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St. John's, NL
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St. Teresa's Mundy Pond Corporation AGM
St. Teresa's Church
Sunday, March 17, 2024, 1:00 p.m.

Index

	Page
1. Agenda	1
2. 2022 Financial Statements	2
3. 2023 Financial Statements	7
4. Building Complex Executive Summary	15
5. New Board Members Biographies	17

**St. Teresa's Mundy Pond Corporation AGM
St. Teresa's Church
Sunday, March 17, 2024, 1:00 p.m.**

AGENDA

1. WELCOME & CONFIRMATION OF QUORUM
 2. CALL FOR OTHER AGENDA ITEMS
 3. PRESIDENT'S REPORT
 - i. Updates for 2022 – 2024
 - ii. Plans for 2024
 4. TREASURER'S REPORT
 - i. Financial Statements 2022 & 2023
 - ii. Financial Highlights 2022 & 2023
 - iii. 2024 Budget Highlights
 - iv. Appointment of 2024 STMPC External Accountant
 5. STMPC BOARD OF DIRECTORS
 - i. Current STMPC Directors
 - ii. New Directors by Acclamation
 6. OTHER BUSINESS
 - i. Protecting Your Corporation & Your Responsibilities
 - ii. Who do you contact?
 7. ADJOURNMENT
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ST. TERESA'S MUNDY POND CORPORATION

Financial Information

Period Ended December 31, 2022

COMPILATION ENGAGEMENT REPORT

To the Board of Directors of St. Teresa's Mundy Pond Corporation

On the basis of information provided by management, I have compiled the statement of financial position of St. Teresa's Mundy Pond Corporation as at December 31, 2022, and the statements of operations and changes in net assets for the period then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I have not performed an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



St. John's, NL
February 9, 2024

CHARTERED PROFESSIONAL ACCOUNTANT

December 31, 2022

ASSETS**CURRENT**

Cash	\$	375,485
Short term investments		100,000
Interest receivable		1,767
Prepaid expenses		1,281
Security deposits (Note 3)		48,900

\$ 527,433

LIABILITIES AND NET ASSETS**CURRENT**

Accounts payable	\$	1,479
Harmonized sales tax payable		319

1,798

DEFERRED CAPITAL CONTRIBUTIONS (Note 4) 512,032

513,830

NET ASSETS 13,603

\$ 527,433

APPROVED BY THE DIRECTORS

Sheila Gollop Director

James Lane Director

See notes to financial information

Statement of Operations

Period Ended December 31, 2022

REVENUES

Donations and fundraising	\$	22,644
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EXPENSES

Fundraising expenses	6,569
Professional fees	1,200
Insurance	391
Office	577
Interest and bank charges	208
Miscellaneous	96

9,041

EXCESS OF REVENUES OVER EXPENSES

\$ 13,603

ST. TERESA'S MUNDY POND CORPORATION**Notes to Financial Information****Period Ended December 31, 2022***(Unaudited - See Notice To Reader)***1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the statement of financial position of St. Teresa's Mundy Pond Corporation as at December 31, 2022, and the statements of operations and changes in net assets for the period then ended is the historical cost basis and reflects cash transactions with the addition of:

- prepaid expenses
- investments recorded at cost, with accrued interest recognized as receivable
- accounts payable and accrued liabilities
- contributions restricted for the acquisition of capital assets deferred and categorized as deferred capital contributions. Restricted contributions for the purchase of capital assets that will be amortized are recognized as revenue on the same basis as the amortization expense related to the acquired capital assets. Restricted contributions for the purchase of capital assets that will not be amortized are recognized as direct increases in net assets.

2. PURPOSE OF THE ORGANIZATION

St. Teresa's Mundy Pond Corporation (the "organization") is a registered charity incorporated under the laws of the province of Newfoundland and Labrador. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The organization operates to advance religion by establishing and maintaining a house of worship with services conducted (or held) in accordance with the tenets and doctrines of the Roman Catholic faith, to provide pastoral, educational and charitable works to those in need, and to make gifts to qualified donees.

3. SECURITY DEPOSITS

Security deposit paid for purchase of capital assets	\$ 48,900
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During the period ended December 31, 2022, the organization paid a security deposit for the purchase of the St. Teresa's complex located in St. John's, NL. Subsequent to the statement of financial position date, the organization acquired the property.

