

St. Michael's Parish Council Meeting

January 23, 2018

Present: David Lebo, Gust Flizanes, Chris Sam , Ronnie Fennell, Jeff Curry, Fotini Wetzel, Don Yoder, Carol Patton, Jillian Crowe, Sara Armanious, Fred Charles, Ed Sam, Val Flizanes, Julia Ritter, Frank Porembka and Melanie Bell

Excused:

Clergy: Very Rev. Father John Nosal

I. **Opening Prayer and Father John's remarks to Parish Council:**

Father John reviewed the expectations for Parish Council members. He also said that copies of Constitution and by-laws of St Michael's were available to read. Parish council members recited the pledge for the installation of members. Fr. John then asked that those present who were not council members to please leave the room for the election of council officers.

Officers elected are as follows:

| | |
|-------------------------|------------------|
| Chairperson | David Lebo |
| Vice Chairperson | Veronica Fennell |
| Treasurer | Christian Sam |
| Assistant Treasurer | Jeff Curry |
| Recording Secretary | Melanie Bell |
| Corresponding Secretary | Jillian Crowe |

Father spoke about upcoming events at St. Michael's including:

Becoming Truly Human which is scheduled for March 3,2018 from 12 N-3PM

It is program comprised of a documentary and a training focused on teaching people how to speak with people who have no religious affiliation. Father asked that parish council members consider attending. The cost could be \$25.00 or \$45.00 depending on how food is

provided.

Open House – Introduction to the Orthodox Church scheduled for Saturday, February 24 at 7PM following Great Vespers at 6PM. Participants will be invited to a discussion group on Saturday evenings based on the book The Faith by Clark Carlton

- A. Table -Lionheart
- B. Table -Donation Envelopes/Reformat is incomplete
- C. Table-Parish Membership Form Mailing

Father John spoke to the Dean of the Western PA Deanery, Fr Anthony Yazge about raffle tickets, bingo. Father Anthony said that it is strongly discouraged.

II. Chairman’s remarks (David L.) two hour parish council meetings are a goal; received a thank you from the parish secretary for her Christmas gift; the Parish constitution and by-laws are available for parish council members to read.

- A) **Parishioners’ Remarks and Requests:** Fotini W. reported that \$322.37 had been made for the church by the scrip gift card fundraiser; a thank you note had been received from the Westmoreland County Humane Society for donations from the Giving Tree; the Church school will have a talent show and luncheon on 2/11/18.

III. Correction/Additions/Approval of Minutes: Motion to approve minutes by Ronnie F. and 2nd by Don Y.

IV. Financial Report: Chris S. reminded those assigned to counting team to please find a replacement if they are unable to do it on their assigned date. Chris S. then presented the “Statement of Financial Position report as of December 31, 2017. It showed a deficit of \$26,488.45 for the year 2017 and a projected deficit of \$51,400. Motion to approve the financial report by Carol P. 2nd Jillian C.

Chris S. also distributed a second sheet to explain how he allocates funds from various sub-accounts to general funds.

V. Current Business:

- A) **Action Items List** (please refer to last page of the minutes for an updated list)
- B) **1/28 Annual General Parish Business** meeting continues (weather reschedule from 1/14)

It was decided that Chris S would present the financial report first and distribute an adequate number of copies for parishioners.

- C) **Audit:** Sherrie Busch has completed the audit and has submitted recommendations. A sub-committee comprised of David L, Chris S. and Jeff C. will review the recommendations and submit a plan of action to Sherrie for review then to Council for approval.
- D) **2018 Budget:** Chris S. will be proposing an annual budget at the 1/28 meeting.
- E) **Parishioner Safety Protocol:** Don Y will continue his research into the feasibility/cost of a safety protocol for St. Michael's and companies/organizations who do them and make arrangements for a walk through and recommendations. Jillian C had an document entitled "Developing an Emergency Plan on Church Property". Don is continuing to form a sub-committee to help with this project.
- F) **Bulletin/Calendar procedure revision:** Discussion about how to distribute the second part of Bulletin after Divine Liturgy. Using colored paper to distinguish between the two was suggested as well as placing the second part of bulletin on a table for people to pick up as they leave. Chris S suggested that the calendar for upcoming weeks be included in the first part of the bulletin.
- G. **Organizing of the choir room: completed.**

