



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Executive Meeting
Virtual
February 15, 2023
10:00am - 2:30pm EST**

In Attendance: Dean Woodbeck, Adriana Rerecich, Kathleen Thompson, Anita Bedore, Stephanie Jarrett, Joe Rogers, Bishop Nguyen

Regrets: Jeff Gendron, Margaret Palmer

Land Acknowledgement - Adriana

Check in - All

Opening Prayer -Adriana

Approval of Minutes - Motion by Joe, 2nd by Adriana - all approved

Approval of Agenda - Motion by Dean, 2nd by Anita - all approved

Group Norms - acknowledged

Strategic Plan - Dean

- discussion regarding how to proceed and begin the Discernment Process probably should have something for AGM for people to respond to regarding the process.
- after reviewing the existing plan , it was recommended that it be used to create a survey. The survey will be used to help determine what is the future of the plan and what new pieces would be added. “Review of Strategic Plan” report created by Margaret can be found in Appendix 1 of these minutes
- It was expressed that the survey as well as any future plan should reflect the Mission, Vision and Values of CSCO. Also was suggested that the Ontario Catholic Graduate Expectations also be considered in developing future strategic plans, and that we consider how they are reflected in chaplaincy/ministry, as well as how they might be used to develop a new performance appraisal document.
- Discussion then moved to the performance appraisal document. Some boards already have them in place. It was felt that work on the strategic plan should take priority as it will be used to inform the performance appraisal process. “Creation of Performance Appraisal” report created by Margaret Palmer can be found in Appendix 2 of these minutes.
- In moving forward it was decided to create a survey for the strategic plan to be shared with the membership at the 2023 AGM. Once the survey results are compiled there will be a virtual subcommittee meeting held to begin to develop the new strategic plan. The new plan would be presented at the 2024 AGM and would run from 2024-2027.
 - **Action Item:** Dean and Margaret will present the “Review of Strategic Plan” and recommended process at the 2023 AGM
 - **Action Item:** Dean and Margaret will create the survey to be shared with members about the new strategic plan
 - **Action Item:** Stephanie will add the Bishops Letter on Chaplaincy to step one of the “Creation of Performance Appraisal” report.



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- **Action Item:** Dean and Margaret will present the “Creation of Performance Appraisal” report and the current performance appraisal document to the membership at the 2023 AGM to determine next steps.

Greetings from Bishop Nguyen

- While there will be no ACBO meeting until the beginning of March, Bishop Nguyen extended thanks to CSCO members on behalf of the ACBO for their service, assuring us of their prayers and support.
- Bishop Nguyen let us know of the announcement of Cardinal Collins retirement as well as the announcement of the Archbishop Elect Frank Leo, who will be installed on March 25, 2023.
- The Pastoral Letter on School Chaplaincy was discussed and Bishop Nguyen was asked whether the ACBO plans to review the document and whether CSCO can be part of the review process.
 - **Action Item:** Dean will complete report for the ACBO plenary and forward to Stephanie
 - **Action Item:** Stephanie will send completed report to Bishop Nguyen

Correspondence -

- Adriana and Dean
 - ACCE UK -Adriana sent an email to connect, no response to date
- Stephanie
 - Ryan Ellis, OCSB had membership questions and was sent the most recent membership form. Jeff was cced in response for further information.
 - OCSTA Newswire - February 1, 2023 Issue received
 - OCSTA Job Posting - was forwarded to Kathleen who posted to members
 - Laura Rood, DPCDSB had a question about paying for the conference for their entire team, replied with conference forms and cced Nick Ali for further information.

Action Items - updated

- Error- action item around the ethical guidelines was missing from the version shared. to be added.

Conferences

2023 -Joe Rogers

- Things are on track for this year's conference. Registration is close to capacity.

2024 and future conferences

- Item to be added to AGM agenda. Need team(s) for future conference(s) and a plan if team is not found for 2024
 - **Action Item:** Dean will include item in AGM agenda



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CCC Committees:

- **WFMP-Dean**
 - Next meeting is February 16, 2023. Neither Dean nor Adriana is available to attend.
 - The theme for 2023 is: “Awake (Awaken), Arise, Announce: The Glory of the Lord is Within and Among You/Us.”
 - **Action Item:** Dean will forward feedback on last year’s WFMP conference as well as request for a virtual link to future meetings to Marie Osborne.

