

St. Michael's Parish Council Meeting

February 27, 2018

Present: David Lebo, Julia Ritter, Sara Armanious, Jeff Curry, Gus Flizanes, Valerie Flizanes, Pete Papas
Jillian Crowe, Ed Sam, Fotini Wetzel, Don Yoder, Veronica Fennell, Melanie Bell, Chris Sam

Excused: Carol Patton and Fred Charles

Clergy: Very Reverend Father John Nosal

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

A. Father John commented on the beauty of the Great Vespers on Saturday, February 24, 2018 and the attendance of approximately 40 people and the fellowship following Great Vespers.

Because St. Michael's will not have a choir director for Pascha, Father will be making inquiries to seminaries for ideas about doing the liturgies without a choir director.

B. Father John said the Stewardship committee had a good meeting and that Pete Papas would be reporting on it later in the meeting.

C. TABLED- "Being Truly Human"

1. The Parish membership mailing was completed and mailed

2. Stewardship "Thank you's" were mailed.

D. Father also gave an update on parishioners who are either hospitalized, in rehabilitation or are recuperating at home.

II. Chairman's Remarks:

David L. tabled his remarks because of the number of items to be discussed in Current/New Business categories.

III. Corrections/Additions/Approval of Minutes:

After council noting several corrections to be made, Chris S made a motion to approve the corrected Minutes 2nd Jillian C. , all in favor, motion passed.

IV. Financial Report: Chris S. presented the financial report through 1/31/18. Currently there is a balance of \$42,660. in the checking account and savings. As of this meeting the CD had not been closed but he reported that, because the remaining bills for the kitchen upgrade will be due, it probably will be closed.

*Chris said that he will continue to provide both "Statement of Financial Position" as well as the "Statement of Financial Income and Expense" on a monthly basis.

*After discussion a motion was made by Chris S to send the funds from the Hurricane Relief Fund and the Tornado Victims Fund to the IOCC Weather Relief fund, to send the funds from the Syrian Relief fund to IOCC Syrian Relief Fund and to reallocate the monies in the Round Table Fund to another fund 2nd Sara A. all in favor, motion approved.

*St Michael's tax exempt certificate has not yet been received but the tax exempt number remains the same. Sara made motion to approve the financial report, 2nd Fotini W, all approved, motion passed.

V. Current Business:

A. Action Item List. Please see last page

B. Open House and Orthodox Christianity Series:

Father John commented on the beauty of the Great Vespers on 2/24 and the task ahead is building on the that experience and suggested using the St. Michael's website and social media to promote future open houses. Jillian C., Ed Sam, and Father John will work on planning future Saturday evening teaching series and outreach.

C. 1/28/18 Annual General Parish Business Meeting continues: Tabled

D. Audit Report:

Jeff C received the updated audit report from Sherrie Busch. A sub-committee consisting of Jeff C, Chris S., Sara A., and David L will be meeting to create a plan of action to address the recommendations in the audit report, review the plan with Sherrie and ultimately present it to the full Parish Council for approval and implementation. Jeff requested this plan be placed on the Action item list. The Audit report and recommendations and committee plan to address the recommendations will be included with meeting minutes.

E. 2018 Budget: was previously approved

F. Parishioner Security Protocol:

Don Y and Gus F met with Ralph Furin , the emergency management coordinator for South Greensburg. He recommended that St Michael's draft an emergency disaster plan to include among other things, a layout of the building, room usage, and exits.

The plan would be shared with local emergency responders for use in a disaster or threat.

Mr. Furin also recommended more signage for indicating exits. Don also received a plan from FEMA with federal guidelines for developing emergency/disaster plans for houses of worship.

Mutual Brotherhood, the insurance provider for St. Michael's, also has publications on topic.

Don Y also contacted the PA State Police who offer an active shooter response program. They will contact Don with a possible date for presenting the program at St Michael's

Additional locking procedures and a fire drill with the ushers and greeters knowing the protocol was also discussed.

G. Bulletin/Calendar procedure revision:

Father John continues to work on the best variations of the "1st and 2nd " bulletins.

H. Multi-Purpose Room Management-Departure Check List:

Father John distributed a copy of departure check list to be used by anyone using the multi-purpose room. It will be left in the room for use. It requires a signature/date.

VI. New Business:

A. Technology and Website:

Ed Sam distributed a list of the topics which can be accessed on St. Michael's website www.stmgbg.org. He encouraged the Parish council to not only look at it but also utilize it for informational purposes. There was a discussion of posting the parish council meeting minutes and it was agreed that the minutes should be posted only after they were approved by the Council. Currently the Epistle, Gospel and Sermon for each Sunday are streamed on the website.

