

QUEEN'S HOUSE *Retreat & Renewal Center*

ANNUAL GENERAL MEETING 2020 – Agenda D4 June 8, 2021

Note: Due to the lingering challenges of Covid, this meeting will be held virtually via Zoom for Board Members and guests:

When: Tuesday, June 8, 2021 beginning at 4:00 pm

Meeting ID: 847 6919 9528 <https://us02web.zoom.us/j/84769199528> (no password required)

- | | | |
|---|------------------|-----|
| 1. Opening Prayer: | Sarah Donnelly | 2 |
| 2. Approval of Agenda: | Deb Rolfes | 1 |
| 3. Minutes: Board Meeting: May 4, 2021 | Review / Approve | 3-4 |
| 4. Remarks: Board Chair | Deb Rolfes | 5 |
| • Introductions of Board & Executive | | |
| 5. Administrative Reports: | | 6 |
| • Programming, Spiritual Direction, Partnering: | Sarah Donnelly | 6 |
| • Development, Events & Engagement: | Martha Fergusson | 8 |
| • Audited Financial Summary | Corrine Pambrun | 9 |
| • Planning, Board & Oblate Leadership: | Brendan Bitz | 10 |
| • Hosting & Practical Updates: | | 10 |
| • Appreciation & Thanks: | | 11 |
| • Meeting the Challenges Ahead: | | 12 |
| 6. Remarks from Oblate Leadership: | | |
| Fr. Ken Thorson OMI | | 12 |
| 7. New Business | Deb Rolfes | 12 |
| • TCU Queen's House Resource Account: | Brendan Bitz | |
| 8. Questions: | | 12 |
| 9. Closing Prayer & Adjournment: | | 12 |

Prayer of Hope

Hope is not a closing of our eyes to difficulty, risk or failure.

It is a trust that if I fail now, I shall not fail forever.

If I am hurt today, I shall be healed.

That life is good, and love is powerful.

I shall find myself and others and God.

Hope looks for the good in people instead of harping on the worst.

Hope opens doors where despair closes them.

Hope discovers what can be done instead of

grumbling about what we can not do.

Hope draws its power from a deep trust in God

and the basic goodness of mankind.

Hope lights a candle instead of cursing the darkness.

Hope regards problems, small or large, as opportunities.

Hope cherishes no illusions, nor does it yield to cynicism.

Hope sets big goals and is not frustrated

by repeated difficulties or setbacks.

Hope pushes ahead when it would be easy to quit.

Hope puts up with modest gains, realizing that

“the longest journey starts with one step”.

Hope accepts misunderstandings as the price

for serving the greater good of others.

St. Eugene, pray for us. **Amen!**

QUEEN'S HOUSE

Retreat & Renewal Center

ADVISORY BOARD – MINUTES

D2

May 4th, 2021

Our values are rooted in the Oblate Charism, we are a sacred, welcoming space. Our Vision is to be a sacred place where minds are nourished and spirits are nurtured. Our mission as a retreat and renewal centre; we offer sacred space for self reflection, encounter with others, and spiritual exploration. Nourish your mind. Nurture your spirit.

In Person:

Board: Nil

Admin: Nil

Virtual:

Board: Diane Cote, Donna Hagen, Ivan Hitchings, Sr. Anne Lewans, Adele Longstaff, Derrin Raffey, Deb Rolfes, Kathy Jo Simmie, Fr. Bill Stang, Michel Thibault, Wyndham Thiessen

Admin: Sarah Donnelly, Martha Fergusson, Corrine Pambrun, Brendan Bitz

Regrets: Lynn Gow, Bishop Gerry Wiesner

Guests: Fr. Mike Dechant OMI, Gerry Weinkauf

1. Opening Prayer & Welcome:

2. Agenda: Review and Approve:

Motion: That the Agenda be approved as presented.
Kathy Jo Simmie / Ivan Hitchings

CARRIED

3. Minutes: Regular Board Meeting: February 2nd, 2021

Motion: That the Minutes be approved as presented.
Wyndham Thiessen / Ivan Hitchings

CARRIED

Derrin Raffey joined this meeting.

