

Dormition of the Theotokos. O.C.A. Regular Parish Council Meeting Minutes

Meeting held in the Parish Social Hall of Dormition of the Theotokos, O.C.A.

736 Sheppard Ave., Norfolk, VA 23518

June 29, 2019

The meeting convened at 4:03 PM following the opening prayer, "O Heavenly King". Present for the meeting was The Reverend Father John Cox, Kevin Combes as Secretary, Karl Rusnak as Treasurer, and Diane Blischak. Apologies of absentees was Anastasia Ellis as Senior Warden, and Jack Damon.

A. Review/Approval Previous Meeting Minutes

A review of the Minutes of the Regular Parish Council Meeting held May 19, 2019 was conducted and corrections made.

A.1 Motion Rusnak/ Rev. Cox- To accept the previous meeting minutes as amended. CARRIED.

B. Financial Reports (attached)

Karl Rusnak, Treasurer, reported that our expenses outpace our receipts by a little less than \$5,000 YTD. This is the result of our historic Summer month financial pattern, when receipts are down due to family vacations and leisure time, and it comes as no surprise. We received another gift in June for \$3,600.

The council discussed moving funds not immediately required for operations from our Navy Federal account to our account with the Diocese to capture a favorable interest rate. Karl will work up a 3 month expenditure projection in order to estimate the amount of funds to be moved.

There were expenses for design fees and some tools as part of our ongoing beautification.

The line item for Priest Health Insurance, under Priest Salary/Housing/Pension, will be rolled into housing as the government considers this line item income in determining health care benefits/premiums.

B.1 Motion Blischak/Combes- To accept the Financial Reports as presented. CARRIED.

C. Fr. John's Comments

Father John reported that he will be attending the Diocesan Assembly in Florida between the 21st and 28th of July. He will be leading the Youth Program. When he is gone, Father Steven Duesenberry, a stavropegial military chaplain, will be filling in. Father John then went on to say that Father Steven Duesenberry is moving to our area and that we will see him in regular attendance at Dormition of the Theotokos Church, and that Father John Diamantis will soon be attached to Dormition of the Theotokos Church.

Father John then noted that the caulking around the front door frame of the church needs to be touched up and that the HVAC service contract with Miller Mechanical will not be renewed. For the sake of our manufacturer warranty, another HVAC contractor will need to be found.

D. Additional Business (attached)

The parish council then discussed the upcoming visit to Dormition of the Theotokos by Archbishop Alexander and a number of the diocesan clergy August 14th and 15th, 2019, to coincide with our parish Feast Day. The Archbishop will bless the new anticipated Altar Table. The Hospitality Committee has organized two receptions to follow the two services that will be held (see attached), and asked the council to approve funds in support.

D.1. Motion Rusnak/Blischak- To approve \$1000 to fund the Hospitality Committee Bishop's Visit receptions. CARRIED.

The Stewardship Committee currently has underway a back to school backpack filling outreach, to benefit the children in our community. 48 backpacks have or are being distributed to parish members to be filled according to an accompanying supply list. The dead line for the backpacks to be returned filled with the necessary supplies is August 4, 2019.

The council then discussed some planned events in the fall. Benjamin Andrus will be leading a movie club which he is organizing. Seraphim Hamilton will be co-teaching a lecture on Atonement, and teaching on his own a lecture on Isaiah.

Father John may take a vacation after the Bishop's visit.

Father John will continue to replace the worn server robes with new ones.

The council then discussed the need to find a parishioner willing to take on the task of planning for needed flowers, fruits, etc. for upcoming Feasts.

The council then discussed hiring Zoe Filutowski to design our letterhead and digital logo.

D.2. Motion Rusnak/Blischak- To approve \$400 from the Building and Beautification Fund to hire Zoe Filutowski to design our letterhead and digital logo. CARRIED.

The council then discussed briefly the need for a play area outside for the children.

The council then discussed dropping the parish Amazon Prime account. It was decided to leave it in place and then evaluate it at the end of the year.

E. Adjournment

The council set the next Regular Parish Council Meeting date as August 4, 2019 at 4:00 PM.

The meeting closed with prayer, "It Is Truly", at 5:26 PM.

