



**CSCO Executive Transition Meeting  
Minutes  
June 12, 2024 12:00pm-3:00pm Eastern  
June 18, 2024 9:00am-3:00pm Eastern**

**June 12, 2024**

**12:00pm - 3:00pm Eastern**

**In attendance:** Dean Woodbeck, Trevor Klein, Kathleen Thompson, Leah Daly, Alana Cerjul, Leanne Davis, Joe Rogers, Vincenzo Silvestro, Margaret Palmer, Adriana Rerecich, Stephanie Jarrett

**Regrets:** Bishop Matieu

**Land Acknowledgement - Steph**

Prayer -Steph

Ice Breaker Activity -Dean

Large Group Discussion -Dean

**What do you see as a priority for the CSCO Executive this year?**

- Connections with new chaplains, focusing on how to engage with them.
- More intentionality around inviting people into Chaplaincy, tapping folks on the shoulder. In many boards finding people to replace current chaplains is difficult (lots of retired chaplains filling in) ● Putting together an economical retreat resource library (as budgets are cut and costs rise) ● Shifting focus from running PD sessions to partnering with mentors
- How are our boards reflective of Chaplaincy ministry? Need to create a stronger awareness of CSCO ● Need to balance the dual roles of building partnerships and relationships with outside partners with the work of nurturing and supporting our members.
- As we discern bigger projects we need to think carefully about who is taking them on.
- “Coffee houses” for sharing among members
- Need to be a loud voice to the ACBO to not be forgotten/omitted again
- Counter to that, feeling that energy is better used to support our own members that to try and engage with outside partners who are lackluster in their desire to build partnerships.
- Acknowledging the “dismal view” of Catholic Education from some clergy, and a lack of understanding of how publicly funded Catholic schools function.
- Important to approach all of these topics in a non judgemental way “Where else do you find Mel Gibson and Michael Moore?”

**June 18, 2023 9:00am - 3:00pm - (Morning- Executive Meeting, Afternoon - Transition Activities)**

**In attendance:** Dean, Joe, Adriana, Kathleen, Joe, Leanne, Trevor, Alana, Vincenzo

**Regrets:** Margaret, Bishop Mathieu

**Land Acknowledgement :** Leah

**Prayer :** Joe

**Approval of Minutes:** Motion to approve Minutes for January 16, 2024: Adriana, Seconded: Leanne - Approved



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**Approval of Agenda** Motion to Approve Agenda: Steph, Seconded: Leanne - Approved

**Group Norms** - reviewed.

- Joe reiterated the importance of meeting in person when feasible. Suggestion was made to look at an in person meeting to coincide with When Faith Meets Pedagogy in October.
  - **Action Item:** Executive will look at feasibility of an in person meeting around WFMP at the August 2024 Meeting.

### **Strategic Plan**

- From Margaret: Based on the motions passed at the 2024 AGM the Strategic Plan needs to be shared with the membership and posted on our website.
  - **Action Item:** Review document to make sure any updates from AGM are included and format to be published on the website

### **Correspondence**

- Dean received a request from Anne Jamison to add his name to the ICE revised curriculum document to acknowledge that he had been invited to offer input by the ACBO. Dean noted that no follow up had happened with Brian Beal for additional feedback.
- Steph received documents for the CSCO Archives from David Dubowitz related to his inquiry with the CRA in relation to the Clergy Residence Deduction.
  - **Action Item:** Steph will forward documents to Adriana to be added to the archival Tera Drive.

**Action Items** - updated

### **Conferences**

2024 - CSCO Executive

- Debrief: Feedback from conference attendees was reviewed. There was much positive feedback and some helpful suggestions for future conferences.
  - **Action Item:** The Executive Liasons for 2025 and 2026 will share the conference feedback information with those groups.
- There was a great deal of feedback about the need to improve the procedure of the AGM. In reviewing the feedback the Executive identified the need to balance the order of the meeting with giving a forum for membership voices to be heard. Some suggestions included training on Roberts Rules for Members of the executive, a more accessible “cheat sheet” and optional PD on Roberts Rules for members, the use of a “speaker of the house/steering committee, a pre AGM “resolutions meeting”. Members of the Executive recognize the need to look at the structure and equity of the use of Roberts Rules in our meetings.

