

Greek Orthodox Church of the Annunciation

Greek Orthodox Church of the Annunciation Rochester, NY

Rochester, NY
Parish Council Meeting Minutes
Date: May 9, 2018
Time: 7:30 PM EST
Location: Boardroom

Present: Fr. Catalin Mot-Proistamenos, Mr. Pat Crosson

PC Members: Alexia Georgiou, Demetri Kolokouris, Kathy Markakis, Nicoletta Pinopoulos,

Jim Stathopoulos, Peggy Votsis, Van Zissis

Absent: Alan Makovsky

Call to Order/Opening Prayer: Meeting convened at 7:34 pm with a prayer

Fr. Mot's Comments/Message: All church-related correspondence should be sent through the Metropolis website portal for consistency. Pat Crosson to give information to Alexia.

Fr. Mot has a tentative stewardship packet that will be emailed to the PC for review.

A church secretary needs to be hired as soon as possible. The position should be posted publicly. The employee handbook should be reviewed by PC in advance. We are an "at will" employer. We need to think about the job description and the requirements of the position: what do we need at church? What is the proper skillset one should possess?

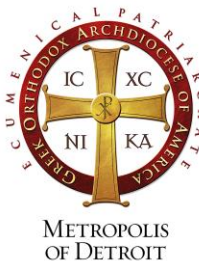
Outside vendors should be given time-limited access codes for security purposes and three people should be given access to everything so that the responsibility does not fall onto one person. Suggestion made for a lock box to be placed in a common area in order to be accessible to all.

The current cleaning service is contracted through December to clean on Monday evenings. This includes classrooms, bathrooms, and the church hall.

Yiannis Triantafilos, the Psalti, has asked for financial compensation for Holy Week services. We had a total of three chanters during Holy Week. Fr. mentioned that professional Psaltes are usually paid around \$100 per day for these services and that \$500 would be an appropriate sum.

Fr. asked that the members of the Parish Council attend services on a regular basis.

Fr. asked for the Good News process to be streamlined.



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President's Comments: A letter from the new PC was drafted to address the entire parish. Kathy suggested we recognize the past PC's good work, such as the Centennial.

Insurance policies need to be reviewed to ensure we have proper coverage: General Liability, Umbrellas, etc.

We currently charge neighboring businesses \$600 per month for parking. The Quatella's lease is for 20-25 cars. They would like to increase the number of cars and decrease the rent they pay.

May 27 - June 6: All parking will be cut off for the festival

Our current arrangement with Gleason is that we pay them to plow our parking lot and in exchange, we use their parking lot for festival parking.

A letter was sent to us from a lawyer regarding a damaged fence. Demetri is going to forward the letter on to Gleason because they plow our lot and it was their plow that damaged the fence, therefore we should not be held responsible.

Eric needs to be sworn in.

Motion to approve the May 6th minutes made by Van. Seconded by Demetri. Eric abstained as he was not present for the May 6th meeting. Motion passed unanimously. May minutes will be posted to the Metropolis portal.

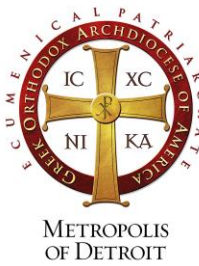
Alexia has consolidated everything onto Dashline in order to clear out all email accounts

Motion made by Jim to eliminate all old passwords, accounts, etc. and to refresh all accounts and consolidate all church-related documents/accounts. Seconded by Van. Motion passed unanimously.

Decision made for the following PC members to have full access to all email accounts and electronic records: Jim, Alexia, Peggy

Festival Update: Two steam tables purchased
Refrigerator trucks being donated by our local meat vendors
Ladies have completed 90% of the baking
Church Tax ID number needed for several vendors
Most of the menu items will be increasing in price by at least \$1.00

Charities: Kathy would like to continue giving to all of the charities and feels that no one should be cut off. A total of \$18,000 was donated last year. Suggestion made by Mr. Crosson that in the future, we make a list of nine charities and rotate through the list every three years and commit to a set dollar amount.



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A banner will be displayed at the festival with the names of all of the charities we support.

A decision to donate \$2,500 was made at the last festival committee meeting.

Treasurer Report: \$147,000 | Operating Account
 \$49,000 | Festival Account
 \$337,000 | Building Fund Account

We are current with all of our bills, including payments to the Metropolis. We are paying \$500 a month for a bookkeeper.

Jim asked if we needed an external audit. According to Eric and Demetri, we are in good shape financially and since we also have a bookkeeper, they feel as though an external audit is not needed.

Mr. Crosson mentioned that at his parish a review is done every two years and a full blown audit is done every five years.

Fair share through April is on par with last year's contributions. All PC members should be in good standing.

Suggestion made to publish the balance sheet and monthly income.

Restricted Funds: Mr. Crosson explains that when certain restricted funds hit 8-9 years old, he seeks out the family and asks them if the funds can be moved and/or reallocated to non-restricted funds in order to allow the family to make the decision. This should be brought to the general assembly meeting as an informational item.

Old Business: N/A

New Business:

- Narthex responsibilities: Pat Crosson suggests the creation of an "Ushers Club" - allows the community to get involved. Also suggested looking into magnetic name tags. Kathy volunteered to develop the schedule for PC members to be present on Sundays.
- Beeswax candles are low and need to be ordered
- General Assembly should be planned for the fall (September or October)
- Elections will be in June 2019 for new PC members
- PC meeting schedule will be the first Monday of every month at 7:00 pm. Nicoletta will send dates out.



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- His Eminence, Fr. Dean, Fr. Bartz and Pat Crosson plan on rotating throughout the year in order to be present for PC meetings. They would like to have more of a presence throughout the community in general.
- Taso Kolokouris | Building Updates
 - Vote needed to finalize the purchase of whiteboards for the classrooms not to exceed \$4,039.84
 - Motion made by Demetri
 - Seconded by Van
 - Motion passed unanimously
- Taso asked to email information regarding the proposed changes to the parking lot and widening of the front loop to Jim for review. This should include the scope of work and the budget given by Rob, the architect

Motion to adjourn made by Nicoletta. Seconded by Alexia. Closed with a prayer.

Jim Stathopoulos
President

Fr. Catalin Mot
Proistamenos

Nicoletta Pinopoulos
Secretary