

**St. Nicholas Parish Council**  
**Recorded Meeting Minutes**  
*23 October 2014*

**Members in Attendance:** Claire Nobles, Sharon Osmolovsky, Ken Mitchell, Walter Alesevich (Deputy), Mark Pietrzykoski, and Paul Moser: attending by teleconference were Elena Panomarenko, Nino Willsea and Peter Vlasov

**Members Absent:** Suzanne Tolstoy and Ivan Andonov

**Clergy in Attendance:** Metropolitan Tikhon (Mollard) via conference call, Father George Kokhno, and Father Valery Shemchuk

**Guests:** Marina Poutiatine and Mary Jane Maxwell

**The Meeting began at 7:03 PM with a quorum being present.**

**The Opening Prayer was “O Heavenly King,” sung by all present.**

**Approval of Agenda:**

Claire N. asked for approval of the presented agenda. A motion to approve was made by Walter A. and received a second. Everyone voted in favor of approval.

**Approve Minutes:**

Claire N. asked for corrections on the presented meeting minutes from the previous PC meeting. With the agreement on minor corrections, Mark P. made the motion to approve the minutes. A second was offered. A vote was taken and everyone voted in favor of approval.

**Metropolitan Tikhon’s Report:**

The Metropolitan said he was glad to be invited to the Cathedral’s Fall Bazaar. He thought it went well and was happy to participate for the 1<sup>st</sup> time. He also said he was impressed by how successful it was and how many people attended.

**Father George Kokhno's Report:**

No report

**Father Valery Shemchuk's Report:**

No report

**Parish Council President’s Comments:**

Claire N. said she was well pleased with the Fall Bazaar. She emphasized she was happy that we were able to recruit new people to volunteer to work at the Bazaar and credited older members for their fine continuing effort to make the Bazaar a success.

## **Old Business:**

Fall Bazaar Update—Mary Jane Maxwell.

Mary Jane M. thanked everyone who participated in the Bazaar and she indicated she too was happy about the outcomes. She indicated she was willing to do the job again next year. She said she has already started getting ideas for next year and will start soon to collect donations. She further indicated that we made about as much this year as the previous year. She noted specifically that this year we spent only around \$600 in advertising, which, was down from last year. She said further that we received \$14,000 in donations for the Bazaar, compared to \$9,000.00 from last year. In terms of revenue from the food sales, this year we had \$15,000 in sales revenue, compared to \$12,000 last year.

Mary Jane M. said, we had more people donate this year than last year, but the donations on average were smaller ones. Mark P. said it is important to note that people are willing to give money; we just need to find ways to give.

Mary Jane M. concluded by saying, the good news is we had new money investment sources this year. She said, she hoped we can make more next year -- this was a good experience.

Collection Counting.

Claire N. said that Zenebech Tesfaye had some new ideas for this process. Zene T. suggested that she could be the person to count the collection on Mondays, with a PC member in attendance. Zene T. is one of the counters at her church, so she is well experienced. At her church they get the work done in an hour and a half and seems to be a smooth operation. Claire N. said she has just throwing this idea out.

Mark P. noted we do not have new written instructions for the counting process. Sharon O. said we have some inconsistencies to deal with as those involved in the counting use different methods. Mark P. suggested we might need some new calculators as well. Mark P. also said he would like to have access to the computer to use the spreadsheets rather than tabulating with a calculator. It was noted that some of the calculators could be easily fixed.

Paul M. asked all of us to get our minds around how people donate and come up with other projects where people would donate.

Father George said that from report issued by Michele Smith, the former Cathedral Treasurer, and either PC members or Cathedral employees should be the only ones to handle and count the collection. It was suggested we use Zene T. to do the counting work to reduce the workload on PC members.

Sharon said that Zene T. knows exactly what requirements are needed in properly accounting for the collection and what is required to deposit the funds into the Cathedral's bank accounts. Walter A. said Zene T., our Cathedral Bookkeeper has a good working knowledge of the Cathedral's spreadsheets, accounting applications -- and has a good understanding of the various funds and bank accounts.

**New Business:**

Claire N. said that there is an upcoming meeting of the Washington, D.C. Archdiocese in two weeks that would be held at St. Mark in Bethesda. She said, we needed to elect two members beyond the priests and the president who would attend the assembly. Walter A. and Marina P. volunteered to attend for the Cathedral. The PC agreed on these two to represent the Cathedral. Mary Jane M. was also selected to attend as an observer.

Developing Russian and English Classes.

Sharon O. said, we had solicited interest of parishioners in either English as second language as basic introductory class or Russian language. She indicated she had sent out announcements and So far we have six individuals interested in English and there were four interested in the Russian language. Sharon O. wants to advertise two more times before moving to the next step. This project had been previously approved by the Council.

**Committee Reports:**

Budget & Finance.

Elena P. submitted her finance and budget report. As of September 30, 2014, the following highlights the Cathedral's funds.

Operating	\$ 28,258
Reserve	<u>\$255,422</u>
<b>Total Operations</b>	<b>\$283,680</b>
Major Repairs	\$ 68,158
Property Acquisitions	<u>\$200,938</u>
<b>Total Facilities</b>	<b>\$269,096</b>
<b>Gift Corner</b>	<b>\$ 80,030</b>
<b>Long Term Endowment</b>	<b>\$ 57,594</b>
Clergy Discretionary Fund	\$ 3,239
Benevolent Fund	\$144,382
Shandor Memorial Fund	<u>\$ 966</u>
<b>Total Benevolent &amp; Education</b>	<b>\$148,617</b>
<b>Total of All Funds</b>	<b>\$839,017</b>

It was noted by Elena P. and Father George that budget actuals are running ahead positively, of the planned budget, which is good. At that the same time, the planned budget is following very closely to the actual budget. Again, this is very good.

Walter A. asked about the budget process for the 2015 fiscal year. Father George said that Zene T. is working on some parts of budget plan for the next fiscal year.

**Stewardship.**

Paul M. said he would not be able to do this task for the next month or so. Father George said that Elena P. would continue to do the Stewardship work for the time being.

**Personnel.**

Nino W. indicated she had nothing new on personnel to report. She said, however, concerning the salary survey she had just completed, she was wondering if there were any comments people may have about the survey. Nino W. then asked Claire N. to work with her on following up on the issue of the salary survey.

**Facilities.**

Mark P. said that Ivan A. had been doing work around the Cathedral on items needing attention or fixing.

**Legal and By-Laws.**

Nino W. said she has sent out a draft of the standing rules and the committee will meet tomorrow evening. She said she is anticipating for this coming January to finish the standing rules.

Walter A. moved for adjournment at 7:55 PM. A second was given and the vote to adjourn was unanimous.

**The Closing Prayer was sung by all present.**

**Next Meeting: 20 November 2014, 7PM**

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

***Approved:***

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***President of the St. Nicholas Cathedral Parish***

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***Priest for the Cathedral***

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***Date***