4. DEFERRED CAPITAL CONTRIBUTIONS

Contributions received for capital asset acquisitions	\$ 512,032
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During the period ended December 31, 2022, the organization received contributions totaling \$512,032 for purposes of acquiring the St. Teresa's complex.

5. FISCAL PERIOD

The organization incorporated on March 25, 2022 and the financial statements for the period ended December 31, 2022 cover the period of March 25, 2022 to December 31, 2022.

ST. TERESA'S MUNDY POND CORPORATION

Financial Statements

Year Ended December 31, 2023



Chartered Professional Accountant

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St. John's, NL A1B 4M6
(p) (709) 682-2307
(e) nigel@nigelacose.ca

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors of St. Teresa's Mundy Pond Corporation

I have reviewed the accompanying financial statements of St. Teresa's Mundy Pond Corporation (the organization) that comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's (Board of Directors) Responsibility for the Financial Statements

The board of directors are responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as the board of directors determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of the board of directors and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, the organization derives revenue from donations and fundraising activities, the completeness of which is not susceptible to me obtaining evidence I considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the organization. Therefore, I was not able to determine whether any adjustments might be necessary to donations and fundraising revenues, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2023, current assets and net assets as at December 31, 2023.

(continues)

Independent Practitioner's Review Engagement Report to the Board of directors of St. Teresa's Mundy Pond Corporation (*continued*)

Qualified Conclusion

Based on my review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of St. Teresa's Mundy Pond Corporation as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Other Matter

The financial statements of St. Teresa's Mundy Pond Corporation for the year ended December 31, 2022 were compiled and are presented for comparative purposes only.



St. John's, NL
February 28, 2024

CHARTERED PROFESSIONAL ACCOUNTANT



ST. TERESA'S MUNDY POND CORPORATION

Statement of Financial Position

December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 151,141	\$ 375,485
Short- term investments	-	100,000
Accounts receivable	-	1,767
Prepaid expenses	2,798	1,281
Security deposits (Note 3)	-	48,900
	153,939	527,433
CAPITAL ASSETS (Note 4)	671,157	-
	\$ 825,096	\$ 527,433
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 3,887	\$ 1,479
Harmonized sales tax payable	486	319
Deferred revenue (Note 5)	20,883	-
	25,256	1,798
DEFERRED CAPITAL CONTRIBUTIONS (Note 6)	402,156	512,032
	427,412	513,830
NET ASSETS	397,684	13,603
	\$ 825,096	\$ 527,433

APPROVED ON BEHALF OF THE BOARD

 Director
 Director

See notes to financial statements

ST. TERESA'S MUNDY POND CORPORATION

Statement of Operations

Year Ended December 31, 2023

	2023	2022
REVENUES		
Donations and fundraising	\$ 122,556	\$ 19,440
Rental income	13,194	-
Interest income	11,705	3,204
Deferred capital contributions amortized to revenue	1,345	-
	148,800	22,644
EXPENSES		
Fundraising expenses	20,237	6,569
Insurance	7,085	391
Professional fees	2,688	1,200
Amortization	1,345	-
Repairs and maintenance	908	-
Office	600	577
Miscellaneous	519	96
Interest and bank charges	240	208
Municipal taxes	98	-
	33,720	9,041
EXCESS OF REVENUES OVER EXPENSES	\$ 115,080	\$ 13,603

See notes to financial statements

ST. TERESA'S MUNDY POND CORPORATION

Notes to Financial Statements

Year Ended December 31, 2023

(Unaudited)

1. PURPOSE OF THE ORGANIZATION

St. Teresa's Mundy Pond Corporation (the "organization") is a registered charity incorporated under the laws of the province of Newfoundland and Labrador. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The organization operates to advance religion by establishing and maintaining a house of worship with services conducted (or held) in accordance with the tenets and doctrines of the Roman Catholic faith, to provide pastoral, educational and charitable works to those in need, and to make gifts to qualified donees.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Cash and cash equivalents

The organization's policy is to present bank and cash balances and, where applicable, term deposits with a maturity period of three months or less from the date of acquisition under cash and cash equivalents.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Land	N/A	non-depreciable
Buildings	25 years	straight-line method

When a capital asset no longer contributes to the organization's ability to provide services and/or goods, or the value of future economic benefits or service potential associated with the capital asset is less than its net carrying amount, the net carrying amount of the capital asset is written down to the asset's fair value or replacement cost.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires the board of directors to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates included in the financial statements include: the proportion of capital costs of land and buildings for real estate purchased, useful lives and amortization methods of capital assets, and accrued liabilities included in accounts payable. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets measured at cost include cash and receivables, where applicable.