CSCO Sub-committees:

- **Ethical Guidelines - Margaret and Dean**
 - Margaret prepared a “Creation of Ethical Guidelines” report (found in Appendix 3 of these minutes) which will be presented to the membership at the AGM
 - **Action Item:** Margaret and Dean will present “Creation of Ethical Guidelines” report at AGM

- **Conference planning guide - Stephanie**
 - Committee has met 4 times to work through the guide. Plan to meet again on February 14. Plan to have a draft of the document ready to present at the AGM. Some questions for the CSCO Executive to consider:
 - guidelines around “sponsorship” of the conference. - feedback from Executive discussion is that it must be clear the conference each year is offered on behalf of CSCO and that while boards may wish to partner on opportunities to bring in a speaker, that the decisions and financial accountability around the conference lies with CSCO.
 - timelines of conference (does it have to be January or April, committee suggests a wider span). - feedback from Executive discussion was that Conference Planning teams may choose the dates of the conference for a time that makes most sense for their plans, and best works for the success of their conference.
 - connection of AGM to the Conference. - feedback from Executive discussion was that it should be the greatest of priorities that the AGM is part of the conference.
 - **Action Item:** Stephanie will present report on behalf of Conference Planning Guide Committee and Draft of Conference Planning Guide to membership at 2023 AGM

- **Performance Appraisal-Dean**
 - See Appendix 2 of these minutes



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- **CSCO Retirees-Adrianna**
 - no report. Adriana will wait to contact Joanne Belanger after the bereavement period.

Secretary's Report - Stephanie

- All items addressed under "Action Items" "Correspondence" and "Conference Planning Guide"
- Motion to accept report - Stephanie, Seconded - Adriana: approved

Treasurer's Report - Anita

- Bank balances:
 - Dec 31/22 \$27,931.70
 - Jan 31/23 \$30,299.73
 - Feb 15/23 \$27,935.40
- Discussion of getting quotes to check pricing for the June meeting.
- Motion to accept report - Anita, Seconded - Adriana: approved

Communication Coordinator's Report

External Communications:

- Renewal of Rebel - domain - February 27, 2022 @ \$22.59
- Fr. Gerard Monaghan, Faith Animator, Ottawa CDSB - mailing list request

Internal: to all members

- Newsletter #22 Winter 2023
- Newsletter Survey
- March for Life information
- Development and Peace film festival
- CSCO conference
- Bereavement: Joanne Belanger's husband
- Dominican Friars Youth Interfaith Video Contest 2023

Job postings

- Jan 11 - ALCDSB - 1 position
- Jan 18 - SCCDSB - administrative pool
- Jan 20 - CDSBEO - 1 positions



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- Jan 31 - DCDSB - 1 positions
- Jan 31 - OCSTA - administrative position
- Feb. 7 - WCDSB - 1 position

Website updates

- CSCO conference
- Membership renewal
- Job Postings
- Code of Conduct - (About Us section)
- Members section: Newsletter, minutes

Social Media

- Twitter followers: 887 (3 new followers)
- Facebook Subscribers: 329 (new 17 followers)
- Instagram followers: 104 (26 new followers).
- Tik tok: New account @cscso.social as “CSCO -Catholic School Chaplain”

- Motion to accept- Kathleen, Seconded- Joe: approved

Membership and Marketing Coordinator’s Report- Stephanie on behalf of Jeff

- currently all but 13 memberships are paid in full.
- Motion to accept -Adriana, Seconded -Anita: approved

Members at Large Reports- Margaret and Joe

- Member at Large 1 - see items under Strategic Plan, Ethical Guidelines, and Performance Appraisal.
- Motion to accept - Adriana, Seconded - Steph: approved

- Member at Large 2 - see items under Conference 2023
- Motion to accept - Joe, Seconded - Steph: approved

Vice President’s Report - Adriana

- Request of prayers for Adriana’s school community as they cope with the loss of a student.
- Two newsletters have now been sent out. The feedback continues to be positive. The next one will be sent next week around Ash Wednesday.
- CSCO Brochure: Adriana is working on a draft of a new CSCO Brochure and shared a mock-up with the Executive. Feedback included highlighting “what we do” (advocate, support, etc.). To potentially add art from previous conferences/events. Goal is to have the brochure reflect the membership as a whole.