B. Stewardship Meeting:

Pete Papas reported that the Stewardship Team met 2/15/18 and 2/27/18. They have developed an approach that includes the following:

- Reinvigorating the Stewardship Program
- Developing a plan that emphasizes a life of service to God which uses Time, Talent and Treasures using Christina Goodsen as an example.
- Tie in Ministry Team involvement
- Tie in the Pledge Drive of October

There next meeting is March 7th @ 9:00 AM. They are planning to give details for each event listed above. For example have a "Ministry Team Sunday" as an event.

C. Advent Wreath Furniture:

The Parish Council approved a motion by Chris S to accept a specified donation for a permanent advent wreath table 2nd Fotini W. all in favor, motion passed.

D. Paschal Clean-Up (3/17); Palm Prep and decorating (Fri-Sat--#/30 & 3/31)

Father John encouraged all to help.

E. Tabled: Directory and On -Line Directory

F. Tabled: Upgrade Kitchen Facility Management

G. Tabled: 4/18 Bishop Thomas visit

VII. Parish Ministry Team Reports:

A. Team Leaders Present:

Church School:

1. Fotini W reported that the Sarris Candy orders and payments are due this Sunday , March 4th and delivery of candy will be March 25.
2. A movie night is planned for Saturday, March 17th, showing "Moana". All families, parishioners, and friends are welcome/ Easter Egg Hunt scheduled on Sunday, April 8th
3. No Church school on Palm Sunday and Easter Sunday/ Recognition Luncheon on Sunday, May 6th. No high school graduates this year/ Seven classes left for this school year.

PLEASE consider becoming either a substitute teacher or full-time teacher

Scrip Gift Card fundraiser updates:

1. Next orders are Sundays 3/18 and 4/22
2. Total raised since this started in May,2017: \$341.87
3. Total amount in gift cards purchased by St. Michael's parishioners and the Antiochian Women: \$10,750. Rate of return is 3.2%

Please think about ordering gift cards

Antiochian Men: Ed Sam reported that Amen \$514.00 is the current balance in their checking account. They are planning a Mother's Day event for Sunday, May 13th.

They are ordering more window decals which sell for \$1.00/piece. Ed said their recent meeting focused on how to bring people back to church. They had a representative from a company called "Send Out Cards". They produce cards which have flexible text, graphics, and images which the purchaser chooses. After production the company will send the cards from the list supplied by the purchaser. A donation was made to cover the cost for one year. Don Yoder made a motion to "retroactively approve the expenditure for the project, which had the the previous approval of Fr. John, and will continue as long as it funded by donation" Chris S 2nd all in favor, motion passed. Ed Sam also said that there was a discussion of live streaming the Divine Liturgy but it requires more computer programs/technology. He asked if a filing for 501c3 status from the Federal government could be done because any technology needed would be tax exempt.

Antiochian Women: Valerie F reported that the Bakeless Bake Sale is ongoing. Attending a Pirates game on 8/16 is planned. The cost would be \$30.00/10.00 meal ticket the seats are under cover.

The stoves are installed and the AW hopes to reimburse for all expenses concerning the kitchen upgrade. Their current checking account balance is \$14,331.25 and the bill for the balance due on the stoves is \$10,350.00.

Inside/Outside: Gus F reported that there are no hall rentals scheduled for March. The church received a donation of 36 folding chairs from the Blind Association. Gus proposed beginning the planning for the Mediterranean Buffet at the next Parish Council meeting on March 20th.

Maintenance of Church/ Parish House: The air filter was changed in the parish house furnace and one emergency light in the church was replaced. At this point no donations have been made for the capital projects

Food on the Hill: 14 meals were served in February/30 meals to Greater Things. There is \$1,540.00 in their checking account and Wayne Macuga has proposed having a spring dance after Pascha as a fundraiser for Food on the Hill.

Motion to adjourn the February,2018 made by Jeff Curry,2nd Melanie Bell ...all in favor; motion Passed.

Closing Prayer

Meeting Minutes respectfully submitted by Melanie Bell

Action Promise List

Parish Council meeting promise made **2/21/17**:

- > Father John is meeting with Debbie to redesign and print donation envelopes

Parish Council meeting promise made **5/16/17**

- > David Lebo: Need to develop a plan for security and back up for church office computer

Parish Council meeting promise made **6/20/17**

- > Father John will ask the Amen group to create a budget and report an exact bank account balance for the November Parish Council meeting (relayed to Ed Sam on 12/20/17)

Parish Council meeting promise made **9/19/17**

- > Dave Lebo to schedule meeting with Debbie to review PowerChurch/QuickBooks

Parish Council meeting promise made **11/21/17**

- > Father John will ask Amen group for a detailed Income/Expense report from the Jeannette Ethnic Food Festival (information relayed to Ed Sam on 12/20/17)

Parish Council meeting promises made **2/27/18**

- > Father John—Data Base forms
- > Father John will produce 2 bulletins with color Icons before the March 20th Parish Council meeting.
- > The Audit Report subcommittee will review the audit report recommendations by Sherrie Busch and develop a plan of action which will then be submitted to Sherrie Busch for review and will then present the plan of action to Parish Council for approval.

