



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Executive Meeting
Virtual
August 25, 2023
10:00 - 1:30 Eastern**

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

Regrets: Bishop Nguyen, Margaret Palmer

Land Acknowledgement - All

Opening Prayer - Joe

Approval of Minutes - Motion to Approve: Adriana Rerecich, Second: Joe Rogers

- Discussion : None
- Approved

Approval of Agenda - Motion to Approve: Stephanie Jarrett, Second: Adriana Rerecich

- Discussion: Vincenzo requests to move Treasurer's Report up on the agenda (following Action Items)
- Approved

Group Norms - acknowledged

Strategic Plan

- From Margaret's email: very few responses were received to the survey. Executive suggest resending out links to the survey(s) and the dates for the virtual meetings with Dean's Opening Letter. Survey date will be extended to September 30th.
 - **Action Item:** Dean will include links to survey and dates for follow up meetings in his opening letter.

Correspondence - none

Action Items - updated

Treasurer's Report - Vincenzo Silvestro

- Audited bank balance at June 30, 2023 27,194.11
- Audited bank balance at July 31, 2023 27,080.88
- Unaudited bank balance at August 23,2023 26,088.39 (unofficial)
- Vincenzo's signature has been added to the accounts and he was able to meet with Anita over the summer to transfer physical files and documents.
- Received filed income tax forms for 2021 and 2022. Those forms indicate that we owe corporate tax in the amount of \$3,795.00 (2021) and \$751.00 (2022). Vincenzo has been consulting with an accounting firm on this. Requests that they be given permission to access the CSCO tax files online to investigate these numbers (as a non profit we do not pay corporate tax). The executive approves this request.
 - **Action Items:** Vincenzo will forward the business details for the accountants to Stephanie for our records.



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- **Action Items:** Vincenzo will cc Dean on all correspondence with the accountants.
- All paperwork for the Ontario Business Registry has been moved online. Vincenzo has been working through updating the paperwork for this year. Vincenzo requests that a third party be brought in to assist in reviewing this paperwork - the executive approves.
- Motion to accept: Leanne, Second: Adriana
- Discussion: Vincenzo recommends to the executive that CSCO needs to spend some of the surplus funds that built up over the pandemic. In addition to some additional costs for our website members of the Executive will look at resources to support our membership and the CSCO organization.
 - **Action Item:** Joe will research promotional materials.
 - **Action Item:** Leanne will research the cost of microphone/camera/headphones to assist with hosting virtual meetings/PD.
 - **Action Item:** Vincenzo will research possible in person locations/cost/ availability for 2024 Executive Transition Meeting for Early July 2024.

CCC Committees:

Faith in Education -

WFMP - Adriana/Dean

- awaiting confirmation from WFMP of CSCO workshop for 2023 (led by Wayne Lachapelle)

CSCO Sub-committees:

Ethical Guidelines - Margaret

- survey links will be shared with membership again in the President's Opening Letter along with dates for virtual meetings. Survey date will be extended to September 30th.

Performance Appraisal - Margaret

- survey links will be shared with membership again in the President's Opening Letter along with dates for virtual meetings. Survey date will be extended to September 30th.

CSCO Retirees-Adriana

- Adriana will connect with Joanne Belanger about CSCO Retirees plans for the future.

Secretary's Report - Stephanie Jarrett

- Update of action items from the 2023 CSCO AGM:
 - **Action Item:** Stephanie will research the cost per bankers box for digitizing archival material



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- **Action Item:** Stephanie will research the cost of a tera drive and the pros/cons of storing archival files on a tera drive versus the cloud.
- **Action Item:** Joe and Dean will look at a method of issuing invoices/receipts for membership registration.
- **Action Item:** The executive will establish a subcommittee to look at building bridges with younger chaplains.

- Stephanie draws attention to the comments during the AGM about the CSCOs role in being a vehicle for Chaplain's to support each other, and to reflect on how we are balancing this purpose with other initiatives (partnerships, outreach, promotion).
- Motion to Accept: Stephanie, Second: Dean
- Discussion: Dean echos the need to focus on supporting each other.
- Approved.

Communication Coordinator's Report - Kathleen Thompson

Internal/External Communications:

- External: Webinar Series, and Encounter Newsletter CCCB Office for Evangelization and Catechesis

- Internal: to all members: Newsletter, Bereavement: Fr. Roman Galadza (retired Chaplain from DPCDSB)

Job postings:

- DPCDSB - Chaplaincy posting for St Paul SS

Website updates:

- CSCO conference
- BHA recipient
- CSCO new executive
- Job Postings
- Members section: Newsletter, minutes.

Social Media

- Twitter followers: 899 (7 new followers)
- Facebook Subscribers: 339 (2 new followers)
- Instagram followers: 119 (7 new followers).
- Tik tok: New account @cscosocial as "CSCO -Catholic School Chaplain"

Kathleen requests that members of the Executive text her first when attempting to recover their CSCO account password so that she is ready for the recovery code.

