

## Our Lady of Mercy Complex Committee

Minutes: June 15, 2023

**Attendance:** Joanne Rose                      Marjorie Glasgow                      Andrew Hibbitts                      Cindy Coffin  
Shirley Squires                      Phyllis Doucette                      Penny Spencer

**Absent:**

**Regrets:** Pamela Bennett-McLeod                      Vanessa Glasgow                      Emili Fraser  
Anne Marie Skinner Ballard

1. Call to order for meeting was made at 7:05 PM by Joanne Rose, chairing the meeting in place of Vanessa Glasgow.
2. **Adopt of Agenda**
  - a. Adoption of the agenda was motioned by P. Spencer and seconded by P. Doucette.
3. **Adoption of Minutes**
  - a. Minutes of the regular meeting on May 3, 2023, were not available for this meeting. This will be tabled for the next meeting.
4. **Business Arising**
  - a. **Grand Ole Port au Port Opry**
    - Tickets will be sold on a bench instead of doing a 50/50 at the event.
  - b. **Wedding Rentals/Funerals:**
    - The current rental rate for the event hall is \$3500 with an extensive list of serviced offered.
    - The group discussed the rental rate in comparison to other rentals rates for venues in the area.
    - After discussion, it was decided that a number of services could be removed from the list and the price could be greatly reduced. For example, we would be responsible for cleaning the venue afterwards and the set up of tables, but the party renting the venue would be responsible for decorating. We could offer some of our decorations, but ultimately it would be their responsibility to decorate.
    - J. Rose motioned that we reduce the cost of renting the hall from \$3500 to \$850 with the changes as noted and a \$200 deposit on trial basis for the remainder of 2023. M. Glasgow seconded the motion. Motion carried.
    - J. Rose motioned to reduce the cost of renting the church from \$500 to \$350 and a deposit of \$125, and the Committee would not be responsible for paying the minister or choir. A. Hibbitts seconded the motion. Motion carried.

- P. Spencer motioned that we allow people to use the church for funerals by donation only. S. Squires seconded the motion. Motion carried.
- J. Rose will do up a draft of the wedding contract and send out with the minutes.

**c. Policies:**

- J. Rose shared with the group that a number of policies were sent out by email. J. Rose read out the schedule policy and highlighted points of the safe work policy.
- S. Squires motioned to approve the scheduling policy and safe work policy as written. J. Rose seconded. Motioned carried.

**d. Tours:**

- There was a discussion regarding tours / times of tours at the complex.
  - Starting July, tours will be a schedule.
  - Tours cannot happen when Music in the Church us taking place.

**e. Staffing:**

- Three students are currently working at the complex. They are funded through Tourism HR.
- One student will begin work on the first week of July, funded by Qalipu.
- One student began May 30<sup>th</sup> funded through Young Canada Works.
- Two positions are left to fill. The post will be recirculated. These are funded through Young Canada Works.

**f. Project with Corrections:**

- Corrections made 21 benches.
- S. Squires motioned to contribute \$400 to the Corrections Carpentry Shop by writing a cheque to Paul Hoskins. P. Spencer seconded. Motion carried.

**g. 2022 Audit**

- 2022 audit necessity was discussed. Until it is required by a funding source, we are satisfied with the current bookkeepers statement.

**h. ACOA**

- We have an excellent relationship with Mark Tierney, the Development Officer with ACOA for our region.
- Mark has helped us to connect the dots in terms of who to contact for funding.
- It's possible that we may be able to avail of climate change funding (this may be ideal to upgrade our heating source).
- It's possible that we may be able to access funding for restoration.

**i. Celebration of Life Plaques**

- It was decided that Celebration of Life plaques will have “In Memory of -name – Birth date and death date.
- Plaques for past deaths will be able to be purchased for \$100.
- Marjorie and Charlie will go to Continental Flowers to view the plaques and pick out a font.

**j. 50/50 & Chase the Ace**

- There was a discussion about tickets for 50/50 at the Chase the Ace and how to ensure that someone does not purchase tickets downtown that are the same as ours and try to use them.
- It was suggested that printed tickets be used when things get busier, it was also suggested that other colours could be used to alternate between weeks and perhaps unique colours could be purchased online.

**k. Finance Report**

- S. Squires presented the financial report. A copy will be sent out with the minutes.
- J. Rose motioned to accept the financial report for the period between January – March 2023. P. Spencer seconded. Motion carried.

**l. Upcoming events**

- A Garden Party will be held on July 8<sup>th</sup> to celebrate the opening of the gardens. The event will take place 11 am – 1 pm. There will be bbq, pre-ordered charcuterie and outdoor games on lend from the Town of Stephenville. Entry to the event is free. Food will be sold at the event. A save the date will be posted soon and it will be advertised closer to the date.
- A Sunrise Ceremony will be held on Wednesday, June 21<sup>st</sup>. It was suggested that we give a traditional gift to the two ladies. S. Squires will talk to them to see what would be appropriate.

**m. Report Shawn Monahan**

- After receiving the report from Shawn Monahan, it was clear that the electrical urgently needed to be looked at.
- Burtons Electrical was hired to come into the church and assess. It cost less than \$150. The issue with the hotspot in the wall was solved because the wire for the breaker has been disconnected, mitigating that risk.

**n. Update on sales**

- For the period of May 16 – June 8<sup>th</sup>, the craft shop/museum/tea room generated \$3200 in sales.

**o. Fundraisers**

- Upcoming quilt ticket lottery.
- Chairs to be auctioned at the Arts NL event at the Arts and Culture Centre. We will see how it goes at the Opry with ticket sales to determine how to proceed.

**5. New Business**

**a. *Directors Liability Insurance***

- It was indicated that it is required by some funding agencies that we have this and we need it for our own protection.
- J. Rose motioned that the group investigate options for Directors Liability Insurance and more than one quote, then go with the one with the best coverage/lowest cost. A. Hibbitts seconded.

**b. *WIFI***

- We currently have internet service with Xplornet. Xplornet installed additional service to the event hall.
- There was a discussion about how the wifi will be used and if it will be open for public use. Unfortunately the signal is not strong enough to support multiple users from the public. Therefore, the internet will be used primarily for accepting “plastic” and to possibly stream the Chase the Ace.

**6. Next meeting is scheduled for Wednesday, July 5, 2023.**

**7. Adjournment called by Joanne Rose at 9:09 PM.**

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Joanne Rose – Filling in as Chair

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Andrew Hibbitts - Recorder