

Parish Council Planning Meeting
St. Paul the Apostle Orthodox Church
5/21/19

Council Members Present: Heather Weis, Ann McLarnan, Bruce Garber, David Abshear, David Short, Brian Garber, and Kerrie Wiese

Lay Members Present: Mary and Art Schwaninger

Opening Prayer and Call to Order

Bruce led prayer to the Holy Spirit.

Bruce called meeting to order at 6:08 PM.

Approval of April Meeting Minutes

Minutes will need to be signed by Father Ted.

Heather will begin posting minutes on the Parish Council Bulletin Board.

Pascha & Feast Review

Council briefly discusses the services and celebration. The consensus is that everything went well, including the cleanup. Bruce notes that Fr. Ted may have more comments to offer on this topic.

Serving Families with Special Needs

Bruce proposes we consider ways to nurture the families with special needs in our community. He wonders how we can better support these families. Church school is discussed at length; Kerrie notes that we want to include children with special needs, but sometimes need an extra person in the classroom to assist with children who have special needs. David Short points out that we do not have trained professionals for that type of support, so asking the parents of the child (who know how best to respond to that child's unique needs) may be the best route. Heather mentions that we had a similar situation in VCS, and the parent was willing to be present and assist her child in the classroom. Heather also suggested asking the parents with special needs how we can best support them. David Short proposes offering an awareness program as one of our community events to help the church community better understand the children with special needs in our community and how we can nurture these families.

Building Upgrades and Equipment Replacements

Camera Replacement

The Risk Management Committee worked with our alarm service provider to get a quote. The quote was very expensive, so we're going to look at a few other options.

High Water Bill

Weaver plumbing found no leak. Bruce will continue to monitor the situation. Kerrie notes that the water bills have not been that much higher than they have been in the past; the gas bills, however, have been significantly higher. David Abshear reminds Council that there have been several recent baptisms. A discussion regarding hot water in the kitchen behind the altar ensues, but does not resolve the high-water bill issue.

Parking Lot Lights

Bruce reports that this repair has been completed. It was very expensive, ~\$500.

Church School Classroom Access Update

Kerrie reports that teachers have not brought up the subject of classroom damage again, though she has seen unattended children in the classrooms during Liturgy. She will make an announcement next week to remind people that classrooms are closed for the summer; the supplies need to remain in the classrooms, and there should be no food in the classrooms (except the youth room, where the youth group may eat). Mary Schwaninger suggests added locks to the top of the doors; Art Schwaninger suggests hanging notes on the door. Council discusses these options briefly, deciding that educating parishioners about the proper uses of the rooms is the best route, beginning with Kerrie's upcoming announcement.

Facilities Committee Report

Parking Lot Repaving

John has obtained two quotes, but he deemed them too high, so he is going to get at least one more, possibly two more. Brian notes that the Capital Improvement Plan needs to be updated with the actual cost of these repairs; Bruce states that he has not yet done that, but he will.

Review Quotes for Lawn Care Service

Bruce provided the committee with a written comparison of the quotes he received from Buckeye Ecocare and Organic Turf. He states that the companies are comparable in price and service, and notes that he knows people

that have been happy with the service of each company (including himself, David Short, and the Schwaningers). Bruce confirms for council that we will use the company for the remainder of the year, but we will not use the grub control service. Kerrie notes that while the yearly cost will be ~\$625, we will pay less this year (since we are not getting all of the treatments due to the lateness of the season), and that we may be able to get a discount next year if we pay in advance. Heather motions for us to select Buckeye Ecocare as the Lawn Care Service for the parish. David Short seconds, and the motion is passed.

Fr. Ted's Car Windshield Repair

Bruce reports that Father Ted has a crack in his windshield. On his way to Sydney, a rock flew up and cracked the windshield. Fr. Ted will call the insurance company to determine coverage. If the repairs will be covered, he will call Safelight to schedule the repair.

Kitchen Phone

Bruce notes that the kitchen phone is dead, but he does not know the source of the issue. Council determines that we do not need a phone in the kitchen because it is no longer necessary (it is not necessary for the use of the church, and due to the prevalence of cell phones, it is not necessary for safety purposes).

Fellowship Hall Chairs

Bruce states that several of the folding chairs in the fellowship hall have broken and need to be replaced. David Short suggests taking inventory and ordering new chairs as necessary; Bruce agrees and nominates himself for the job.

Cry Room Cabinet Door Locks

Bruce notes that these have been installed, though people have been removing them.

Missions Committee Report

IOCC Trip

David reports that five people are interested in the IOCC trip, so he will set up a meeting with them and select a date. The trip will probably be to Texas or Florida. The IOCC will allow St. Paul's to organize the trip and to allow other churches to join us.