4. Board Information & Planning:

- Bold & Daring – Local Oblate Planning Initiative:
 - ✓ Guest presentation by Fr. Mike Dechant OMI, Fr. Glenn Zimmer OMI and Gerry Weinkauf.
 - ✓ Shared detail regarding the pre-capitular work of the Oblates outlining Oblate Ministry.
 - ✓ Early steps to build understanding for future direction.
 - ✓ Information to the Board as an important ministry partner for shared action, communications and planning. Ivan and Brendan will serve as Board representatives with the Local Oblate Planning Group.
 - ✓ Assess and undertake future communications with Provincial Oblate Leadership.

Fr. Bill departed this meeting.

5. Advisory Board Standing Committee Reports:

- Finance Committee: Corrine Pambrun and Michel Thibault

6. Queen's House Administrative Reports:

- Accounting & Finances:

- Audit Review:

- Report: Q1

- Programming Report:

- Development Office Report:

- Director Report:

Motion: That Administrative and Planning Reports be accepted as presented.

Sr. Anne Lewans / Michel Thibault

CARRIED

Kathy Jo Simmie departed the meeting.

7. Old Business

- Nil

8. New Business:

- AGM 2020 Draft Agenda Review:

- Reviewed and approved.

- Confirm presenters and final details.

- Circulate invitation to attend to our community.

- Administrative Procedures: Planning, Practice, Policy

- Programming & Booking Activity.

- Bill C-15 Inquiry: Information

Tabled

9. Closing Prayer and Adjournment:

Motion: To Adjourn.

Ivan Hitchings

CARRIED

Next Board Meeting – AGM 2020: Tuesday, June 8th, 2021 at 4:00 pm (format to be confirmed)

Deb Rolfes - Chair

Brendan Bitz – Director

June 8th, 2021

Date

4. Remarks – Board Chair – Deb Rolfes

These will be offered as a verbal presentation.

5. Administrative Reports:

On behalf of our Oblate Fathers, Brothers and Bishops, our Oblate Associates, our staff and our community, we welcome all to Queen's House and recognize that we are on Treaty 6 Territory and the Traditional Homelands of the Metis. Today we gather, such as we are able, to recall the successes and acknowledge the challenges of 2020 and to express our appreciation, without gathering in person quite yet, for the kindness and generosity of our many faithful and practical supporters. We do wish to say a simple thank you to our local Oblate Community, our generous and talented Oblate Associates, our faithful and trusted Advisory Board, our community and partners, our volunteers, and our staff for the dedication and commitment of each to support and promote the mission and ministry of Queen's House as best you could over the year. You remain a treasured and important gift to this mission and ministry and your commitment, resolve and essential community are vital to this work.

We offer the following details and insights into planning, problem solving and practical work of Queen's House over during 2020.

Sponsored Programming:

Programming at Queen's House happens in many different and unique ways. Over the past few years, the retreats and workshops that we offer to the wider community have grown:

YEAR	RETREATS/WORKSHOPS	IN-PERSON	VIRTUAL (ZOOM)	PARTICIPANTS
2018	20	20 (all completed)	0	n/a
2019	34	34 (6 cancelled)	0	685
2020	44	30 (15 cancelled)	14 (1 cancelled)	769

This is encouraging - even in a year of pandemic, the number of participants in our programming has increased. For a complete list of the programs sponsored by Queen's House in 2020 please contact our Programming Director, Sarah Donnelly. In addition to the one-time events or retreat/workshop series, we sponsored regular gatherings such as our weekly Centering Prayer Group (in-person and on zoom), our monthly Taizé prayer service hosted by the l'Arche Community (when permitted), and the monthly Women in Ministry gatherings. I want to extend a sincere "thank you" to our tech guru Dave Henderson, and our Zoom host Ana Gheysen, who stepped up so generously to assist Fr. Paul Fachet in offering the weekly Centering Prayer gathering on Monday evenings. Participants joining this group have come from as far away as Jerusalem and Singapore - this has been a lovely weekly gathering, and much appreciated when the stress of the pandemic began to deepen within us. Our own "Spiritual Direction Formation Program" greatly assisted us in offering a wide variety of topics and welcomed the public in addition to their registered students. This program ended in June of 2020, and their programming added six events to our calendar. Advertising our programs included a wide variety of venues: church bulletins throughout the province and in all denominations; our website; Facebook page; and our weekly e-newsletter. These electronic newsletters, in addition to promoting upcoming programs, advertised

