

2020-09-15: September Parish Council Meeting

Required attendees	Fr. Gregory Bruce Garber Ann McLarnan Heather Weis David Avdakov Alyson Turri David Short James Cunningham
Optional attendees	David Abshear Erin Caldwell
Bold were present	

Agenda/Notes

- **Opening Prayer:** Fr. Gregory
- **Consent Decision Items**
 - **Last Meeting Minutes** (attachment *01-2020-08-18 August Meeting Notes-Final*)
 - **Approval**
 - **Motion:** Bruce Garber
 - **Second:** Heather Weis
 - **Passed:** Unanimous
 - **Financial Overview** June financials (attachment *02-June 2020 Financials*) and July financials (attachment *03-July 2020 Financials*)
 - **Approval**
 - **Motion:** Heather Weis
 - **Second:** Alyson Turri
 - **Passed:** Unanimous
 - **Outstanding Action Items** (see below)
 - **Archbishop Paul visit (October 2-5)**
 - **Agenda**
 - **Friday Evening:**
 - Archbishop and Mason arrive. Supper at the Ealy's.
 - **Saturday:**
 - 12 pm lunch with the parish council and spouses (at church on the patio under the tent).
 - Dorothy Lane Market food to be ordered – RSVP and options – box lunch – will last two hours max – children are invited – no agenda – more social.
 - David Short will send menu to Parish Council members for selections with a deadline to return to Erin for ordering.
 - 5 pm Great Vespers
 - 6 pm Supper (place TBD; clergy)
 - **Sunday:**
 - Bishop Greeting 9 am
 - Similar to what we have always done.
 - Archbishop Paul will arrive and do his entrance prayers.
 - Divine Liturgy 9:30 am
 - Coffee Hour; Meet and Greet; Q&A 11 am (or shortly thereafter)

- **Lodging arrangements**
 - Erin Caldwell has made reservations for Archbishop Paul and his assistant.
- **Sanctuary set up**
 - Camera for streaming.
 - Brian Garber has built a support system for the camera and microphone.
 - Computer for streaming moved by camera with a small table to hold it.
 - Location will be behind the front set of pews on the left side of the Sanctuary.
- **Fellowship Hall set up**
 - Will hold 40 people.
 - David Short and Bryan Edwards have set up the room.
 - We will need a computer to stream Facebook.
 - The extra computer in the office will be updated and set up for use in the Fellowship Hall.
 - David Short sourced a sample sound system for \$189.
 - Bruce Garber moved to approve \$250 for this – Heather Weis seconded - passed
 - Consideration on additional new laptop to stream in the Sanctuary since we have been using other people's computers – David Short will explore
- **Q and A session with Archbishop on Sunday**
 - We will stream on Facebook feed for those who cannot attend.
 - Fr. Gregory will explore this with Archbishop Paul.
 - We will have questions sent in beforehand from people that will not be able to attend and then the answers will be streamed on Facebook.
 - Livestream will be done from the phone.
 - Erin Caldwell and Heather Weis will explore how to do this.
 - Allyson Turri is scheduled for this Sunday and will do the livestream.
 - Any questions should be sent to the office and Fr. Gregory to work out how they are presented.
- **Tent for outdoor activities**
 - Erin has made reservations.
 - Erin Caldwell will be ordering prepackaged snacks – we can have coffee but it needs to be “served”
 - Facility team (Bruce Garber) – will remove the fountain from the courtyard beforehand – will reach out to the donor and explain.
 - Question about tables under tent – they take up tent floor space – all bring a chair out to the tent – some in tent – some in parish hall (streamed) – set up by Parish Council after the lunch on Saturday

○ **Parish Council nominations**

- Parish Council membership terms.

David Avdakov	2019-2020
Jim Cunningham	2020-2021
Bruce Garber	2018-2019, 2019-2020
Ann McLarnan	2017-2018, 2018-2019, 2020-2021
David Short	2018-2019, 2020-2021
Alyson Turri	2020-2021
Heather Weis	2019-2020

- David Avdakov is up for renewal this year.
- Bruce Garber and Heather Weis are choosing not to run again.
- Need to seek candidates (2 minimum).
- Heather Weis asked Olesya Sainz – she said yes.

