

St. Nicholas Parish Council Meeting

Recorded Minutes

17 July 2014

Members in Attendance: Claire Nobles, Elena Panomarenko, Nino Burjanadze, Peter Vlasov, Mark Pietrzykoski, Michele Smith, Paul Moser, Ken Mitchell, Sharon Osmolovsky, and Walter Alesevich (Deputy)

Clergy in Attendance: Father Valery Shemchuk and Father George Kokhno

Members Absent: Suzanne Tolstoy and Ivan Andonov (Deputy)

The PC meeting began at 7:00PM with seven members in attendance at the start – enough for a quorum.

Opening Prayer:

The opening prayer was sung by all present.

Approval of Agenda:

Claire N. asked to approve the July PC Meeting Agenda. Walter A. made a motion to accept the approval of the agenda. A second was offered. The agenda was approved.

Approve of the June PC Minutes:

Michele S. initiated a motion to approve the June PC Minutes with the offered changes. A second was offered. The PC voted in favor of approval with five votes in favor and with two members abstaining.

Father George Kokhno's Report:

No report

Father Valery Shemchuk's Report:

No report

Old Business:

Strategic Planning Working Group.

Ken M. said he had suggested to the Strategic Planning Working Group that at this point, we should focus more on trying to establish short range projects, that could involve a variety of parishioners, with the idea of accomplishing a few good things for the church and having parishioners work together on common goals.

The PC then engaged in a fairly lengthy discussion about what the Strategic Plan had uncovered over the course of the last year. Ken M. also indicated the Cathedral had several groupings of parishioners, who saw the church in a range from staying as we are and inwardly focused versus trying to be more of a leader and outwardly focused. The PC also discussed some of the ideas that the Strategy Group and parishioners had suggested on ways to improve the Cathedral. The

PC then directed Ken M. to have the Strategy Planning Working Group develop a list of possible projects to recommend to the Council at its next meeting.

Gift Corner Update.

Michele S. indicated the installation of the fitted cabinets for the Gift Corner would occur during the first or second week of August. Lana Gerich has been working on boxing and preparing everything for the moving.

New Business:

Payroll Revision.

Fr. George said we should update our current compensation system for those employed by the Cathedral. He also asked what are the costs to bring on a new person to the payroll. Fr. George noted that at the Cathedral across the street, their housekeeper has several benefits in addition to a paycheck that includes a three-room apartment, cable TV, and more. He suggested we need a study group to research and make recommendations for upgrading our compensation system. At present the Cathedral has two clergy plus two employees and a part time choir director. Fr. George suggested for us to look at several of the area churches as a point of reference. He said Father Peter Danilchick, of St. Mary's (OCA in Falls Church) indicated he can act as an outside consultant for this effort.

Michele S. said the Council should establish a committee to formally do the work. Suggested possibles included Michele S., Nino W., and Claire N. to work on the committee. Michele S. then put forward the following:

Motion: The Parish Council authorizes the establishment of a Payroll Revision Committee to develop benchmarks for our present salary and compensation system and to set a plan for future updates. Following Michele's Motion, a second was offered. The vote was all in favor of the motion. The motion passed.

Vacation Package for our Cathedral Bookkeeper.

Nino W. said that Father George had let her know that Zenebech Tesfaye works more hours than 35 hours per week at present. However, she is paid hourly. Nino W. talked to several sources and developed a set of different options. Nino W. then said the best idea works out to be that the Cathedral converts Zenebech to a full time position. The cost for this method amounts to about \$3,000 a year more to make her full time. We will try to give some benefits including vacation time with this new circumstance. Nino W. then made the following:

Motion: The Parish Council authorizes and approves that our Cathedral Bookkeeper, Zenebech, be a full time employee. A second was offered. A vote was taken and there were ten votes in favor of the motion. The motion passed.

Fall Bazaar.

Claire N. indicated that as of today, we do not have a chair as of yet, but we do have one person we have asked and waiting to hear an answer back, which we believe is going to be yes. Claire

N. said we should, however, go ahead and set up a kickoff meeting to get things started. She said we would like to have Nino W. speak to the group about last year's experience. Paul M. said he had checked on the two weekends the Council proposed as dates for the Bazaar to see what events around DC may impact upon our dates. He said only minor local events were on the schedule. On the 27th of September there is a bike race that could disturb traffic. Elena P. said Irina Panyutin indicated her preference was for the Columbus Day Weekend in October, because of the day off many would have over that weekend. Claire N. said we definitely need an over all coordinator to be in charge and hold people to the schedule.