Financial liabilities measured at amortized cost include accounts payable.

(continues)

ST. TERESA'S MUNDY POND CORPORATION

Notes to Financial Statements

Year Ended December 31, 2023

(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

St. Teresa's Mundy Pond Corporation follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Contributions pertaining to the acquisition of depreciable capital assets are deferred and recognized as revenue on the same basis as the related amortization expense pertaining to the assets. Contributions pertaining to the acquisition of non depreciable capital assets are recognized as direct increases in net assets. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Rental income is recognized on a straight-line basis over the lease term.

Interest income is recognized on a time proportion basis.

Contributed services

The operations of the organization depend on the contribution of time by volunteers. The fair value of contributed services cannot be reasonably determined and are therefore not reflected in these financial statements.

3. SECURITY DEPOSITS

	2023	2022
Security deposit paid for purchase of capital assets	\$ -	\$ 48,900

During the period ended December 31, 2022, the organization paid a security deposit for the purchase of the St. Teresa's complex located in St. John's, NL.

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 269,001	\$ -	\$ 269,001	\$ -
Buildings	403,501	1,345	402,156	-
	\$ 672,502	\$ 1,345	\$ 671,157	\$ -

Capital assets are comprised of the St. Teresa's complex. All land and buildings, except the Hall, are leased to a third party under an operating lease. Leased assets are indicated below:

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 239,410	\$ -	\$ 239,410	\$ -
Buildings	359,116	1,197	357,919	-
	\$ 598,526	\$ 1,197	\$ 597,329	\$ -

ST. TERESA'S MUNDY POND CORPORATION

Notes to Financial Statements

Year Ended December 31, 2023

(Unaudited)

5. DEFERRED REVENUE

	2023	2022
Rental income received in advance	\$ 20,883	\$ -

6. DEFERRED CAPITAL CONTRIBUTIONS

	2023	2022
Opening balance	\$ 512,032	\$ -
Contributions received for capital asset acquisitions	160,470	512,032
Contributions applicable to non-depreciable capital assets acquired: transferred to net assets	(269,001)	-
Deferred capital contributions for depreciable capital assets recognized as revenue (amortized to revenue)	(1,345)	-
	\$ 402,156	\$ 512,032

During the period ended December 31, 2022 and year ended December 31, 2023, the organization received contributions for purposes of acquiring the St. Teresa's complex. St. Teresa's complex was purchased during the year ended December 31, 2023.

7. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2023.

Credit risk

The organization is exposed to credit risk with respect to accounts receivable, where applicable..

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to liquidity risk with respect to the financial liabilities recognized in the statement of financial position.

Unless otherwise noted, it is the board of director's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

8. FISCAL PERIOD

The organization incorporated on March 25, 2022 and the financial statements for the period ended December 31, 2022 cover the period of March 25, 2022 to December 31, 2022.

St. Teresa's Mundy Pond Corporation
 Building Complex Report Executive Summary for AGM
 120 Mundy Pond Road, St. John's, NL
 February 26, 2024

Full Report prepared for: St. Teresa's Mundy Pond Corporation, St. John's, NL
 Attention: Mr. Richard Power, St. Teresa's Mundy Pond Corporation, Property Committee
 Prepared by: **WALSH & PETERS** Architects Inc., St. John's, NL

Executive Summary and Architectural Report

At the request of the St. Teresa's Mundy Pond Corporation (Corporation) **WALSH & PETERS** Architects Inc. (WPAI) were commissioned in September 2023 to act as Prime Consultant for the preparation of a building condition report for the Corporation's building complex (Building Complex). The award was in response to a fee proposal submitted on June 21, 2023.