fundraising events such as our “Spring Fling” and “Annual Gala” and invited people to learn more about the spiritual direction/companioning that is offered by Queen’s House, and the Olive Branch Ministry. In 2020, Sarah and Deb graduated from the “Forest Dwelling: Spirituality for our Wisdom Years” program offered by the Oblate School of Theology in San Antonio, and we began to plan to offer a similar program - primarily online - starting in the fall of 2021. The transition from offering programs “in-person” to offering programs “on zoom” was a steep learning curve for all our staff, but we grew in confidence and ability over time. Again, sincere thanks to Dave Henderson, Martha Fergusson, Brendan Bitz and Ana Gheysen for all the tech and zoom support that you have shared in 2020, in assisting in our online programming. Most of our programs in the fall and winter months of 2020 were offered on zoom. The Retreat Manager software gave us the opportunity for people to register for programs online through our website - this was essential and a great gift to all of us as our reception staff were laid off when the pandemic hit.

Spiritual Direction and The Spiritual Direction Formation Program:

The important work of Spiritual Direction at and through Queen’s House is the result of 30 years of work in this area spearheaded by Sr. Adeline Behm and our affiliated Spiritual Directors. Important work made even more crucial by the restrictions imposed by Covid, as most of our Spiritual Direction Team were able to see people online.

The Spiritual Direction Formation Programming offers high quality instructional programming to participants and to members of our community. This program is offered every two years and is under the care, guidance and leadership of Bishop Gerry Wiesner OMI, Gisele Bauche and Dianne Mantyka. This offering provides for many outstanding speakers including Bishop Gerry Wiesner OMI, Fr. Kevin McGee, Sr. Teresita Kambeitz OSU, Sr. Judy Schachtel SMS, Lucie Leduc, Gisele Bauche, Dr. James Schmeiser, Dr. Bill Nelson, Sarah Donnelly, Dr. Esther Stenberg, Kim Morrison, Bishop Sylvain Lavoie OMI, Harry Lafond, Archbishop Don Bolan, Dianne Mantyka, and Rev. Claire Fisher. In addition to our students, the Saturday workshops are made available to the public, and have been well-attended since the current program series was launched in January 2019.

Partnering in Ministry:

Queen’s House continues to embrace the challenge of meeting the ever-changing face of God’s people and the opportunity to be attentive to all people. The need for prayer and guidance remains an important and central component as we at Queen’s House seek new opportunities and next steps. We actively dialogue and partner with many diverse groups within our community to create links to those who seek faith connection outside of explicit church, parish and diocesan life. Having the holy ground of Queen’s House and our associated amenities serve as a gathering place for the shared work of these many and diverse groups has added a third layer of engagement to our work. Many programs that happen in our facility and on our grounds are organized and facilitated by outside groups.

The value of hybrids and partnerships has been the willingness and openness of retreat ministry to make important connections in the community to serve the needs of those who are seeking specific programming opportunities. These “booking groups” are often the hands, eyes and ears of Christ, and we offer sacred space to support these groups as they care for their people. Queen’s House also supports these programs by providing registration services for participants, and more recently we have been able to provide technological support, such as Zoom hosting, recording and otherwise supporting their events.

Themes and focused work include the following broad areas of engagement:

- | | |
|--|-----------------------------|
| All Oblate Initiatives | Outreach offerings |
| Immigrants and New Canadians | Renewal Offerings |
| Wellness Programming | Tragedy and Loss |
| 12 Step Programming | Addictions and Recovery |
| Alcohol & Drug Education | Therapeutic Care |
| Education and Youth | Reiki Instruction & Care |
| Adult Faith Formation | Renewal Programs |
| Church, Faith and Ministry Work | Spiritual Care |
| School retreats | Northern Youth |
| Holy Yoga, Joy in Movement, Sound Healing | Buddhist Community Retreats |
| Prayer gatherings (Eucharist Adoration) | Compassion Groups |
| Care For Our Common Home Initiatives | |
| Organizational Engagements (KC / CWL / GSCS / STM / Many Ecumenical Groups) | |
| TRC focus and effort continues to be an important future area of attention and activity. | |

Development Office and Events & Engagement Work:

The important work that Martha Fergusson has been focused on include the following areas of attention and consideration:

- The organization and coordination of all our key fund-raising events for 2020 including our Spring Fling Raffle, our virtual Bike-a-thon, our Snowball Fling Raffle and our virtual Gala Dinner. These events were possible this year even as we had to cancel the golf scramble last year and again this year. Unfortunate but understandable and prudent.
- The further development and maturation of important virtual and IT applications both directly connected to Development work but as importantly to the overall operation of Queen’s House, especially since Covid has impacted so much of what we do and how we have had to revision who and how we manage this work.
- The development and further roll out of our Roots and Wings Campaign and the associated initiatives that support this mission and ministry.
- Further planning in Development, especially considering our emergence from restrictions will incorporate our capacity to broaden donation opportunities and activities.

