

**Dormition of the Theotokos, O.C.A. Regular Annual Meeting Minutes**

**Meeting held in the Nave of Dormition of the Theotokos, O.C.A.**

**736 Sheppard Ave., Norfolk, VA 23518**

**January 27, 2019**

*These draft minutes are subject to approval at a subsequent regular annual parish meeting of Dormition of the Theotokos, O.C.A.*

**Participants**

**Parish Council**

The Reverend Father John Cox

Anastasia Ellis, Senior Warden

Kevin Combes, acting Secretary

Karl Rusnak, Treasurer

Mark Mills

**Voting Members**

Matushka Sunny Cox

Meg Walsh

Tom Wilkins

James Beecham

Kathy Wilkins

Kris Carlson

Aaron Hegele

Susanna Carlson

Nicolette Pallas

Jack Damon

Eleni Galanis

Anna Damon

Irene Leonard

Paula Dullas

Diane Blischak

Natalie Bradford

Lucinda Rideout

Bob Bradford

Benjamin Andrus

Barbara Drillock

David Drillock

Anca Riccio

Bonnie Adams

**Non-Voting Members**

Rhiannon Edwards

Andrew Price

Chad Edwards

Steven Cumming

Owen Andrus

Lolita Tyrpak

Terry Slezak

Daniel Riccio

Following the opening prayer, "O Heavenly King", sung by all present, the meeting was called to order by the Senior Warden, Anastasia Ellis, at 11:48 AM. A quorum was determined.

**A. Agenda: Introduction (attached)**

Anastasia Ellis introduced the agenda and indicated that the reports outlined had been sent out to the parish membership ahead of time by email for familiarization in hopes of facilitating the meeting.

**B. Review and Approval of 2018 Meeting Minutes**

Anastasia Ellis solicited discussion of the 2018 Regular Annual Parish Meeting Minutes, noting that they are posted on the Dormition of the Theotokos, O.C.A. website. Noting no discussion, she asked for a motion for approval.

**B.1. Motion Mills/Seconded- To accept the previous meeting minutes of January 28, 2018 as presented. CARRIED.**

**C. Opening Remarks**

Anastasia Ellis made opening remarks focusing on the overall state of Dormition of the Theotokos parish and noted, most especially, that a sound foundation of love is in place. It is this love for God and for one another which is instrumental in bringing the Word of God to the world, and will cause our parish to grow. She pointed out that our beautification plan is in place and moving forward.

**D. Treasurer's Report (attached)**

Karl Rusnak presented his oral report with the aid of a large screen presentation of the Receipts and Disbursements, noting that Dormition of the Theotokos, O.C.A. had a closing balance on 12/31/2018 of \$9,480.94. He then discussed in detail a breakdown of the Receipts and Disbursements, unrestricted funds, net assets including cash deposits, real estate, and accounts payable.

**D.1. Motion Adams/ Ben Andrus- To accept the Treasurer's Financial Report for January 1, 2018 through December 31, 2018 as presented. CARRIED.**

**E. 2019 Budget Plan (attached)**

Karl Rusnak presented his oral report of the 2019 proposed spending plan worked out by the parish council. The plan was roughly based upon 2018 actual expenditures. One new spending plan initiative is a line item: Priest Health Insurance. It was added as a way for the parish priest to help defray the costs associated with healthcare for himself and his family; and to act as a springboard for comprehensive healthcare coverage in the future. The Priest Health Insurance was set at \$200 a month/\$2400 a year. The total 2019 proposed spending plan disbursements amounted to \$111,283.00, while the total planned receipts amounted to \$111,283.00.

- E.1. Motion Ellis/Walsh-To accept the 2019 Proposed Spending Plan as presented. CARRIED.**

**F. The Auditing Committee Report (attached)**

David Drillock orally presented The Auditing Committee report noting that no inaccuracies were found and that the committee could state that, in its opinion, that the report of the Treasurer for presentation to the parish at its annual meeting January 27, 2019 showing actual income and expenditures for the 12-month period, January 1, 2018 through December 31, 2018, is a fair representation of the financial activities for this period.

The Auditing Committee took the opportunity to make the following recommendations:

- 1) In addition to the Treasurer, a second person should also verify the weekly cash offering collected.
- 2) The Treasurer should include in his annual report to the parish a listing of all assets and liabilities and that this include recorded value for vestments, icons, and all liturgical appointments.