WPAI shall also be the architectural consultant with Gary Walsh, NLAA being the lead architect. Real Solutions Inc. shall be the electrical engineering consultants with Ray Stoodley, P. Eng. as the project lead. A.B. Costello Engineering shall be the mechanical engineering consultants with Anthony (Tony) Costello, P. Eng. as the project lead.

The Building Complex is located at # 120 Munday Pond Road, St. John's, NL and consists of the Church, New Rectory (offices, kitchen, dining room and bedrooms) and the original Old Rectory (offices, meeting room and food bank) and a Link corridor that connects the Church and the Old Rectory. There are also paved parking lots, driveways and landscaped areas.

The report shall include reviews of applicable codes and regulations adopted by the City of St. John's (City) and the Province of Newfoundland and Labrador (NL). The reviews include, but not limited to: National Building Code of Canada 2020 (NBCC), The Canadian Electrical Code, American Society of Refrigeration and Air-Conditioning Engineers (ASHRAE) technical standards, National Plumbing Code, the Newfoundland and Labrador Buildings Accessibility Act (Act), specific City by-laws and accepted good building practices. All National Building Code of Canada (NBCC) references in this report shall refer to the 2020 edition unless noted otherwise.

Scope of Work includes:

- 1) Identify architectural, electrical and mechanical deficiencies with recommended upgrades to the fire and life safety components; the power, energy and heating systems plus the building accessibility/barrier-free conditions. Recommended upgrades to improve the energy efficiency and lowering operating costs are a major consideration of the report.
- 2) Develop a Class 'D' construction budget (Range of magnitude: 30% +/-) for the suggested priority construction upgrades.
- 3) Provide concept floor plans identifying locations and upgrades as described in the report.
- 4) Submit final report and meet with the Property Committee after submission.

Both Real Solutions Inc. and A.B. Costello Engineering shall include a summary in their respective sections of the report. For the purpose of the report **WPAI**, Real Solutions Inc. and A. B. Costello Engineering shall be referred to as the Consulting Group.

Recommended Construction Phases

It was agreed at the meeting on November 22, 2023 of the Property Committee and Gary Walsh, NLAA that the building upgrades be done in phases. The priority items to be addressed firstly are the life safety deficiencies. The second priority issues are the building envelope; thirdly is energy efficiency and fourthly accessibility improvements.

A practical approach is to categorize each item into a priority phase and implement each phase as funding becomes available. The City and the SJRFD have confirmed they require the Life Safety upgrades be done first. Both agencies have requested a list of the proposed life safety upgrades and a tentative schedule at the time of applying for the first building permit. The recommended phases are:

Priority Phase # 1 – Life Safety Upgrades

1. Courtyard: Demolish portion of link, install walkway, fence and exit gate.
2. Relocate Janitor Closet to a new one-hour fire rated room. Existing exit foyer, east facade of Church, to remain clear of cleaning and storage materials.
3. Repair concrete exterior stair and install rails from New Rectory.
4. Repair concrete exterior stair and add rails exit stair from rear of Church.
5. Upgrade ramp in Church basement in storage area.
6. Remove all non-fixed combustible materials in Church basement.
7. Replace original exit hardware in Church with new panic sets.
8. Remove flammable wall materials in rear exit stairwell, New Rectory
9. Patch and cover exposed asbestos insulation on furnace room piping.
10. Replace all existing high windows above Church altar.
11. Upgrade the electrical life safety systems: fire alarm, emergency lighting and exit lighting.
12. Install carbon monoxide (CO) detectors/alarms in New Rectory adjacent to bedrooms.
13. Upgrade main entrance to Old Rectory (if required).
14. Repair Church chimney

Priority Phase # 2 – Building Envelope

1. Insulate interior side of Church basement foundation walls.
2. Insulate and condition crawl space in office area, New Rectory.
3. Insulate and naturally vent Old Rectory attic.

Priority Phase # 3 – Energy Efficiency

1. Replace existing oil-fired heating system with new electrical systems and controls.
2. Replace and upgrade electrical service and construct new electrical room in basement of New Rectory.
3. Upgrade basement mechanical ventilation system
4. Upgrade underground sewer system.