VI. New Business:

- A) **Technology/Website-CCA solutions; system evaluation; security/backup:** David L speaking with Debbie (parish secretary) about back-up for the computer. Fr. John reported a problem with the scanner. Ed Sam presented a report on the parish website with a document showing number of visitors per month over 2017 (34,224) and the projected visitors over 2018. He also noted that people from 69 countries had visited the parish website. The Link to video clip of Epistle, Gospel & Sermon is now on the homepage.
- B) **Stewardship:** Thank you letters to those who pledged have been written and will be mailed.
- C) **4/18—Bishop Thomas visit:** Sara A. is planning the events for the Bishop's Visit. The schedule for the visit is not yet settled.

D) Electricity contract for Church: Jeff C. presented report on the electricity rate/contract for the Church. The current rate expires on March 1, 2018. After discussion the motion was made to authorize Jeff C. to enter a contract not to exceed 3 years if the rate was 6 cents or under per kwh or a year long contract if over that amount. Motion to approve by Ronnie F 2nd Gus F.

VII. Parish Ministry Team Reports:

A) All Team Leaders present:

Parish Bookstore: Frank Porembka inquired about the number of graduating seniors from St. Michael's to plan for purchase of Bibles as gifts and possibly splitting the cost of a case with another parish. He also asked if Council could send a card to Bishop Thomas for the Repose of his mother and if a donation could be in her memory. FOCUS was mentioned as a possibility. Frank P also asked if the interior exit doors near the church school rooms were positioned properly. He also mentioned the ringing of the church bells on Christmas Eve and that he was impressed with the thoroughness and promptness of the snow removal company currently used by the parish. Frank P. also reported that people have remarked that they don't want to sign up for coffee hour because they don't want to clean the coffee urns. He also distributed copies of an article about a Coptic Church in Egypt and recommended the website "ACROG".

Antiochian Men: Ed Sam reported that the Next meeting of AM would be on January 27 at Bean and Baguette. They will be looking at options for cards to send to people who were or might want to be members of St Michael's

Antiochian Women: Val Flizanes reported on the progress of the kitchen project and the logistics of removing the old stove and oven and the delivery of the new ones and the need to clean and wax the kitchen floor. Someone is donating the cost of stripping and waxing, not only the kitchen floor portion, but also the dance floor area. Val also reported that the AW

made \$10,468 before expenses from bake sales in 2017. The Antiochian Women's Lenten Retreat at AV will be held March 23-25. The retreat this year is in memory of KH Stefanie.

Inside/Outside: Gus F. reported no hall rentals in January or February, all borrowed tables and chairs have been returned . Information on the ethnic food festival is pending as is receipt of the PA. tax exempt form. **Food on the Hill** served 15 people on January 2, 2018. There is \$1,440.00 in their checking account.

Maintenance of Church/Parish House: Gus F. reported that Donahue Plumbing/Htg had recently inspected all units in the church which included draining and flushing the hot water tanks. They also inspected the furnace and thermostats. The thermostats were adjusted for temperature and occupancy. All the units were found to be functioning "as is" The same furnace and water tanks at the parish house were also inspected.

Two emergency lights in the church need to be replaced. Cost will be \$30.-\$40/each The locksmith was at the church recently to work on the double doors. Discussion then continued about repair and replace projects which are needed but are not being done because of budgetary concerns. This list will be placed in the Sunday leaflet and distributed at the 1/28 Parish meeting.

Motion to close the January,2018 meeting made by Sara A. 2nd Ronnie F.

Closing Prayer

Corrected Parish Meeting Minutes respectfully submitted by Melanie Bell 2/28/18