

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

Agenda/Notes

Opening Prayer: O Heavenly King

Approval of Last Meeting Minutes

- Discussion
 - Dave Avdakov remarked on alcohol on event – what is our insurance coverage? There is an application and procedure for church sponsored event as opposed to weddings etc. We researched with insurance carrier.
- Motion: Dave Avdakov
- Second: Bruce Garber

Financial Report Review and Approval

- Discussion
 - Send to David Short and will send out in one single package – each meeting approves what is different than before
- Motion: Heather Weis
- Second: Allyson Turri

Ministries and Committee Reports (**Bold** is lead and *Italic* is Parish Council representative)

- **General Discussion** (from planning session)
 - Not sure what committees exist and who is in them.
 - David Short agreed to pull this material from the Policies and Procedures and to send it to the Parish Council for review.
 - The review will be for relevance, roles, and participation.
 - Everyone agreed that it would be good to have committees do a Charter.
 - David Short will send the Risk Management Committee Charter as a sample and at template for each committee to use.
 - Parish Council representatives on the committees will work with their committees to set up a charter.
- **Administration** - Erin Caldwell, Ann McLarnan, Janine Elash
 - We will leave description and added Ann McLarnan for website management. Janine Elash is Librarian – includes secretarial, publicity, history, bulletin, directory, bookstore, – want to flesh out what each of these roles mean. Proposed how the historian role will be carried out – it is called out in the policies/procedures. Mention to modify policies and procedures
- **Education** - Laura Short, *Alyson Turri*, **Kerrie Wiese**, Dn. David, Heather Weis
 - See discussion from annual planning meeting notes.
 - Include adult education as part of the learning cycle.
 - Focus on Orthodox focused training.

- Includes sub-committees for Children, Youth, Adult, and Curriculum
- **Facility** - Dominic Barone, **John Brausch**, *Bruce Garber*
 - Will ask to update in policies and procedures
- **Finance and Stewardship** - ???
 - Is this a committee or a function of the treasurer? Confirmed treasurer – not going to have a committee.
- **Fellowship Hour** - Dave Fenner and Watsons
 - Meal trains should be part of administrative – works better as Erin knows who needs this first
- **Liturgics and Music** - *Fr. Gregory*, Miho Ealy, Chip Pritchard
 - Is this a committee or a role for each? Policy not clear. Not a committee – decided.
- **Missions and Outreach** - **David Short**, Rich Helferich, Maria Brausch, Matthew Jobst
 - This includes the greeters group – St. Vincent – add. David Short has a template charter for committees and ask that they fill this out to help with organization – this will help discern if it fits into the charter.
- **Risk Management** - Bryan Edwards, Diane Helferich, *David Short*, **Jeff Wiese**
 - Jeff is stepping down as pres. – Bryan new
- **Social** - Erin Caldwell, Alyson Turri, Heather Weis
 - Add Miho to committee – will ask her
 - This committee will meet to determine the chair and the Parish Council representative.
- **Youth** - Greg Coons, **Mary Kay Smith**, Shane Smith
 - Do we continue committee? Comment to add as a sub-committee under education.

Outstanding Action Items

- (see below)

Unfinished Business

- None

New Business

- **Moving pew in front right row to accommodate choir (Bruce Garber)**
 - David Short reviewed space with John Brausch and determined that the only way that we could do this would be to put a pew in storage.
 - Having choir there is a security issue with the door – they will move to the left. Moving pew for mid-week only not viable. We need all pews – discussion on need for all seating. Continue to be addressed and discussed.
 - David Short reviewed with Fr. Gregory and thought that as long as the choir and Dn. David work together with movement, everything should work as it is.
 - Dn. David said he is fine with movement.
- **Fr. Vladimir Klimzo and Matushka Olga (Nick McLarnan's in-laws) request to present their work in Russia to the Parish (Ann McLarnan)**
 - Refer to attached email.
 - Will be visiting the states – want to tell parish about what they do – consensus is yes – Ann McLarnan will work with Fr. Gregory on details – planned for during fellowship hour.
- **Vacation Church School (Heather Weis)**
 - Review dates for program.
 - Heather and Erin will work with Fr. Gregory on a good date and make firm.
- **Proposal for upgrading internet (Victor Weis)**
 - May be handled by Facility Committee
 - Victor working on proposal
- **Develop Goals for the year**
 - Revisit Education of the Parish (Alyson)