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- 5 Masses have been offered for CSCO, so far. Plan is to offer 7 more Masses at local Cathedrals throughout Ontario this school year.
- Plan to send out the Brian Halferty Award nomination forms as soon as possible, as well as the Executive Position nomination forms.
 - **Action Item:** Stephanie will forward Brian Halferty Award Nomination Forms and Executive Nomination Forms to Adriana.
 - **Action Item:** Adriana will send out call for nominations for both BHA and Executive Elections to the membership via email, and in the next Newsletter.
 - **Action Item:** Kathleen will post BHA nomination call on social media and the CSCO website.
- PD for new Chaplains: Margaret and Adriana are waiting for a list of new chaplains.
 - **Action Item:** Jeff will send a list of new chaplains to Margaret and Adriana.
- Lenten Retreat: Adriana has volunteered to organize.
- Motion to accept- Adriana, Seconded- Anita: approved.

President's Report - Dean

- Update to the Pastoral Letter on Chaplaincy: Dean reached out to Bishop Bergie to ask about progress on the plan to update the letter. Bishop Bergie let him know that Archbishop Mulhall has taken over as ACBO Education Commission Representative.
 - **Action Item:** Dean will reach out to Bishop Mulhall to introduce himself and to ask about the plans for the update of the pastoral letter.

Partnerships:

ACBO

- Dean will prepare a report for the ACBO Plenary on behalf of CSCO

CCC

- no report

ICE

- Provincial Symposium on Adult Faith Formation, May 9 and 10, 2023- keynote: Jill Gaudy

OCSTA

- Catholic Education Week 2023, April 30- May 5, 2023. Theme: We Are Many, We are One.

CPCO

- no report



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DPCC

- no report

New Business:

- Meeting date needed to prepare the AGM Agenda. Executive will meet via zoom on Friday March 10, 2023 to prepare the AGM Agenda.
 - **Action item:** All members of the Executive will send AGM reports to Stephanie by the end of the day March 10.

Upcoming Dates:

- Meeting dates for 2022-2023
 - Friday March 10, 2023, Zoom, 10:00am -1:00pm EST
Land Acknowledgement: Stephanie; Prayer: Stephanie
 - Tuesday April 11, 2023 (In person-Gananoque) 3:00-5:00pm EST and 6:30-8:30pm EST
Land Acknowledgement: Jeff; Prayer: Jeff
 - Monday June 5, 2023 and June 6, 2023 (TBD)

APPENDIX 1

Review of Strategic Plan

Subject of Discernment	Step One Create survey	Step Two Approval	Step Three Communication of Discernment plan	Step Four: Create draft	Step Five Final document created
Strategic Plan	Using the Strat Plan Goals and Actions to create a survey asking members to weigh in on completion of existing strat plan items and creation of new goals/ action items	Bring survey employing multiple choice questions and short answer responses to exec. for approval.	At the AGM Invite members to 1) complete survey 2) attend cyber meeting include link/ QR codes for both in the invite.	Subcommittee compiles survey results and creates a Strat Plan. Bring to exec. Council for approval	Present exec. approved draft to cyber meeting so members can tweak. Make adjustments using consensus of all who attend the cyber meeting. Present final document at AGM.



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Appendix 2:

Creation of Performance Appraisal

Subject of Discernment	Step One Create survey	Step Two Approval	Step Three Communication of Discernment plan	Step Four: Create draft	Step Five Final document created
Performance Evaluation	Executive to choose which tool or tools to use regarding the formation of our Performance Evaluation from the following: 1) Mission, Vision Values of CSCO 2) New ethical guidelines once created 3) I.C.E's Ontario Catholic School Graduate Expectations	Bring brainstorming short answer survey to exec for approval	Bring Link/ QR code for survey to AGM. Invite members to access and complete survey before scheduled cyber meeting	Subcommittee compiles survey results and creates Performance Appraisal Bring to exec. Council for approval	Present exec. approved draft to cyber meeting so members can tweak. Make adjustments using consensus of all who attend the cyber meeting. Present final document at AGM.



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Appendix 3:

Creation of Ethical Guidelines

Subject of Discernment	Step One Create survey	Step Two Approval	Step Three Communication of Discernment plan	Step Four: Create draft	Step Five Final document created
Ethical Guidelines	Using the mission, vision and values of our organization create a brainstorming survey soliciting from membership what ethical guidelines they think are essential to our work	Bring short answer brainstorming survey to exec. for approval	Bring Link/ QR code for survey to AGM. Invite members to access and complete survey before scheduled cyber meeting	Subcommittee compiles survey results and creates Ethical Guidelines Bring to exec. Council for approval	Present exec. approved draft to cyber meeting so members can tweak. Make adjustments using consensus of all who attend the cyber meeting. Present final document at AGM.