Financial Report:

The 2020 Audit under the direction of OMI Lacombe and audit firm Marcil Lavallee for all entities of the Oblate Saskatchewan District Community (SDC) has been completed. We are pleased to share that our auditors, Marcil Lavallee noted no challenges or discrepancies regarding these financial statements or the records that comprise them. This is no small feat, especially considering the challenges imposed by Covid! It is a significant achievement and a testament to the diligence in this area and the leadership of Corrine Pambrun, especially because payment and receipting components have by necessity shifted to virtual and this has been accomplished in the absence of normal staff support. We are well into 2021 and continue to be impacted by COVID-19 in all aspects of our work, planning and prospects. The following financial detail is the final audited summary:

Queen's House Retreat & Renewal Centre 2020 Audited Financial Overview

May 25, 2021

<u>Revenue</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Bank Interest	\$353	\$574	\$593
Government of Canada (CEWS+CEBA)	\$0	\$0	\$110,226
Facility Use	\$572,125	\$569,055	\$120,180
Donations from OMI Lacombe Canada	\$0	\$50,000	\$50,000
Room and Board	\$41,001	\$41,821	\$42,657
Programming	\$129,044	\$218,137	\$80,493
Bookstore & Canteen	\$9,296	\$7,122	\$1,004
Donations	\$100,767	\$86,032	\$74,987
Reimbursements from OMI Lacombe	\$0	\$0	\$39,722
Fund Raising - Development Office	<u>\$92,384</u>	<u>\$134,282</u>	<u>\$88,289</u>
	\$944,960	\$1,107,023	\$608,151

<u>Expenses</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Salaries and Wages	\$530,014	\$592,043	\$325,066
Operating Expenses (Schedule A)	\$344,489	\$410,610	\$212,717
Programming	\$39,128	\$94,603	\$44,662
Fund Raising	\$20,418	\$29,277	\$20,223
Roof Repairs	\$0	\$0	\$0
Amortization of Capital Assets	\$15,583	\$14,572	\$6,432
Amortization of Intangible Asset	\$1,085	\$1,085	\$1,085
	\$950,717	\$1,142,190	\$610,185
Balance - Year End	(\$5,757)	(\$35,167)	(\$2,034)

Prepared by Corrine Pambrun

Retreat Centre Planning, Advisory Board Work and Oblate Leadership:

Our continuing collective work charting ways forward for retreat ministry has purposefully been supported by our Ottawa based Oblate Leadership Team comprised of Fr. Ken Thorson – Provincial, Fr. Richard Beaudette - Vicar and Br. Harley Mapes – Treasurer, our Advisory Board, our Local Oblate Community and our Queen’s House Staff working together through consultation and analysis to confirm sustainability. Recent features of this shared work include the following.

Although Oblate Leadership’s original 2-year commitment to assist and support the important practical work of the mission and ministry of Queen’s House through the direct financial support for the work of programming and developmental has concluded, direct assistance continues as we navigate the entirely uncharted waters of Covid and the intriguing realities of the day that this pandemic has imposed. Finding and confirming pathways to viability beyond the present is very much the work of the days ahead.

Direct Oblate financial support has allowed us to repair the roof of Conference C, work that was substantially completed at the end of April. This support will also provide for the re-shingling and upgraded venting of our chapels and the associated repair of the cupola above the main chapel. This work is currently in the contractor que, and we look forward to completing this renewal. We will also continue with the basic reclamation work of the Mazenod site even as we recognize this remains a work in progress.

The need and associated effort to continue with the diverse technical innovations, upgrades and improvements over the last couple of years and specifically, the last 14 months have been essential, compelling and all encompassing. It has been a heavy lift and the work continues as we seek further the necessary upgrades and improvements to this service. Since we have sought to undertake this work within a tight budget constraint, the results have been gratifying and the required, essential external supports that have allowed us to do this work have been much appreciated.

