

2020-07-21: July 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:** Oh Heavenly King
- **Consent Decision Items**
 - **Last Meeting Minutes** (attachment [01-2020-06-19 June Meeting Notes-Final](#))
 - **Approval**
 - **Motion:** [Bruce Garber](#)
 - **Second:** [Heather Weis](#)
 - **Passed:** [Unanimous](#)
 - **Financial Overview** (Bruce Garber)
 - **Motion:** [Heather Weis](#)
 - **Second:** [Alyson Turri](#)
 - **Passed:** [Unanimous](#)
 - [Income up \\$7,500 over pledged and financials are doing well.](#)
 - [David Short asked about charitable donations to families in need?](#)
 - [Bruce Garber said two families for \\$1,600 – and \\$1,600 for FOCUS and a monastery.](#)
 - [Have not heard of anyone new in need in the parish.](#)
 - [Fr. Gregory said we did give to a couple of families in need.](#)
 - [Fr. Gregory asked how much is in the account so we know how much to give going forward.](#)
 - [Bruce Garber said he will clarify when back in town on Monday.](#)
 - [David Short asked for a month by month what we have given to members in the parish so surplus could go to charities.](#)
 - [David Avdakov said that Quicken has an issue that prevents a current report. Laura is looking into it.](#)
- **Outstanding Action Items** (see below)
- **Miscellaneous/Other Items**
 - **Need to review SSN required for the Ameritrade account. (David Avdakov)**
 - [Officers have been presented to Ameritrade.](#)
 - [Only people able to trade are President and Vice President.](#)
 - [Treasurer needs to provide their SSN.](#)
 - [As officers change, Ameritrade will need to be updated with meeting minutes when officers were elected.](#)
 - [Bruce will provide his SSN.](#)
 - [David Avdakov will provide the Ameritrade contact to Bruce.](#)

- **Discuss Parish Reopening Plan**
 - Review progress to date
 - Currently authorized for 45 people (5 celebrants and 40 participants).
 - This past Sunday we had 25 of 40 show up for liturgy.
 - David Short suggested a separate sheet for Sunday for standby members who are not in the 40 cohort.
 - Extra people can sign up in case some cancel.
 - Heather Weis asked if people call to say they will not be there.
 - David Short said some call other families and exchange. There has been a combination of no show and others who call and coordinate.
 - The following process will be coordinated with Erin.
 - We will start sending a weekly reminder on Monday to the people that are scheduled for the following Sunday. The reminder will go out by email to the group of that week and by postal mail to anyone in that group that is not set up for electronic communications. The reminder will include a link to the master list.
 - The communication will remind people to try to get replacements if they cannot attend and/or let Erin know by Friday during her office hours that there will be open slots.
 - Erin will then communicate to the Parish via Facebook and Email the number of openings and start collecting names as they come in to fill those slots. People without electronic access can call the office on Friday to ask about open slots and have their name added to the list.
 - David Short will coordinate this with Erin
 - Fr. Gregory asked, what do we do with those visiting from out of town?
 - Alyson Turri asked if we know if they were no show or did not put on calendar – oversight
 - David Avdakov asked if we could have the schedule always available to view.
 - David Short said once every six weeks it will be redone/republished.
 - David Short suggested that it would be good to resend it once a week.
 - Alison Turri said perhaps an email distribution list for each cohort.
 - Need to publish on a regular basis. David Short to follow up with Erin to send out weekly reminder for their week.
 - Additional discussion items
 - Ann McLarnan asked about the HVAC and asked if it should be off during the liturgies.
 - David Short asked about having the HVAC, Fans, and Windows open all at once. Heather Weis said it is too much to have all open. Alyson Turri said the opposite should be the case.
 - Final resolution was to have the thermostat program to cool the sanctuary prior to the liturgy, then shut down during the liturgy. We will then open the windows and turn on the ceiling fans to circulate outdoor air into the sanctuary. Jim Cunningham will also review the fan in the altar to help with cooling the clergy.
- **Additional items**
 - Bruce Garber talked about the Spectrum upgrade with concerns about ATT releasing phone number to Spectrum – also no Spectrum invoices for work yet – Fr. Gregory said that Victor Weis said to have Spectrum up for 24 hours before leaving ATT.
 - Two robes and sashes for Altar Boys are in process. No status at this time.
 - Erin would like a copy of the minutes.
 - Proposed meeting at church next month. Everyone agreed that we can meet outdoors with proper social distancing.
- **Fr. Gregory Closed:** Prayer to the Theotokos

Action Items

Action Item	Responsible	Due Date
Outstanding		
<ul style="list-style-type: none"> Ask Archbishop Paul where do we go with accommodation on the church size when we can only have 40 people? How do we get beyond that? <ul style="list-style-type: none"> As long as social distancing is in place, 40 is the maximum for the sanctuary. We could consider adding the Fellowship Hall as an expanded space. 	Fr. Gregory	Completed
New		
<ul style="list-style-type: none"> Review financials related to charitable giving and COVID-19 response in order to determine any surplus to give to charity. 	Bruce Garber	07/28/20
<ul style="list-style-type: none"> David Avdakov will provide the Ameritrade contact to Bruce. 	David Avdakov	07/28/20
<ul style="list-style-type: none"> Bruce Garber will provide his SSN to Ameritrade 	Bruce Garber	07/31/20
<ul style="list-style-type: none"> Work with Erin to create Sunday standby process. 	David Short	07/24/20
<ul style="list-style-type: none"> Check on fan for clergy. 	Jim Cunningham	07/26/20
<ul style="list-style-type: none"> Update Safety Team to open windows and turn on fans. 	David Short	07/24/20

On Hold until after COVID-19 dealt with		
<ul style="list-style-type: none"> Check with Joe Kormos on possibility of doing a Parish Planning Workshop this fall, including cost, timing, and preparation. <ul style="list-style-type: none"> Email sent/received on 02/08. David Short awaiting response 	David Short	On Hold
<ul style="list-style-type: none"> Parish Council representatives on the committees will work with their committees to set up a charter. <ul style="list-style-type: none"> Education, Social, and Risk Management Charters completed 	All	In Process
<ul style="list-style-type: none"> Review possibilities for having an additional legal discussion for parishioners. 	David Avdakov	On Hold
<ul style="list-style-type: none"> Review Bylaws and update Policies and Procedures to accommodate having Parish Council candidates share about themselves after liturgy. <ul style="list-style-type: none"> This is not in the Bylaws or the Policies and Procedures. Recommended change: <p>1.3.2 Parish Council Membership (11/13/2016, revised 3/31/2020)</p> Parish Council eligibility and term requirements are as outlined in the Parish Bylaws. It is recommended that candidates for election to the Parish Council be introduced to the Parish prior to the annual meeting and be given the opportunity to share why they are interested in being a member of the Parish Council. 	David Short	In Process
<ul style="list-style-type: none"> Work with Betty Gould to secure materials for Dayton Performing Arts and present during fellowship hour. 	David Avdakov	On Hold
<ul style="list-style-type: none"> Burn a week's services onto a DVD. 	David Short	In Process