- Motion to accept: Kathleen, Second: Joe



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- Discussion: Kathleen asked about sharing the workshop offered by Concerned Lay Catholics “Synodality the Ancient Traditions” as it is very similar to the PD being offered by CSCO in January. Suggestion that it be shared on social media.
 - **Action Item:** Kathleen will share CLC workshop on social media.
 - **Action Item:** All executive members will review the CSCO website to test functionality.
- Approved

Membership and Marketing Coordinator’s Report - Joe Rogers

- Joe is working on the new membership form which will include updates requesting social media handles.
- Joe will work on issuing invoices/receipts for registration.
- Membership list will be updated as registrations are received.
 - **Action Item:** Joe will send updated registration form to Stephanie for formatting.
- Motion to approve: Joe, Second: Adriana
- Discussion: none
- Approved

Members at Large Reports- Margaret Palmer and Leanne Davis

Member at Large 1:

- Margaret’s written report was submitted in absentia. Items were reported/discussed under “Strategic Plan” and CSCO Sub committees “Ethical Guidelines” and “Performance Appraisal”.
- Motion to approve: Dean, Second: Leanne
- Discussion:
 - **Action Item:** Margaret will add the suggested edits to the draft Ethical Guidelines Document (to include CSCO mission vision and values, summarize the content of our CSCO performance appraisal, adding link to Ontario Catholic Graduate Expectations) in time for the virtual meetings.
- Approved

Member at Large 2:

- Leanne met with Dr. Cathy Clifford in July. Dr Clifford will lead professional development session focusing on the Synodal Church - Ancient Ways and New Ways of Proceeding. Session will take place virtually on January 25th, 2023 at 1:00pm. Format is a 1 hour presentation followed by 30-50 minutes of discussion.
- Leanne suggests a PD for new chaplains looking at the Ontario Catholic Graduate Expectations and Chaplaincy. Is looking for suggestions of someone to lead the session.
- Motion to Accept: Leanne, Second: Kathleen



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- Discussion: Dean likes the ideas and themes for both PD Sessions. Steph suggests Anne Jamison (ICE) as a potential facilitator to the OCGE session. Executive suggests that the OCGE PD be offered during Advent, with a retreat during Lent.
 - **Action Item:** Leanne will contact Anne Jamison to inquire about leading OCGE PD finding a date mid November to early December.
 - **Action Item:** Vincenzo will confirm stipend amounts based on previous years.

- Approved

Vice President's Report - Adriana Rerecich

Ongoing items:

- CSCO newsletter
- Monthly masses: to be booked for December 2023, and 2024 dates
- Videos with retirees
- Intentions from the membership
- The CSCO brochure

New items:

- Adriana will be working on an initiative which came from feedback from the 2023 CSCO Conference for a virtual meeting space for mentorship with them. Adriana is looking for other members of the Executive who may be interested in assisting with this initiative. Joe and Margaret have already expressed interest.
- Adriana has received some updates and questions from Andrea Taylor who has volunteered to digitize the files:
 - Should duplicates (agendas, minutes, conference planning packages, etc.) be shredded by Andrea, or returned to CSCO?
 - Should non CSCO publications/records/documents etc. be scanned?
 - How to handle floppy disks and CD Roms as Andrea does not have the tech to access them.
 - Pending executive approval, Andrea plans to organize the files on Google Drive in the following folders:
 - Financial Records
 - AGM meeting agendas/minutes
 - Exec meeting agendas/minutes
 - Insurance Documents
 - Conferences - flyer/agendas; do you want a sub-folder for conference financials? there are some conference planning meeting notes from some years - do you want those included as well?
 - Old CSCO newsletters
 - Early History of Ontario School Chaplains
 - CSCO Vision/Mission Statements
 - CSCO By-laws



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- Reports/Guidelines/Pastoral Letters on School Chaplaincy in Ontario
 - Performance Appraisal Docs
 - Surveys/Reports of Contractual Issues for School Chaplains/Chaplaincy Leaders
 - Partnership meetings & communications
 - Other Correspondence
-
- Motion to approve: Adriana, Second: Steph
 - Discussion: Adriana requests to add field “Years in Chaplaincy” to membership registration form. For Andrea: Non CSCCO documents, Floppy Disks and CD ROMs can be returned to Executive.
 - **Action Items:** Joe will add “number of years in chaplaincy” to registration form.
 - **Action Items:** Adriana will provide feedback to Andrea -re: archiving
 - **Action Items:** Adriana will reach out to Jillian Federico about archiving interns to explore options of accessing material on floppy disk/CD ROM

 - Approved

President’s Report - Dean Woodbeck

- no report

Partnerships:

ACBO

- Dean has initiated the discussion with Bishop Meihm about updating the Pastoral Guidelines for Chaplaincy

CCC

- no report

ICE

- Documents to come from the Symposium on Adult Faith formation. Dean has received an early draft which he will offer feedback on.

OCSTA

- no report

CPCO

- no report

DPCC

- Emily Lucasik is now the National Youth Coordinator for DPCC



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New Business:

Upcoming Dates:

Conference Planning Committee: Wednesday September 6th, 2023: 12:30pm- 3:30pm

Conference Planning Meeting Tuesday, October 10, 2023: 10:00am - 1:00pm

CSCO Executive Meeting: Monday, November 13, 2023: 10:00am- 2:30pm
Land Acknowledgement: Kathleen, Prayer Adriana

OCGE PD: Late November/ Early December

CSCO Executive Meeting: Tuesday, January 16, 2024: 10:00am-2:30pm
Land Acknowledgement: Dean, Prayer Leanne

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

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.****