- F.1. Motion Blischak/Kathy Wilkins-To accept The Auditing Committee report of January 12, 2019 as presented. CARRIED.**

**G. The Pastor's Report for 2018 (attached)**

Father John orally presented his Pastor's Report for 2018. Of special note he informed the assembly that Bishop Alexander will be visiting our parish to celebrate the Feast of the Dormition of the Theotokos, August 14 and 15, 2019. The Appalachian Deanery will also be present for this celebration. In addition, Father John said he would like for us to set as a main goal in 2019 the improvement of our liturgical life.

**H. Church Groups/Ministry**

The Choir Report was presented orally by David Drillock. As goals he is seeking 4 additional members to the adult choir, and to establish a youth choir.

Adult religious education was presented by Father John. His efforts were included in his Pastor's Report for 2018 (attached).

Church school education was presented by Anastasia Ellis. The church school currently has 27 children in attendance. There are outings throughout the year planned for the children and teenagers.

Father John then spoke about outreach.

## **I. Building/Beautification Update**

The Building/Beautification Update was presented orally by Anastasia Ellis. She spoke about the plan for the iconostasis and the various church furnishings that are planned. Although the design is outsourced, the fabrication work will be done in-house.

Natalie Bradford then spoke about the church property garden landscaping project she has been heading up. She laid out her landscape design and spoke about the various elements of the design, including estimated costs, as well as a time frame for soil preparation and planting. The soil will be tilled in mid to late February, and the planting will begin in April. She asked for volunteers to help with the bulk of the labor involved.

## **J. Fundraisers**

Anastasia Ellis spoke about the two types of fund raisers planned for the upcoming year: the Bake Sale and Cookie Walk. The two Bake Sales were scheduled for May 11 and October 19. The Cookie Walk was scheduled for December 14.

## **K. New Business**

Two new ministry committees were established: the Stewardship Committee and a Beautification and Hospitality Committee. The Stewardship Committee will consist of Karl Rusnak, representing the parish council, and three other members chosen from the parish body; and the Beautification and Hospitality Committee will consist of Anastasia Ellis, representing the parish council, and three other members chosen from the parish body. Anyone wishing to volunteer for positions on these committees were asked to do so.

## **L. Elections**

Three seats on the Parish Council had come open:

Meg Walsh nominated Kevin Combes for a second term.

Ben Andrus nominated Jack Damon for a freshman term.

Anna Damon nominated Diane Blischak for a freshman term.

All three were elected by acclamation.

David Drillock, Meg Walsh, and Ben Andrus were elected by acclamation to the Audit Committee.

No one was nominated or elected as the Parish Delegate to the Diocesan Assembly.

**M. Acknowledgements**

Father John at this time presented gifts of appreciation to certain lay members for assistance in the day to day activities of the parish church. Susanna Carlson, Lolita Tyrpak, Takrim Labib were acknowledged for weekly cleaning of the building. Natalie Bradford was acknowledged for her parish property landscaping efforts. James Beechum was acknowledged for mowing the church property lawn. Kevin Combes was acknowledged for his sacristan work. Anastasia Ellis was acknowledged for her leadership role as the Senior Warden.

**N. Adjournment**

Anastasia Ellis thanked the assembly members for a productive meeting and declared the meeting closed.

The meeting was adjourned with prayer, "It is Truly Meet", sung by all present, at 12:52 PM.

Respectfully submitted,

Kevin Combes,

Acting Secretary

**Opening Prayers** (O Heavenly King)

**Determine Quorum**

**Review and Approve 2018 Meeting Minutes**

**Opening Remarks** (Anastasia Ellis)

**Reports**

Treasurer's Report (Karl Rusnak)

2019 Budget Plan (Karl Rusnak)

Auditing Committee Report (David Drillock, Anastasia Walsh, Kevin Combes)

Pastor's Report (Fr. John)

**Church Groups/Ministry (submitted in writing)**

Choir Report (David Drillock)

Religious Education

Adult Education (Fr. John)

Church School (Anastasia Ellis, Anna Damon, Faith Pynch)

Outreach (Fr. John)