Cookies for St. Vincent de Paul

Bruce begins by stating that the last event was successful and says that we will continue this event. Many council members point out that the suggested next date occurs on the weekend of the Parish Feast Day. Bruce

says he will move the next cookie date to August 30th, and will discuss moving the volunteer day at St.

Vincent's with Matt Jobst.

Risk Committee Report

Fire Department Lock Box

Theresa met with the fire department and validated that the correct key in is the lock box.

Sexual Misconduct Form

Progress Update: No one has looked at the email from David. David Short will resend the email. Everyone needs to open the email, read the content, print the form, and give the form to Fr. Ted.

Active Shooter Training Conference

Progress Update: Because our Parish was the only one to register, the conference originally scheduled for June 8th has been cancelled. David Short has been connected with the Miami Valley Crime Prevention Association and will discuss setting up something in the Fall regarding safety in the Parish. This will be more of an in-house training program, so we will not open it up to other churches.

Subcommittee: Parish Safety Team Update

Chris Alby and David Muller were added to the team. The plan is to have two safety team members on task for each week: one walking the property, the other one will be at the door so that we have two people involved, as per training. We are setting up a rotation for the weekly tasks and will probably publish that in the bulletin. We are continuing other training through the police department and other areas. Brian and David Short just signed up for a community involvement seminar with the police department that will last 8 weeks. The main purpose of the team is to be a set of eyes on the property.

Financial Report

Kerrie reported that April contributions were down, but March was on point. Last year we had a large contribution from someone who came in April, so that may explain the difference. We are re at 30% of operating budget.

Gas Bill

Gas bill seemed to be higher in the last few months. We are \$1600 over budget right now for gas. We need to be mindful of this.

Fr. Ted's Health Insurance

Fr. Ted is going with Medicare, but Kerrie needs to meet with him about his insurance. He will need to go with the Medicare Part B Plan. We will probably be making lower contributions for his insurance. We need to think about budgeting for the future, perhaps keeping it at the same amount for succession planning.

Raises for Church Staff

Bruce inquires as to when we last gave the church staff raises. Kerrie reports that we are on target for staff pay increases and that those increases are factored into the budget. Kerrie notes that Parish Policy states that we should have a committee who decides pay rates, and David Short says we should probably create one to do that.

Automated Counting Software

Kerrie discussed switching the counters from paper systems to an automated counting system, as least in part. Laura Avdakov suggested using church software. Kerrie noted that we shoot to have 2 counters per Sunday on a 4-week rotation, so our goal is to have 8 counters; therefore, we'd need at minimum 4 people trained on the software. However, Kerrie needs to discuss the software with Laura to provide more details.

New Business

Investment Opportunities

Tabled until next meeting.

Treasurer Replacement

Kerrie can only remain in office until the end of the year. We need to find someone to replace her so that the replacement can train during the final months of Kerrie's tenure. Council discussed options, and Bruce will make an announcement in church asking for volunteers.

Vacation Church School

Heather met with Fr. Joseph and Diane Briggs to help them move forward with their VCS program. It looks like they are on track to have a successful program. Heather also took steps to get ready for our own program in 2020, including making a website.

Parish Feast Day

We will have the celebration for the feast day after liturgy on Saturday. Heather will reach out to Chip regarding catering.

Wills, POA, and Estate Planning Workshop

Bruce has scheduled this for June 22nd at 10AM. He would like to have it in the Nave and offer babysitting so both parents can attend. Ideas offered by council:

- Maybe send an email to the youth group or ask them.
- Perhaps other people in the Parish would be willing to serve as sitters or would know who to recommend.
- We would need to be sure that all sitters have background checks.

Auto, Facility & Umbrella Insurance Policy Review

The insurance agent sent over a huge document for us to review, but because it was large and confusing, Bruce requested a pared down version. David Short volunteered to look over the pared down version when it arrives. Bruce noted that he is not sure if all the playground equipment and icons are covered and that we may want to check on that during our review of the policy.

Ceiling Fans in the Fellowship Hall

Mary Schwaninger suggested we put ceiling fans in the Fellowship Hall, noting that it is sometimes very hot in there. The council members discussed this briefly and tabled the suggestion for now.

Closing Prayer: St. Simeon's Prayer

Bruce adjourned the meeting at 7:26 PM.

Action Items

Heather

Post meeting minutes on the Parish Council Bulletin Board.

Bruce

- Update Capital Improvement Plan.

- Take an inventory of the chairs in the fellowship hall and ordering new chairs as necessary.
- Discuss moving the volunteer day at St. Vincent's with Matt Jobst.

David Short

Re-send Sexual Misconduct Email to council members.

Kerrie Wiese

Discuss automated counting software with Laura Avdakov.

All Council Members

Everyone needs to open the sexual misconduct email, read the content, print the form, and give the form to Fr. Ted.