Respectfully Submitted,

Kevin Combes,

Secretary

Bishop's Visit

Hospitality Committee Suggestions

1. Flowers
 - a. Since it is Dormition, we have to decorate the tomb. We would like to ask the council to approve \$200 for flowers. We could also have a special collection at the end of July and beginning of August to offset this.
2. Food/Celebration
 - a. Wednesday:
 - i. We will have a small fellowship after Lamentations. We will ask parishioners to sign-up to bring in strict fast dishes and desserts similar to what we do on Presanctified.
 - b. Thursday:
 - i. We will need tables, chairs, and a tent. We would like to see if any parishioners could bring in extra tables for the event and then rent chairs and a tent from the navy base similar to what we did at Pascha. We will need the help of some of our military members in making this happen.
 1. Tent Prices per day:
 - a. Canopy Tent (10 ft. x 10 ft.): \$30
 - b. Canopy Tent (15 ft. x 15 ft.): \$40
 - c. Canopy Tent (20 ft. x 20 ft.): \$60
 - d. Canopy Tent Sides (20 ft. x 20 ft.): \$20
 - e. Canopy Tent (20 ft. x 30 ft.): \$85
 - f. Canopy Tent Sides (15 ft. x 15 ft.): \$20
 - ii. Food:
 1. Will most likely have a pig roast.
 2. We would like to order fruit, cheese, and sandwich platters from Costco/Sam's. We will also need cakes for the people who are receiving awards.
 3. We will ask the parish to bring in side dishes for a potluck style meal.
 - iii. Drinks:
 1. Ask for donations of coolers and ask people to bring in cases of water, soda, etc.

That being said, we would like to know if the council would approve funds to pay for the fruit, cheese, sandwich platters, cakes as well as the tent and chairs. Someone may graciously decide to donate these items, but in the meantime, we would like to be prepared just in case.

**DORMITION OF THE THEOTOKOS ORTHODOX CHURCH
FINANCIAL REPORT**

UNRESTRICTED FUNDS	
Opening Balance 1/1/19	9,480.94
Total Receipts	39,514.77
Total Disbursements	44,394.12
Closing Balance, 5/31/19	4,601.59

Receipts

	Actual	Planned EOY
Unrestricted Offerings	28,203.77	107,933.00
Candles	1,311.00	3,000.00
Misc/Other	0.00	350.00
Anonymous Gift	10,000.00	
Total	39,514.77	111,283.00

Disbursements

	Actual	Planned EOY
Church Operations		
Managed Debt Payment	1,152.84	3,945.00
Tithes - DOS	3,671.16	11,128.00
Utilities Natural Gas	1,032.12	1,400.00
Utilities - Electricity	984.52	2,500.00
HRUBS	925.83	2,100.00
Telephone	628.58	1,210.00
Internet/ Security	701.10	1,590.00
Insurance	1,925.56	4,000.00
Church Supplies	1,742.79	3,000.00
Checks Bank Fees	82.61	50.00
Honoraria	350.45	1,000.00
Books	189.82	400.00
Travel	1,232.40	2,000.00
Web/Printing/Office supplies	0.00	100.00
Church School	10.25	500.00
Youth Activities	124.16	500.00
OCF	32.10	200.00
Continuing Education	0.00	500.00
Community Assistance	173.27	300.00
Parish Outing/Picnic	0.00	300.00
BLD Repair and Maintenance	245.29	3,000.00
Legal and Corporate	0.00	150.00
Hospitality	0.00	1,200.00
Miscellaneous/ Other	134.85	200.00
St Anne Priest Support	1,250.00	3,000.00
Clergy Brotherhood	0.00	250.00
Total Church Operations	16,589.70	44,523.00
Priest Salary/Housing/Pension		
Salary	17,735.00	42,560.00
Priest Housing	5,790.00	13,896.00
Priest Pension	3,279.42	7,904.00
Priest Health Insurance	1,000.00	2,400.00
Total Salary/Housing/Pension	27,804.42	66,760.00
Total Disbursements	44,394.12	111,283.00

Net Assets

Cash Deposits	
Unrestricted Funds	4,601.59
Bld/Beautification	43,925.99
Church Friendly Loans	28,242.71
Sunday School Fund	708.55
Programs/Philanthropy For Kids	15,836.25
	1,000.00
Total	94,315.09
Real Estate	
Sheppard Avenue Property	460,000.00
Total	460,000.00
Accounts Payable	
Mortgage Debt	135,742.60
DOS Debt	2,321.63
Church Loan Principal	20,000.00
Total	158,064.23
Net Assets 5/31/19	396,250.86