Mark P. asked to set a day for the organizational meeting. Everyone on the PC agreed to a meeting for next Thursday 24 July, and it was agreed to send out on "announce" as well as put a notice in this Sunday's bulletin. Father George said he might have a list of people who would like to volunteer to help on this project.

The Council then decided to set the Columbus Day weekend of October 17-18, 2014 for the Bazaar.

Church Photo Directory.

Claire N. indicated the Cathedral had a history of issuing Church Directory listing parishioners with photos and some biographic details – at least twice in recent years. For those times we used a professional studio to take individual and group pictures. Claire N. said we could try getting an on line computer application and develop a new directory and do the work ourselves including taking pictures. We could provide it on line as well as publish a hard copy version. New available software allows one to group people into organizations and assemble groups many other ways.

Claire N. continued saying that our parishioners would have to decide what information they wanted to give for the directory. The main idea is to allow everyone to get to know each other in the church in a better way. She said we can take the pictures with an i-phone during coffee hour or each person could supply their own. Claire N. then asked Peter V. and Fr. George to research the approach and let her know the best way to produce the directory.

Committee Reports:

Budget & Finance.

Michele summarized the Cathedral's various fund balances as of June 30, 2014.

| | |
|-------------------------|------------------|
| Operating | \$ 48,721 |
| Reserve | <u>\$255,422</u> |
| Total Operations | \$304,144 |
| Basement Renovation | \$ 17,721 |
| Major Repairs | \$ 66,466 |
| Property Acquisitions | <u>\$201,189</u> |
| Total Facilities | \$285,376 |
| Gift Corner | \$ 87,079 |

| | |
|---|------------------|
| Long Term Endowment | \$ 57,160 |
| Clergy Discretionary Fund | \$ 3,095 |
| Benevolent Fund | \$144,407 |
| Shandor Memorial Fund | \$ 1,491 |
| Total Benevolent & Education | \$148,993 |
| | |
| Total of All Funds | \$882,750 |

Michele S. noted that the Clergy Discretionary Fund is now its own account and the fund amount is now in the monthly reporting. Michele S. also said that the Major Repairs fund is fairly healthy. She then said, now is a good time put together a capital improvement program and to take on some needed repairs at our campus. Michel S. noted that we had already talked earlier this year about the need to repair the steps on both sides of the Cathedral. Sharon O. suggested that we should consider adding an extra exit door to the kitchen back into the Church Hall.

Michele S. also discussed a few other items related to the current year's budget. She said in terms of overall charitable income this year, we are not doing as well as we did during the last year fiscal year (2013). We are about \$14,000 less in 2014 on the pledges. There is good news, however, with non-charitable income, as it is up this year in actual comparison to this point in 2013 as well as the actual is higher than in the projected 2014 budget. In summary she said, we keep making conservative budgets that are keeping us on track, but our Cathedral income continues to decline. While at the same time for this fiscal year, most of our expenses are under budget, except for purchases in the facilities part of the budget.

Stewardship.

All ready covered

Personnel.

All ready covered

Facilities.

Mark P. indicated that the Facility Committee plans to meet next week to discuss capital planning ideas with our basement renovation contractor, who has offered this service *gratis* to the Cathedral

Legal and By-Laws

Father George said there would be a next meeting of the committee to continuing evaluating the Cathedral's standing rules when Nino W. returns from her travels sometime in late August.

Claire N. added one final issue concerning the locking of doors at the Cathedral, Rectory and Annex buildings. She said she has asked Sasha and his team to make sure everything is locked on Sunday afternoons as well as after the Vigil on Saturday night.

A motion to adjourn was offered by Walter A. at 8:45PM. A second was given. Everyone voted in favor of adjourning

Everyone joined in the final, Closing Prayer.

Next Meeting: 21 August 2014 at 7PM

Addendum

Council Approval of Fall Bazaar Budget.

The committees for the Fall Bazaar had all submitted budget requests to the Bazaar Committee Chair, who in turn put the requests into a final budget proposal for the PC to approve. The Cathedral Treasurer then offered some adjustments to the proposal and requested a budget of \$15,000 for the Fall Bazaar. Michele S. then made the following motion through e-mail to the Council for a vote

Motion: I make a motion that the PC approves a maximum amount of \$15,000 for the Fall Bazaar budget. Ken M. gave a second on the motion. The vote was taken and on August 19, ten members had voted in favor of the motion. There were two not voting members. The motion was passed.

These minutes have been prepared and submitted on August 19, 2014 by Council Secretary Ken Mitchell.

Approved:

President of the St. Nicholas Cathedral Parish

Priest for the Cathedral

Date