- **Action Item:** Members of the Executive will review these suggestions and work to put them into action at the August 2024 Executive Meeting.
  - Conference Treasurer's Report: Kathleen reported that there are still two invoices to be paid from the 2024 Conference Account, she expects that their will be an approximate \$10,000.00 profit. Executive expressed the wish to purchase a book on Synodality for the membership from the leftover funds.
    - **Action Item:** Executive look for potential books on Synodality to be purchased for the membership over the summer. Titles will be brought to the August Executive Meeting 2025 - Niagara Catholic
  - Vincenzo will meet with the 2025 Planning Team (Niagara Catholic) on June 25th to discuss the treasurers information. Financially everything will run through the CSCO account.
  - Adriana will serve as Executive Liason for the 2024 Conference with Kathleen serving as an alternate.
    - **Action Item:** Vincenzo will email Patricia Morgetano for a "Save the Date" Poster.
- 2026 - Group of Chaplains from across the province.
- Sue O'Keefe is the Chair for this Conference Planning Committee.
  - Theme is "Reconciliation on Indigenous Land, looking at how we journey on that road.
  - Joe and Leah will serve as Executive Liaisons
    - **Action Item:** Joe will share a copy of the Conference Planning Guide with Sue O'Keefe.

### **CCC Committees**

WFMP - Adrianna Rerich and Dean Woodbeck

- Genevieve Anderson and Nisheta Menon will present a workshop on behalf of CSCO, "Amplifying Intersectional Voices: Culturally Relevant Pedagogy and Inclusion in Catholic Schools".
- Adriana and Dean also highlighted that several other CSCO members will be presenting workshops on behalf of their school boards.
  - **Action Item:** Adriana will include a request PD and Workshop presenters in the June Newsletter.

### **CSCO Sub-committees**

- Ethical Guidelines
  - **Action Item:** Executive will review the recommendations made at the 2024 AGM and make a plan to put them into action at the August 2024 Executive Meeting.
- Conference Planning Guide
  - **Action Item:** Stephanie/Trevor will update the banking information section based on the recommendations made at the 2024 AGM. Updated Document will be shared with Conference Planning teams and updated on the CSCO Website.
- CSCO Retirees - will restart 2024/2025
- Performance Appraisal Document



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- **Action Item:** Executive will review the recommendations made at the 2024 AGM and make a plan to put them into action at the August 2024 Executive Meeting.

### **Secretary's Report**

- AGM Minutes are being transcribed will be ready for August Executive Meeting
- Business/Not for Profit Accounts for CSCO
  - **Action Item:** The Executive will review the information shared on the Business/Not for Profit Accounts for CSCO and begin a process for selecting a vendor and suite of tools.
- Letterhead Update
  - **Action Item:** CSCO Correspondence Letterhead will be updated to reflect the newly elected Executive Members and our New ACBO Liason Bishop
- Forms to Update
  - **Action Item:** Any forms to be shared with membership should be updated to reflect the new year and newly elected executive members.

Motion to Accept: Stephanie, Seconded: Adriana. Report Accepted.

### **Treasurer's Report**

- Current Bank Balance:
  - Bank balance January 31, 2024 34,549.64
  - Bank balance February 29, 2024 31,086.41
  - Bank balance March 31, 2024 31,398.18
  - Bank balance April 30, 2024 36,610.98
- Accountant is working to amend the tax returns for 2020, 2021, 2022 to reflect our not for profit corporation status. Then will file for 2023. We have been unable to determine who is connected to CRA on behalf of CSCO so paperwork will be filed to amend that as well
  - **Action Item:** Dean will sign off on tax returns so that they can be submitted.

Motion to Accept: Kathleen, Seconded: Trevor. Report Accepted.