**Building/Beautification Update** (Anastasia Ellis)

**Fundraisers** (Anastasia Ellis)

Types

Bake Sale

Cookie Walk

**New Business:**

Ministry Committees (3 people + 1 council member)

Stewardship (fundraising, outreach, programs)

Beautification & Hospitality

**Elections:**

Parish Council

3 openings (Kevin Combes available for re-election)

Auditing Committee (3 positions)

Parish Delegate (Diocesan Assembly)

**Closing Prayer/Adjournment (It is Truly Meet)**

DORMITION OF THE THEOTOKOS ORTHODOX CHURCH					
FINANCIAL REPORT					
<b>UNRESTRICTED FUNDS</b>					
Opening Balance 1/1/18				7,468.29	
Total Receipts				105,490.33	
Total Disbursements				103,477.68	
Closing Balance, 12/31/18				9,480.94	
<b>Receipts</b>			<b>Disbursements</b>		
	<b>Actual</b>		<b>Planned EOY</b>	<b>Church Operations</b>	<b>Actual</b> <b>Planned EOY</b>
Unrestricted Offerings	74,771.55		106,846.00	Managed Debt Payment	2,538.64      12,805.00
Candles	2,956.32		2,600.00	Tithes - DOS	12,652.72      11,195.00
Misc/Other	348.46		2,500.00	Utilities Natural Gas	1,298.36      1,500.00
Anonymous Gifts	24,000.00		-	Utilities - Electricity	2,549.06      2,000.00
Donated Securities	3,414.00		-	HRUBS	2,208.07      2,100.00
				Telephone	1,351.26      1,224.00
<b>Total Receipts</b>	<b>105,490.33</b>		<b>111,946.00</b>	Internet/ Security	1,682.64      1,683.00
				Insurance	3,683.80      4,126.00
				Church Supplies	3,664.41      2,300.00
				Checks Bank Fees	24.00      50.00
				Honoraria	750.00      1,000.00
				Books	812.15      350.00
				Travel	2,085.61      2,500.00
				Web/Printing/Office supplies	117.87      200.00
				Church School	-      250.00
				OCF	-      200.00
				Continuing Education	-      150.00
				Community Assistance	(32.87)      300.00
				Parish Outing/Picnic	95.40      300.00
				Miscellaneous	
				BLD Repair and Maintenanc	2,648.31      3,000.00
				Legal and Corporate	125.00      275.00
				Hospitality	281.34      1,200.00
				Other	388.79      200.00
				St Anne Priest Support	1,500.00      -
				<b>Total Church Operations</b>	<b>40,424.56</b> <b>48,908.00</b>
				<b>Priest Salary/Housing/Pension</b>	
				Salary	41,400.00      41,400.00
				Priest Housing	13,896.00      13,896.00
				Priest Pension	7,757.12      7,742.00
				<b>Total Salary/Housing/Pension</b>	<b>63,053.12</b> <b>63,038.00</b>
				<b>Total Disbursements</b>	<b>#####</b> <b>111,946.00</b>
<b>Net Assets 12/31/18</b>					
<b>Cash Deposits</b>					
Unrestricted Funds	9,480.94				
Bld/Beautification	44,280.15				
Church Friendly Loans	27,897.69				
Sunday School NFCU	922.72				
Programs/Philanthropy	16,376.25				
<b>Total</b>	<b>98,957.75</b>				
<b>Real Estate</b>					
Sheppard Avenue Property	460,000.00				
<b>Total</b>	<b>460,000.00</b>				
<b>Accounts Payable</b>					
Mortgage Debt	138,082.53				
DOS Debt	839.08				
Church Loan Principal	20,000.00				
<b>Total</b>	<b>158,921.61</b>				
<b>Net Assets</b>	<b>400,036.14</b>				

