

OUR LADY OF MERCY COMPLEX COMMITTEE

February 1, 2023

MINUTES

Attendance:

Vanessa Glasgow Emili Fraser Joanne Rose (scribe)

Phyllis Doucette Shirley Squires Marjorie Glasgow

Andrew Hibbitts Penny Spencer

Regrets: Michael Ratter Pamela Lynn MacLeod

1. Call to Order at 7:05.
2. Appointment of new board members:
Nomination of Penny Spencer to the board by Joanne Rose, Seconded by Marjorie Glasgow. Call for questions, Carried.
Nomination of Emili Fraser to the board by Shirley Squires, seconded by Phyllis Doucette, Carried.
Nomination of Andrew Hibbitts to the board by Joanne Rose, seconded by Marjorie Glasgow, Carried.
3. Adoption of Minutes: no changes noted. Motion to adopt minutes by Joanne Rose, seconded by Phyllis Doucette. Carried.
4. General Business:
 - a/ Letter of resignation received from interim board member Charles Glasgow.
 - b/ Subcommittee Structure accepted as proposed with board members on each committee.
Museum/Gift Shop Sub Committee- Joanne Rose & Shirley Squires
Maintenance Sub Committee- Vanessa Glasgow
Event Planning Sub Committee- Andrew Hibbitts & Penny Spencer
The plan is to have at least three new members for each committee to be recruited by board members and brought back to the next meeting.
 - c/ Business Plan: Initial consultation with Mr. Organ IDT was to have a business plan developed. But in the later meeting with Mr. Tierney advised it is not necessary, as ACOA prefers a new format. Joanne will bring the 2021 Strategic Planning Document to the next meeting for a review.

Andrew had coordinated a Tourism Planning Session in 2021 virtually and will share.

We do have confirmation that we are Tourism Action Plan compliant.
 - d/ Chase the Ace: Vanessa, Phyllis, Andrew and Joanne to meet with Hank Gaudon of Lourdes about their experience with planning. Meeting proposed for February 11th at 10:30.

- e/ Music in the Church 2023 will take place July through September 1st daily. Musician Names are being collected now. Letters of sponsorship will be circulated to local businesses this month.
 - f/ Fundraising: determined to be a subject of the board and not a sole committee.
 - i) Bank fees are high with the current accounts. Shirley to check out NLCU for charitable accounts.
 - ii) Quilt your winter blues away Ticket Lottery ongoing. Tickets distributed to board members.
 - iii) Dinner and a Show partnered with SCDC will go ahead this year again.
 - iv) Evening Tea will have extended hours at the Tea Room as we recruit new volunteers.
 - v) Miracles and Mysteries Tour being developed.
 - vi) Donation of Painting offered to be accepted and plans will be made to have as a ticket draw or door prize.
 - g/ Conditional Assessment Report: Initial verbal report was that the building is structurally sound but has some immediate needs. Vanessa to contact Sean Monaghan to determine when the report will be available.
- 5/ New Business:
- a/ Hospitality NL Conference- Andrew attending on behalf of SCDC and will bring OLMCC materials. Joanne to get a supply of brochures to Andrew.
 - b/ Memberships due for Tourism Southwest, Museum NL and Go West. Motion to pay membership fees made by Vanessa Glasgow, seconded by Marjorie Glasgow. Carried.
 - c/ Edge of the Wedge Training recommended by Emili. We will watch for the next session.
 - d/ Online Presence reviewed by Emili- she recommended to start with a logo to assist with our marketing strategies and identity. Quote brought to table for \$780 + HST.

Motion for contract to be accepted made by Joanne Rose and seconded by Shirley Squires. Carried
 - e/ 20 Garden Benches ordered with 19 sponsored. Ordered through partnership with Stephenville Correctional Center carpentry shop.
 - f/ In Memorium Wall recommended for the church to celebrate the lives of people and families from the region, including births/deaths and weddings. Joanne to work with Jack to develop and check on the plaques before the next meeting.
- 6/ Adjournment at 8:45 moved by Marjorie Glasgow, seconded by Emili. Carried.

Next Meeting is March 1, 2023.

Vanessa Glasgow – Chair

Joanne Rose - Recorder