



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

**Minutes
Executive Meeting
Virtual
November 13, 2023
10:00 - 1:30 Eastern**

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

Regrets: Vincenzo Silvestro, Margaret Palmer

Land Acknowledgement - Kathleen

Opening Prayer - Adriana

Approval of Minutes - Motion to Approve: Adriana , Second: Leanne

- Discussion : None
- Approved

Approval of Agenda - Motion to Approve: Adriana , Second: Kathleen

- Discussion: In future will move Strategic Plan to “sub-committee reports” until approved.
- Kathleen and Dean do not have reports, due to illness.
- Approved

Greetings from Bishop Nguyen

- Bishops are streamlining their focus to keep their meeting time for the most important matters, will no longer have visits/presentations, but will receive written reports.
- Education Commission is working on updating catechetical documents for schools.
- Dean did speak to Bishop Meihm about updates to the Pastoral Letter on Chaplaincy and the desire to be part of that process.

Group Norms - acknowledged

Correspondence - Stephanie, Dean, Adriana

- OCSTA, request for Executive Contact Information - email received from Ashlee Cabral, November 2, 2023. Form has been completed and returned.
- Paul Kozak has reached out for guidance around salary increases around the province. That information is not kept by CSCO, it is outside of our purview.

Action Items - updated

CCC Committees:

WFMP - Adriana/Dean

- Conference went well, Fr. Tony Ricard was well received at the Youth Forum. There was a beautiful conference Mass celebrated by Archbishop Leo, (Dc. Dominic Pullano was homilist). Wayne LaChapelle’s workshop on behalf of CSCO was well received.



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- Kathleen expressed that some members had reached out to ask for a more formalized request for workshop presenters for WFMP and other partner organizations. Executive expressed the importance for workshop to be vetted for quality.
 - Action Item: Adriana will create a Google Doc and share with Executive for review.

CSCO Sub-committees:

Strategic Plan - Margaret

- Action Item: Dean and Margaret will meet to look at survey responses,
- Margaret will add items to draft documents to be shared with membership who will then be invited to a discussion meeting for feedback.

Ethical Guidelines - Margaret

- Action Item: Dean and Margaret will meet to look at survey responses,
- Margaret will add items to draft documents to be shared with membership who will then be invited to a discussion meeting for feedback.

Performance Appraisal - Margaret

- Action Item: Dean and Margaret will meet to look at survey responses,
- Margaret will add items to draft documents to be shared with membership who will then be invited to a discussion meeting for feedback.

CSCO Retirees-Adriana

- no report

Secretary's Report - Stephanie Jarrett

- Staples quote for digitizing:
 - Box of 250-500 sheets - \$129 for scanning + \$0.75-\$1.00 labour
 - Box of 250-500 sheets - \$179 for scanning + \$0.75-\$1.00 labourThe documents would be scanned to a zip drive (included in price)
This is an “in store quote” they also offer a corporate quote for larger requests (10+ boxes, documents of varied sizes, etc.
The average for a “standard box” is \$250 (all documents are the same size/format). Based on this I think we should be offering between \$150 and \$200 per box to members digitizing the records (essentially taking off the cost of a zipdrive).
- Cost of Terabyte Drive - range from \$65 - \$175 (1TB -5TB).



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- One terabyte gives you the option of storing roughly: 250,000 photos taken with a 12MP camera OR. 250 movies or 500 hours of HD video OR. 6.5 million document pages, commonly stored as Office files, PDFs, and presentations.
- Cloud storage has a monthly or yearly cost and is available from several sources (2TB average \$100 per year, though there are a selection of “lifetime” plans where you pay \$350+ upfront (essentially free storage after 3 years))
- Items suggested for inclusion in the “Welcome Package for New Chaplains” in November 2018:
 - 1) Welcome Letter from our president
 - 2) **Group Norms**
 - 3) Mission, Vision and Values
 - 4) Constitution & **By-Law**
 - 5) Code of Conduct document
 - 6) Pastoral Letter
 - 7) **Brochure**
 - 8) **Business card of either Membership Co-ordinator/President**
 - 9) **Prayer Sheet**

highlighted items are in addition to the contents of the New Executive member package.

Motion to Accept: Margaret, Second: Kathleen - Accepted

- Discussion: Dean suggests \$175 per box, doesn't know enough to determine whether tera drive or cloud makes more sense, but lifetime fee seems like a good deal. Adriana suggests both cloud storage and the Tera drive - feels the cloud based option is important given the geography of the Executive. Leanne and Joe are concerned about the longevity of a cloud based company. It is decided that a Tera drive will be purchased and Steph will also explore cloud based storage plans, focusing on bigger companies.
 - Action Item: Adriana will purchase a 5TB drive for Andrea to use for archiving.
 - Action Item: Stephanie will explore cloud based storage plans.
 - Action Item: Adriana will reach out to rep from Eastern Ontario for information on new chaplains and other info from the 2023 Conference.

Treasurer's Report - Vincenzo Silvestro (absent)

- no report

Communication Coordinator's Report - Kathleen Thompson

- no report.

Membership and Marketing Coordinator's Report - Joe Rogers



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- Memberships are continuing to roll in 112 registrations submitted, 68 paid, 44 unpaid.
- Joe has developed a standard receipt form as well as a deposit form that is shared with Vincenzo.

Motion to accept: Joe, Seconded: Margaret

Discussion: None.

Accepted

Members at Large Reports- Margaret Palmer and Leanne Davis

Member at Large 1:

- no report

Member at Large 2:

- Dr Anne Jamieson, November 22, 2023 via Zoom
- Dr. Catherine Clifford, January 25 , 2024 via Zoom
- Encourages the development of a PD proposal bank, for future workshop and PD Requests
 - Action Item: Discussion and planning for PD needs to happen in the spring in anticipation of the next school year.

Motion to accept: Leanne, Seconded: Margaret

Discussion: Adriana - would like for us to continue to offer seasonal retreats alongside professional development.

Dean - The retreats could be led by members outside of the executive or by partners. Perhaps that could be part of the request for PD proposals (workshops, member PD, retreats)

Approved.

Vice President's Report - Adriana Rerecich

- Newsletter -
- Masses - continue to offer Masses at Cathedrals across the province.
- Intentions- working to communicate better with membership to receive intentions

Motion to Accept: Adriana, Second: Margaret

Discussion: Joe-If we have enough to cover, will send a CSCO t-shirt to new chaplains.

Approved.

President's Report - Dean Woodbeck

- no report



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Partnerships:

ACBO

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CCC

- Fees for 2023/2024 has been paid

ICE

- Have published the document “On the Way”, from the adult faith formation symposium.
 - Action Item: Steph will add digital copy to the archives.

OCSTA

-

CPCO

-

DPCC

-

New Business:

Upcoming Dates:

OCGE PD: November 22, 2023, 1:00pmEST via Zoom.

Conference Planning Meeting: December 18, 2023, 10:00am EST via Zoom

CSCO Executive Meeting: Tuesday, January 16, 2024: 10:00am-2:30pmEST
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.****



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Adjournment.