<b>2019 Proposed Spending Plan</b>				
	<b>2019</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>
	<b>Planned EOY</b>	<b>Planned EOY</b>	<b>Actual EOY</b>	<b>Actual EOY</b>
Managed Debt Payment	3,945.00	12,805.00	2,538.64	6,499.84
Tithes - DOS	11,128.00	11,195.00	12,652.72	11,098.66
Utilities Natural Gas	1,400.00	1,500.00	1,298.36	1,268.82
Utilities - Electricity	2,500.00	2,000.00	2,549.06	2,018.92
HRUBS	2,100.00	2,100.00	2,208.07	1,998.43
Telephone	1,210.00	1,224.00	1,351.26	1,470.48
Internet/ Security	1,590.00	1,683.00	1,682.64	1,296.71
Insurance	4,000.00	4,126.00	3,683.80	3,121.50
Church Supplies	3,000.00	2,300.00	3,664.41	2,894.47
Checks Bank Fees	50.00	50.00	24.00	47.50
Honoraria	1,000.00	1,000.00	750.00	1,000.00
Books	400.00	350.00	812.15	311.10
Travel	2,000.00	2,500.00	2,085.61	1,863.27
Web/Printing/Office supplies	100.00	200.00	117.87	164.19
Church School	500.00	250.00	0.00	60.95
Youth Activities	500.00			
OCF	200.00	200.00	0.00	163.56
Continuing Education	500.00	150.00	0.00	0.00
Community Assistance	300.00	300.00	(32.87)	419.57
Parish Outing/Picnic	300.00	300.00	95.40	95.40
BLD Repair and Maintenance	3,000.00	3,000.00	2,648.31	662.50
Legal and Corporate	150.00	275.00	125.00	275.00
Hospitality	1,200.00	1,200.00	281.34	321.67
Miscellaneous/ Other	200.00	200.00	138.79	236.52
St Anne Priest Support	3,000.00		1,500.00	
Clergy Brotherhood	250.00		250.00	
<b>Total Church Operations</b>	<b>44,523.00</b>	<b>48,908.00</b>	<b>40,424.56</b>	<b>37,289.06</b>
<b>Priest Salary/Housing/Pension</b>				
Salary	42,560.00	41,400.00	41,400.00	40,584.00
Priest Housing	13,896.00	13,896.00	13,896.00	13,896.00
Priest Pension	7,904.00	7,742.00	7,757.12	7,585.20
Priest Health Insurance	2,400.00			
<b>Total Salary/Housing/Pension</b>	<b>66,760.00</b>	<b>63,038.00</b>	<b>63,053.12</b>	<b>62,065.20</b>
<b>Total Disbursements</b>	<b>111,283.00</b>	<b>111,946.00</b>	<b>103,477.68</b>	<b>99,354.26</b>



<b>Receipts</b>	<b>Planned</b>
Unrestricted Offerings	107,933.00
Candles	3,000.00
Misc/Other	350.00
<b>Total</b>	<b>111,283.00</b>

January 12, 2019

Holy Dormition Orthodox Church  
700 Sheppard St.  
Norfolk, VA 23503

We have audited the financial records of Holy Dormition Orthodox Church for the period January 1, 2018 through December 31, 2018.

In our audit we reviewed bank statements showing regular weekly and monthly deposits in accordance with weekly and monthly financial reports showing receipts of income from all sources, reviewed monthly disbursements, including those covering salary, benefits, and regular operating expenditures, did a sample testing to check and verify payments made against original invoices. We reviewed the bank statements of BBT Navy Federal Credit Union and the bank statement of Southern Bank and found no discrepancies with the Treasurer's report. We also reviewed the report of the savings account held by the Diocese of the South, Orthodox Church in America, and verified its accuracy by checking the reported balance with the actual balance as presented by the Treasurer of the Diocese of the South, Orthodox Church in America.

We reviewed the summary statements prepared by the Treasurer showing Opening Balance (with adjustments,) income, expenditures, and closing balance for the General Operating Fund (Unrestricted Funds), the Sunday School Fund, the Building and Beautification Fund, the Icon and Special Projects Fund, and the Programs and Philanthropy Fund, for the 12 month period, January 1, 2018 through December 31, 2018 and found these to be in order.

We found no inaccuracies and can state that, in our opinion, the report of the Treasurer for presentation to the parish at its annual meeting of January 27, 2019 showing actual income and expenditures for the 12-month period, January 1, 2018 through December 31, 2018, is a fair representation of the financial activities for this period.

The Auditing Committee takes this opportunity to make the following recommendations:

- 1) In addition to the Treasurer, a second person should also verify the weekly cash collection offering.
- 2) The Treasurer should include in his annual report to the parish a listing of all assets and liabilities and that this include recorded value for vestments, icons, and all liturgical appointments.

Respectfully submitted,

David Drillock

Kevin L. Combes

Margaret A. Walsh