Priority Phase # 4 – Accessibility

1. Implement upgrades listed in the Architectural report (Section 9 – Building Accessibility).

Summary

Architectural:	\$333,000
Mechanical:	110,000
Electrical:	<u>318,500</u>
Subtotal	\$761,500
30% Contingency:	<u>228,450</u>
Total with Contingency:	\$989,950 + HST

Rounded Total with Contingency: \$990,000 + HST

(Range of magnitude: 30% plus/minus)

Work will proceed in increments. The President's report at the AGM will outline the life safety focus for 2024.

Barbara Hawley, R.N. M.Ed., Admin.

As a parishioner of St. Teresa's Parish, and active volunteer, I have a current working knowledge of the organization and the Redemptorist community. My career of over 40 years primarily in senior leadership roles in Health Care Administration included program development and management, physical plant development planning and management including preventive maintenance programming. Annual business plan development and month expenditure monitoring in multimillion dollar programs was a key responsibility. Quality Assurance, Risk Management and Accreditation programs integral to each organization, were key responsibilities of my portfolio.



Key components of established organizational Quality and Risk management programs included compliance with established legal requirements and standards connected with safe and optimal practice standards. Along with ensuring relevant prior knowledge this was achieved through committee structures established and chaired by me and/or on which I was a voting member. Consultation with legal counsel was achieved through inclusion in the membership of various committees and by one-on-one consultation, as required. Related to unionized professional workers I had considerable experience in contract negotiation and dispute resolution.

I completed Business plans annually prior to the end of each fiscal year. Specific to my portfolio, this process included consultation with front line managers and other program stakeholders allowing access to essential information related to demand and compliance with specified practice standards. Business planning processes included decisions on the acquisition of equipment and supplies and consultation with suppliers. Completion of calls for proposals was included. As a member of the organization's leadership team. I participated in decision making related to business proposal of the organization, which required prioritization based on want vs. need, standards compliance, safe practice, and risk mitigation requirements.

Within all organizations effective communication is key to success. As a member of organizational communication, advertising, and fund-raising committees I gained experience in these key areas. Guided by experts in the field success is enabled. I had the privilege of participating in projects to identify and follow up with potential benefactors within the community and I worked with media organizations and committee planners to organize annual telethons which brought in considerable funds. Experience has taught me that fund raising is key, central to organizational success and is a continuous process. Engagement of experts in the field allows for creatively in approach and can promote enthusiasm. Donor malaise is a serious side effect of fund raising, must be guarded against and must be a top priority for fund raising committees and planners.

The experiences I have described serve to illustrate what I can bring to the table. An ardent worker, I can assist in leading projects as may be assigned and can effectively contribute to discussion and decision making as may be necessary. My experience with analysis of competing priorities enables me to consider a balanced view and I can make difficult decisions. I am prepared to give my time and attention as may be necessary and to commit to the success of St. Teresa's Mundy Pond Corporation and to the trust of the Parishioners of St. Teresa's. Respectfully submitted.

Cathy Hogan-Dixon

My name is Cathy Hogan-Dixon and I am (for the most part) a lifelong member of St. Teresa's Parish. A second generation "Mundy Ponder" I have lived "outside" the Parish for most of my life but I have chosen to remain an active member of the Parish. I have been a Lector at St Teresa's for over 35 years.



Born in Mundy Pond, I moved to the east end at the age of 8. Older Parishioners will likely remember my Dad Raymond, my Mom Shirley (Murphy) Hogan and my brothers Bob (usually referred to as Bobby) and Terry Hogan. My Mom along with her friends and neighbours of Pearce Avenue were avid fundraisers and supporters of the building of the new Church in the 1950's, 1960's. I still have family that live in Mundy Pond.

Once I was old enough to drive and found my way back to the church (post teenage years) I have attended Mass on a regular basis at St. Teresa's. I lived in other parishes throughout my life, but none touched my heart and gave me the sense of community that St. Teresa's has.

I recently retired and my husband Stewart and I live in St. John's. We travel often to see our Grandkids and Mother-in-Law in Nova Scotia. We also have 3 grandchildren in the Ottawa area.

My Background and Why I think I Can Support the STPMC:

I have an extensive business background, working for federal government agencies for 18 years and then leading the ocean technology cluster of NL, a not-for-profit organization supporting industry, research and the academic community in the oceans sector since 2003.