Hosted Booking Activities:

The hosted component of the center, received and organized through our Bookings Office and communicated to staff in all departments, has been singularly impacted by Covid-19. Restrictions relating to group size, requirements for social distance and the need to mask and sanitize have been adhered to as prescribed such that these operations have never been as they are now. We do see signs of renewed action and life as groups are planning and booking again in greater numbers and detail such that we expect things to continue to ‘normalize’ over the coming months. With this renewal, the associated call for food services and housekeeping will intensify. Balancing return to service and the associated financial implications will continue to require attention and consideration. The renewed attention to detail of our guests is a sure indication that their forward planning is rooted in real expectations rather than an aspirational preference. Fingers crossed!

Practical and Purposeful:

The following Queen's House initiatives were undertaken over the last year. These efforts serve to meet facility needs, have a generative quality or have been undertaken as a matter of urgency. 2020 was marked by a significant number of challenges and contingencies that became the necessary focus of much of our attention and effort. Despite the need to attend to and respond to these issues, we addressed by plan the following:

- Continued reclamation of the former Mazenod site.
- Kitchen equipment maintenance and cleaning.
- Ongoing boiler maintenance and care.
- Fire alarm maintenance and repairs.
- Elevator maintenance and re-certification.
- Roof repairs for Conference Room C and the chapels. Planning for both upgrades occurred in 2020 and have or will be completed in 2021.
- Managing the intermittent needs of cleanliness and facility care in an essentially empty and underutilized facility.
- Substantial and significant IT upgrading, structuring and implementation of hardware, software and the human knowledge and skills necessary to maximize potential. This is an area of ongoing effort and attention to the extent that we will never "arrive" but will constantly renew and upgrade the 3 key areas of application: hardware (equipment and infrastructure), software (programming applications) and warm ware (people related skills and competencies)

Saying Thank You!

- To our Oblate Community at every level for leadership, support and encouragement. It is important that we acknowledge the Saskatchewan District Community for their practical support for this work even as much of the focus, activity and importance of this work has been displaced by the pandemic. Specifically, traditional development events have included our staff retreat, support for NACORRC and Retreats Canada West although these have not occurred since the onset of Covid. We do especially acknowledge and thank Fr. Bill Stang, Fr. Paul Fachel, Fr. Mike Dechant, Fr. Ken Forster, Bishop Gerry Wiesner, Fr. Ron Rolheiser and all Oblates and Associates for the layers of SDC support that assist us.
- To our steadfast Advisory Board for your direction, support, faith, trust and commitment. Thanks especially to our Executive who have been so present to us over that last 14 months and served as sounding board and encouragement. Well done.
- To our Community of Support for your consistency, generosity and engagement.
- To our staff for your commitment to action, response and passion despite having to contend with the 2 imposters of excessive workload or no work at all.

Meeting Our Ongoing Challenges:

Our Board and Administration and Staff are most grateful for the resilient partnership with our Local Oblate Community to continue, deepen and enhance the work with our Ottawa based Oblate Leadership Team to acknowledge and encourage their practical and engaged support for retreat ministry. This engaged support is essential, especially as we navigate the realities of exit from the impacts of Covid and the diverse and residual challenges this circumstance has imposed upon all of us. Uncertainty remains even as the work continues and the needs within our community surface and manifest themselves in unprecedented ways. We look forward with gospel inspired hope to embrace this future with skill, compassion and commitment to continue our essential retreat centre mission and ministry.

6. Remarks From Oblate Leadership:

Please welcome Fr. Ken Thorson – OMI Lacombe Provincial – Ottawa

7. New Business:

- TCU Queen's House Resource Account Update:

Motion to approve the following signing authority update:

From any two (2): Fr. Paul Fchet, Fr. Bill Stang, Gerry Weinkauf, Brendan Bitz

To any two (2): Fr. Bill Stang, Martha Fergusson, Brendan Bitz

Background:

- Routine update of our TCU Account signing authority – arrived today via email.
- Currently account signees are any 2 of Gerry Weinkauf, Fr. Bill, Fr. Paul, Brendan.
- In discussions with Corrine, we are suggesting updating with any 2 of Fr. Bill, Martha and Brendan. Corrine as account manager does not serve as signee on these accounts.
- For the last number of years, Fr. Bill and Brendan have signed 99.9% of cheques. We write about 60 cheques per year as prizes for our Spring and Snowball Fling winners.
- Other signing requirements are minimal – an audit request signature in January and the online account access confirmation. (Corrine and Brendan).
- TCU requests a Board motion captured in the minutes as confirmation of process.

8. Questions:

9. Adjournment: