2022, 1:00pm EDT - 5:00pm EDT Queen of Apostles, Mississauga
- Monday June 6, 2022 - Tuesday June 7, 2022 (TBA)