



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Executive Meeting
Virtual
November 3, 2021
10:00(EST)-2:30**

In Attendance - Dean Woodbeck, Jeff Gendron, Krista Wood, Anita Bedore, Bishop Vincent Nguyen, Nicholas Ali, Jolene Smith, Lorenzo Campanelli, Joe Rogers, Stephanie Jarrett

Opening Prayer - Anita

Approval of Minutes - Nic, motion to approve: approved

Approval of Agenda - Lorenzo, motion to approve: approved

Greetings from ACBO - Bishop Nguyen reaffirmed his vision of his role as fostering dialogue between CSCO and ACBO. Dioceses are currently working through the Synod on Synodality process. Next ACBO plenary will take place during the second week of March. CSCO can report at that time, report must be submitted three to four weeks in advance.
Action Item- Dean will submit report to ACBO in mid February.

Group Norms - accepted

Strategic Plan - Executive reviewed the current Strategic Plan line by line making note of which items have been completed, which items are ongoing and which items still need to be started. The progress made on the current Strategic Plan will be reported to members at the next AGM and members will be asked to vote on next steps.

Action Item - Dean will report on Strategic Plan progress at AGM

Action Item - Jeff and Krista will look at membership list to identify members that are separated by great distance/isolated

Action Item - Steph will review past minutes for decision on Professional Development Bursaries and report back to the Executive

Action Item - Executive will discuss PD Bursaries at January Executive meeting

Action Item - The Executive will plan and develop a Professional Development opportunity for new Chaplaincy Leaders

Action Item - Dean will contact Anne Jamison about ACBO Pastoral Letter Process

Correspondence - October 12, 2021 - email from Katherine Mustachi, Durham Catholic District School Board, asked if CSCO acknowledges a “chaplains appreciation day”. Dean responded that we currently do not, but would explore the possibility. Discussion was had by executive for how this might look including celebrating on a feast day of a saint appropriate to chaplaincy or a day during Catholic Education Week. Suggestion to release second “I am a Chaplain” video in conjunction.
Action Item: Executive members will research potential “patron saint” for chaplains.

Action Items - updated



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Conferences

2022 - Joe Rogers: Ottawa planning team asked if this years conference could be offered for free to members. Included would be the two keynote sessions plus free download of ebook. Executive approved this idea with an upper limit of \$5000 in costs, and a nominal fee (\$20-\$25) charged to non members

2023 - Currently no team has volunteered for the 2023 Conference.

CCC Committees

Faith in Education -Krista: no report

WFMP - Dean/Stephanie: positive feedback for WFMP 2021; some technical issues reported for the Youth Conference.

CSCO Sub-committees:

Ethical Guidelines- Leanne Davis responded to join the Ethical Guidelines Committee.

Action Item: Dean will reach out to current and new committee members to schedule a virtual meeting.

Conference Planning Guide- progress on updates to the guide was tabled during the pandemic.

Action Item: Steph and Jolene will meet to review progress made thus far and report back to executive.

CSCO Retirees -no report

Performance Appraisal Document- no members responded to express interest in participating in the committee.

Action Item: Krista will reach out individually to a variety of members to form a committee.

Secretary's Report - no report

Treasurer's Report - Anita: Current Audited Balance: \$20,777.26. Unaudited Balance as of October 31, 2021: \$25,022.94.

Ministry paperwork has been submitted. Full banking privileges have been reinstated and the local TD Bank (Belleville) has apologized.

Question was asked about whether a member might pay fees owed in previous years. We do not accept membership fees retroactively, membership would instead be reinstated for the current year.

We have not yet received an invoice from CCC for this year's fees.

Action Item: Steph will reach out to CCC for invoice.



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Action Item: Jeff will deposit cheque received from member for “back” membership. Anita will repay the overpayment.

Communication Coordinator’s Report - Krista: alignment of the CSCO Social Media “handles” has taken place. Instagram will launched with the Fall PD Sessions. The CSCO website is up to date (Renewal for 2 year period is approximately \$108USD. Discussion over how to handle “recovery email” for CSCO accounts, possibility of having emails tied to our website or domain.
Action item: Krista will explore options and cost of creating email address(es) through either our website or domain provider.

Membership and Marketing Coordinator’s Report - Jeff: Current Membership Statistics:
Membership forms collected (virtually or paper copy) - 112
Membership dues PAID - 51

Jeff has developed both MASTER and EMAIL lists setup that can be shared with the executive. Steph and Anita currently have the display bins (1 each) for the west and east of the province respectively.

Action item: Jeff and Steph will meet to update the new members Welcome Package and Media Release forms.

Members at Large Reports- Action Item: Steph and Nic coordinate a time with Paul Main-Devine to update access to Member at Large 1 email.

Vice President’s Report- Two retirements to acknowledge so far this year (Teresa M. and Mary D.). Thanksgiving newsletter was issued on Oct. 7, 2021. Christmas Newsletter will be issued in December, also currently in the works are Autumn and Advent prayer partners.

President’s Report

Partnerships:

ACBO - see Greetings from Bishop Nguyen above.

CCC - Dean was able to participate in the WFMP virtual conference, positive feedback, especially for Keynote Speaker, David Wells.

ICE - **Action Item:** Dean will follow up with Anne Jamieson on update to Pastoral Letter on Chaplaincy

OCSTA - Dean is continuing to foster the partnership between CSCO and OCSTA

CPCO Article written by Nic and Krista was submitted to CPCO. Krista asked if all three articles in the series could be share with CSCO so that it can be placed in the “member zone” of the website.

Action item: Dean will ask CPCO for copies of all three articles in the series.



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DPCC - no report

Upcoming Dates:

Professional Development Dates:

- Radical Hospitality: Chaplaincy with LGBTQ2S+ Students and Staff' facilitated by Joe Rogers and Catherine Cavanagh. Tuesday November 16, 2021 from 9:00am-11:00am Eastern
- Advent Faith Experience - Wednesday, December 8, 2021 1:00pm Eastern.

Future Meeting dates for 2021-2022/ Prayer Schedule

- 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):**

Upcoming PD for members