I believe this experience, along with my commitment to both the Church and my religion can greatly assist the STPMC and its objective of supporting this wonderful Parish and its Parishioners. I am respectfully asking for your support. Sincere thanks! Cathy

Janet Kovich

Over the course of my extensive career as an executive assistant, I have gained experience across many sectors, not the least of which is real estate and facilities management. My 25+ years of experience was sought out by the Parish previously, and subsequently, I have served for several years on the Steering Committee which spearheaded the purchase of the Church property on behalf of the Parish.



Expertise highlights:

- Senior level executive assistant and personal assistant including connections to substantial resources which would be required to complete tasks ranging from contract management, drafting standard legal documents and other correspondence, management of emails, including secret and sensitive information, calendar and travel management.
- Administrative Manager and Financial Assistant to the Controller at Bluedrop. Worked with accounts payable, accounts receivable, and expenses as well as management of administrative and facility management processes including the planting of tens of thousands of dollars in palm trees on the roof top deck.
- Several years of event management in New Jersey for our 1500 person sales banquet which included full management of the event, verification of awards and amounts, drafting of an awards booklet which raised more than \$40,000 in advertisements each year and ultimately paid for the banquet in full. All ads were solicited and designed by me.
- Handled multi-million dollar escrow accounts and accounting support for the Regional Center of a New Jersey real estate company.
- Office/Facility Management including sourcing vendors and supervising contractor work. Project manager for several office renovations including an \$800K renovation to turn a warehouse into an office space in 2022.
- Business development and marketing support including preparation and submission of proposals for RFQs and RFPs for a large national construction company. Strictly adhered to marketing and communications branding which came from head office. Also spearheaded the collection of donations for the Visit from Santa to the Janeway Hospital two years in a row. In excess of \$30,000 was collected each year and we bought toys and video games for the hospital rooms, the patients and their siblings. Santa and his elves delivered all of the gifts.
- Real Estate Sales which includes knowledge of legal, financial and construction issues around residential and commercial real estate. Works with lawyers, mortgage brokers and home inspectors to bring transactions to closing. Experience in marketing of personal brand as well as the listings which my clients entrust me with.

Resourceful and knowledgeable, I can adapt to any situation and accomplish a wide range of tasks. There is a sense that the person you seek will possess a high level of discretion, maturity and professionalism, in addition to a commitment to excellence. You will find this in me.

I would be happy to serve in this capacity to continue on the good work that I've been a part of to this point and offer myself to serve as a member of your team. Sincerely.

Don Roberts**Statement of Eligibility**

This is how my experience fits with the skills and strategic areas being sought by the board.

All my work experience has been directly dealing with the general public. My first twelve years working was in the automotive industry as a parts clerk. From there, still in the automotive industry, as a sales representative selling garage equipment and supplies for thirteen years. Then I decided to go into business for myself selling and installing windshields for cars and trucks. With that business we had a construction division, installing residential and business glass, managing ten employees for five years.

My last twenty-two years of work was in the insurance business. Selling accident and sickness, critical illness and disability personal insurance. This required a lot of self discipline and a positive mental attitude. As a district manager I was responsible for training and managing agents.

I was very successful and excelled with this company, winning many awards, vacations and accolades.

My experience I feel dealing with people would be a great asset to the board and the Parish.

Thank you.



Phil Short

I am submitting a nomination form for the position of Property/Maintenance/Board Member.

My qualifications are:

1. Presently Chairperson of the Property Committee for the Parish since 2020.
2. I am presently meeting with the Architects, Engineers, City Officials and Suppliers to finalize the Condition Report for the Complex and devise a plan to create a schedule for the work to be done.
3. I have been in the construction industry form 1974 to 2017 when I retired.
4. I have experience in reading blueprints, negotiating construction contracts and a knowledge of products in the industry.
5. I have experience of Parish Administration from being chairperson of the Parish Council for the former Parish of St. Matthews.
6. I served on the Finance Committee for St. Teresa's Parish for six years.
7. I recently served on the Steering Committee for St. Teresa's Parish and helped negotiate the Operations Agreement that is currently being used between SJA and STMPC.



I trust that the above information is acceptable.

Respectfully submitted.