



CATHOLIC SCHOOL  
CHAPLAINS OF ONTARIO

**Minutes  
Executive Meeting  
Virtual Meeting  
August 25, 2021**

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

**Opening Prayer** - Dean Woodbeck

**Check In** -

- Bishop Nguyen brought greetings from ACBO. Emphasized the importance of focusing on ministering to our communities despite facing divisive issues.

**Approval of Minutes** - approved

**Approval of Agenda** - approved

**Group Norms** - no updates

**Strategic Plan**

- Discussed next steps in developing the next strategic plan. Last process included an invitation to members and partners to participate in the process. Executive will work on process at November meeting.
  - **Action Item:** Executive will review current Strategic Plan and be ready to discuss next steps at November Meeting
  - **Action Item:** Stephanie will locate process file and share with Executive.

**Correspondence** - none

**Action Items** - updated

**Conferences**

**2022** -. Ottawa - Joe Rogers

- Ottawa planning team reached out for guidance on moving forward with the in-person conference given the current situation with the Delta variant.
- after discussing the situation and considering timelines, a decision was made to not hold an in person conference.
  - Action Item: Joe will speak to the Ottawa team about the possibility of the keynote speaker (Kaya Oakes) offering virtual PD session(s) in the spring as an alternative.



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**2023** - no teams have come forward as of this meeting to plan 2023 Conference.

**CCC Committees**

- Marie Osborne has provided an overview of the CCC committees for this year with a request that we submit the names of who will represent CSCO this year by September 10, 2021

- Action Item: Stephanie will email Marie the updated representatives

**Faith in Education** - current rep: Krista Wood

- Joe will take over as CSCO Rep.

**WFMP** - Stephanie Jarrett/ Dean Woodbeck

- - CSCO workshop – Stephanie was contacted by Marie Osborne to let the executive know that Robert Quaglia was unable to complete his workshop due to a family emergency this summer. Nuri has recorded and submitted her workshop. If we had an additional workshop to provide, they have planned some additional recording times in September. Given the tight timelines we will not be requesting a replacement workshop.

**CSCO Sub-committees:**

**Ethical Guidelines:**

- Invitation will be extended to members in the President's Welcome Letter to join the existing Ethical Guidelines Committee. The committee will meet this Fall to review feedback from AGM and to plan for a "town hall" process with the membership.
  - Action Item- Dean will include invitation to members to request to join the existing committee in President's Welcome Letter.
  - Action Item - Dean will schedule a meeting of the Ethical Guidelines Committee this fall.

**Conference Planning Guide**

- The committee may need once more to review edits made to the existing document.
  - Action Item: Jolene and Stephanie will review the document and complete the edits put forth by the committee.
  - Action Item: Stephanie will add Jolene to necessary Google folders
  - Action Item: Dean will look through the President's Google Drive and share the Conference Planning Guide Files with Jolene and Stephanie.

**CSCO Retirees**

- Lorenzo will continue to serve as liaison to the retirees subcommittee

**Performance Appraisal Document**

- Krista will invite members to request to join a new committee to develop a guidelines/best practices around Performance Appraisal.

- Action Item: Krista will include invitation to members in the Communications Coordinator September email.

#### **Secretary's Report**

- Executive are asked to update current contact information and to let Stephanie know of any remaining issues in accessing CSCO email addresses and drives.
  - Action Item: Stephanie and Jeff will connect with Joanne to complete transfer of the Membership and Marketing accounts.
  - Action Item: Jolene and Nick will connect with Paul Main Devine to update Member-at- Large1 email.

#### **Treasurer's Report**

- Account- current balance \$20,835.90
- Business Banking Requirements - we currently have no ability to access our accounts as we do not meet the compliance requirements for Business accounts. Anita will complete required forms and submit to TD Bank.
  - Action Item: All Executive serving a two year term will forward complete names (Including middle name) and home addressed to Anita A.S.A.P.

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

- Website Update- planned updates to website have been completed.
- All CSCO social media accounts will be aligned to use @cscosocial
- Nick will be assisting with Social Media accounts for the coming months.

#### **Membership and Marketing Coordinator's Report**

- The current Membership Forms and a reminder to submit dues for the 2021/2022 school year will be sent to our members. The change in address for submitting forms will be highlighted in the email.
  - Action Item: Jeff will send out forms to members the week of September 16/17
  - Action Item: Stephanie will update membership form highlighting change of address and forward to Jeff.
- Jeff is working on a promotional video for CSCO. Presented draft to executive. Suggestion to include pictures of CSCO members and events in the video, with proper media release.
- Jeff has updated the media release form.



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- Action Item: Jeff will create Google Form version of media release.
- Action Item: Stephanie will add media release for to Documents Folder

**Members at Large Reports**

- Nick will provide a PD to members in October on using a virtual escape room to teach concepts of Faith.
- Joe is working with Cathy Cavanaugh to develop and present a workshop on supporting 2SLGBTQIA+ community members in ministry.

**President's Report**

**Partnerships:**

**ACBO**

- Action Item: Dean will confirm dates for reports to ACBO for this year with Bishop Nguyen.

**CCC** - see above.

**ICE**

- Anne Jamison has been appointed to Vatican Committee on Faith Education. Dean has sent a letter of congratulations on behalf of CSCO.
- Thank you basket was sent to Anne in appreciation of the Lenten Workshop offered.

**OCSTA**

- Dean will send letter to introduce himself as CSCO President. Will not make request for conference funding due to cancellation.

**CPCO**

- Dean will send letter to introduce himself as CSCO President. Will not make request for conference funding due to cancellation.
- CPCO article- Theme: "Advocate" - written by a Chaplain to talk about what we do and how we are essential to Catholic Schools. Due: October 21, 2021. Discussion among executive highlighted the need to focus on Principals as the primary audience of the article. Also the importance of including the perspective of different chaplains across the province (rural/urban, secondary/elementary, non-teaching roles/teacher chaplains) and highlighting the importance of the strong relationship between Principal and Chaplain (faith leadership and mutual support)
  - Action Item: Nick will work on a draft of the article, Krista will assist, executive will review and edit early October.

**DPCC**

- Thank you basket was sent to Luke Stocking in appreciation of the Easter Workshop offered.

#### **New Business**

- Dates for emails to membership:
  - Action Item: Dean will send President's Welcome Letter during the week of September 2/3
  - Action Item: Lorenzo will sent request for Newsletter Articles during the week of September 9/10
  - Action Item: Jaeff will send Membership Forms during the week of September 16/17
  - Action Item: Krista will send our Communications email during the week of September 23/24

#### **Upcoming Dates:**

#### **Meeting dates for 2021-2022/ Prayer Schedule**

- Wednesday, August 25, 2021, 10:00am EDT - 2:30pm EDT (Virtual)- **Prayer: Dean Woodbeck**
- Wednesday, November 3, 2021, 10:00am EDT - 2:30pm EDT (Virtual)- **Prayer:**
- Monday, January 24, 2022, 10:00am EDT - 2:30pm EDT (Virtual)- **Prayer:**
- Tuesday, April 19, 2022, TENTATIVE - **Prayer:**
- Monday June 6, 2022 - Tuesday June 7, 2022 (TBA) - **Prayer(2):**