### **Communication Coordinator's Report**

1. Internal/External Communications
  - i. Bereavements
  - ii. Request for Prayers
  - iii. Workshops, PD opportunities
  - iv. Messages from partners
2. Job postings (April 2024-June 17, 2024)



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- ii. London Catholic DSB (2 postings)
- iii. CDSB of Eastern Ontario
- iv. Windsor Essex CDSB

3. Website updates

- Membership section
- Job postings
- Conference planning guide
- Front banner
- 2024 BHA winner
- 2024-2025 CSCCO executive

4. Social Media

Twitter followers: 926 (down 36 - from 962)

Facebook Subscribers: 338 (no new followers)

Instagram followers: 167 (up 25 from 142)

Tik tok: 2 followers @cscoc.social as “CSCCO -Catholic School Chaplain”

Threads: 19 followers (up 5 from 14)

Motion to Accept: Kathleen, Seconded: Leanne. Report Accepted

**Membership and Marketing Coordinator’s Report**

- The last deposit was made on May 31

Motion to Accept: Joe, Seconded: Adriana. Report Accepted

**Members at Large Reports**

- Member at Large 1 - Margaret: The main focus of the Member at Large 1 portfolio over the last several years has been work on the Strategic Plan, Performance Appraisal and Ethical Guidelines. As per the resolutions at the 2024 AGM, the new executive now has the job of bringing the Performance Appraisal and Ethical Guidelines to a legal advisor, familiar with labour law, to review and bring the findings back to the membership for the 2025 AGM
- Member at Large 2: Leanne: No updates from the report given at the AGM. Moving forward, Professional Development and Mentorship have been identified as a priority for both the Executive and the Membership, whether this portfolio continues with the Member at Large role or moves to another executive positions responsibility.
  - **Action Item:** Executive will determine how the strategic plan will be shared/published at the August Executive meeting.
  - **Action Item:** Executive will determine a plan for PD and mentoring and who will be responsible for this portfolio going forward at the August Executive Meeting

Motion to Accept: Leanne, Seconded: Joe. Report Accepted.



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### **Vice President's Report**

The following are ongoing items for my attention:

- CSCCO newsletter: Alana, Leah and Trevor have been asked to contribute a write up of introduction; Leanne, Margaret, and Steph have been asked to contribute a write up as they leave their positions. ●
- Monthly masses—working on 2024.
- Videos with retirees—when time permits...
- Intentions from the membership
- The CSCCO brochure—it has started...
- Secret Prayer Angels
- Mentoring outreach to new chaplains
  - **Action Item:** Alana, Trevor, Leah, Leanne, Margaret and Stephanie will submit writeups for the newsletter to Adriana ASAP.

Motion to accept: Adriana, Seconded Trevor: Report Accepted

### **President's Report**

Nothing new to report since the AGM.

- Dean and Adriana continue to work on a way for Dean to virtually attend the WFMP/CCC meetings.
- End of Year Presidents Letter will be sent out by the end of next week
  - **Action Item:** Dean will send out the President's End of Year Letter before June 29, 2024

### **New Business**

#### **Upcoming Dates:**

August 29, 2024 - 1:00pm-4:00pm Eastern (Virtual)

**Land Acknowledgement:** Alana; **Prayer:** Adriana

October 24, 2024 - Time TBD (In Person at WFMP)

**Land Acknowledgement:** Kathleen **Prayer:** Dean

January 21, 2025 - 10:00am-2:00pm Eastern (Virtual)

**Land Acknowledgement:** Trevor **Prayer:** Vincenzo

March 20, 2025 - 10:00am-2:00pm Eastern (Virtual)

**Land Acknowledgement:** Leah **Prayer:** Adriana

May 13, 2025 - Time TBD (In Person at Mount Carmel)

**Land Acknowledgement:** Vincenzo **Prayer:** Joe

\*\*Tentative Transition Dates: June 5, 2025/June 13, 2025 10:00am-2:00pm (Eastern)