- David Short spoke with Rick Russ – he said yes.
- Need to ensure that at least one Parish Council member will be able to be the Treasurer.
- Kerrie Wiese is willing to come back on to Parish Council.
- Candidate for Diocesan Assembly discussion.
 - Check with Chris Albee and Janine Elash – Ann McLarnan will reach out to them.
- Auditors – check with Matt Ferdelman and Dave Cooper to see if they want to repeat – Bruce Garber will ask.
- **Budgeting process for 2021**
 - 2020 Approved Budget is attached. (attachment *04-2020 Approved Budget.xlsx*)
 - Need to have finished 3 weeks before the annual meeting.
- **Annual meeting planning**
 - Discussion on annual meeting and how to have quorum. Fr. Gregory will check with the Deanery.
 - The annual meeting is the second Sunday of November.
 - Reports need to be prepped and given.
 - Need to notify parish details of meeting 3 weeks beforehand.
 - Challenges with quorum. Idea to use “absentee” ballot. Electronic signature, hard copy, drop off, mail in, scan/email.
 - Send package to everyone on list – only members receive voting items in their pack (two different packages)
 - Fr. Gregory will work on finalizing the membership list.
 - David Short will put together list of required items with assignments and send to Parish Council.
- **Miscellaneous/Other Items**
 - Next meeting is 10/13 – one week early to ensure planning is done.
 - Bryan Edwards will be scheduled for November meeting to review active shooter planning.
 - Alyson Turri asked if we could start doing Parish sanctioned social activities again.
 - Recommendation was to avoid activities that would incur grouping people together indoors.
 - Outdoor activities would be optimal.
 - If we do activities at other venues (Booncroft, Corn Maze, etc.) then meeting their requirements should suffice.
- **Closing Prayer:** Fr. Gregory

Action Items

Action Item	Responsible	Due Date
Outstanding		
• Look into whether or not to run air conditioner/heater during services or filter options.	Facility Committee (Bruce Garber)	Completed
• Request for Bryan Edwards to explain what the plan is with an active shooter – we have it in the emergency plan per David Short. <ul style="list-style-type: none"> • The Emergency Action Plan v1.3.pdf and Parish Safety Team v1.1.pdf documents are attached. • Bryan will attend the November meeting. 	David Short	Completed
• Work with Deanery to determine how to manage voting at the Annual Meeting.	Fr. Gregory	Completed
New		
• Send Dorothy Lane Market menu to Parish Council members for selections with a deadline to return to Erin for ordering.	David Short	09/21/20

• Set up extra computer in the office for use in the fellowship hall.	David Short	09/19/20
• Purchase sound system for Archbishop Paul visit.	David Short	09/21/20
• Spec out additional new laptop to stream in the Sanctuary and circulate information for vote by Parish Council.	David Short	09/24/20
• Check with Archbishop Paul on Q & A session.	Fr. Gregory	09/28/20
• Check into best way to livestream Q & A session in private Facebook page.	Erin Caldwell Heather Weis	09/28/20
• Order packaged snacks for fellowship hour.	Erin Caldwell	09/28/20
• Work with Facility team to remove fountain.	Bruce Garber	09/28/20
• Check with Chris Albee and Janine Elash on interest in the Diocesan Assembly representative.	Ann McLarnan	09/28/20
• Check with Matt Ferdelman and David Cooper on interest in being auditors again.	Bruce Garber	09/28/20
• Continue budget development and circulate to Parish Council for review.	Bruce Garber	10/02/20
• Build package for annual meeting to share with Parish Council for assignments.	David Short	09/28/20
• Work out process for remote voting.	David Short Erin Caldwell	10/02/20
• Finalize membership list.	Fr. Gregory David Short	10/02/20
• Send copies of meeting minutes for year to date to Erin Caldwell to print and have Fr. Gregory and Jim Cunningham sign for the files.	David Short	09/28/20