- Defer this as a Parish Council discussion to the next meeting so that the committee can get started.
- Include committee input.
- Future agenda – high priority goals for the next year - ask that committees look over their missions before the next meeting and bring in new ideas. David Short will send out information to help them with their discernment.
- Fr. Gregory – asked that there be quiet during the lead up to the liturgy – especially in the narthex – also people coming to church 10 minutes before communion – no last minute taking of communion. Decided that no sign to remind – but education and reminders.
 - Fr. Gregory will address these items.
 - David Short will work with the Parish Safety Team and the Greeters to move conversations out of the narthex, if possible.
 - Ann will remind the choir to enter the sanctuary more quietly.

Announcements

- 01/25 - St. Macrina Course starts
- 02/01 - Professor Peter Bouteneff presentation
- 02/14 - Valentines Ballroom Dancing

Adjournment: St. Simeon's Prayer

Action Items

Action Item	Responsible	Due Date
Outstanding		
<ul style="list-style-type: none"> ● Contact his insurance person to add dental and vision insurance to his plan. <ul style="list-style-type: none"> ● Will be adding the first of March. 	Fr. Gregory Ealy	Completed
<ul style="list-style-type: none"> ● Put David Short in contact with the Project Mexico coordinator. <ul style="list-style-type: none"> ● PUTTING IN BULLETIN 	Fr. Gregory Ealy	Completed
<ul style="list-style-type: none"> ● Email the person responsible for updating the OCA site and look into information about Fr. Mark Hodges. <ul style="list-style-type: none"> ● CONTACTED OCA RE WEBSITE ● FR MARK IS ATTACHED TO OUR ALTAR 	Fr. Gregory Ealy	Completed
<ul style="list-style-type: none"> ● Review the current pew card and make any necessary changes. ● Then print, laminate, and place in pews. 	Fr. Gregory Ealy Erin Caldwell	Completed
<ul style="list-style-type: none"> ● Inform Prof. Peter Bouteneff of the \$600 agreement. 	Fr. Gregory Ealy	Completed
<ul style="list-style-type: none"> ● Kerrie will amend the budget after she hears from Fr. Gregory regarding the new insurance policies. <ul style="list-style-type: none"> ● COMMENT THAT WE DO NOT NEED TO MODIFY AT THIS TIME 	Kerry Wiese Bruce Garber	Completed
<ul style="list-style-type: none"> ● Erin will put an announcement in the bulletin about the following items: <ul style="list-style-type: none"> ● The Darkness to Light Program – encouraging people to join and to be substitutes for church school. ● St. Mary’s Choir cd’s. 	Erin Caldwell	Completed
<ul style="list-style-type: none"> ● Organize the food after the Bouteneff event. 	Erin Caldwell	Completed

Action Item	Responsible	Due Date
<ul style="list-style-type: none"> Erin will email Prof. Bouteneff to get a description for the event and advertise it, including inviting the Greek church and other churches in the area. 	Erin Caldwell	Completed
<ul style="list-style-type: none"> Check in with Alyson and Kerrie regarding the church school issues and put together a plan to address their needs. 	Ann McLarnan	Completed
<ul style="list-style-type: none"> Get a background check for Miho. 	Ann McLarnan	Completed
<ul style="list-style-type: none"> Review the pledge list and contact those individuals who have not yet submitted a pledge and make a reminder announcement on Sunday. 	Bruce Garber	Completed
<ul style="list-style-type: none"> Talk to David Avdakov to get access to the online accounts for the CDs. <ul style="list-style-type: none"> NOT NEEDED – PAPER ACCEPTABLE 	Bruce Garber David Avdakov	Completed
<ul style="list-style-type: none"> Contact the First Aid group and ask what type of space they will need to ensure we set up in the appropriate room. 	Bruce Garber	Completed
<ul style="list-style-type: none"> Talk to David Avdakov to get access to the online accounts for the CDs. <ul style="list-style-type: none"> SEE NEW ACTION ITEM 	Heather Weis David Avdakov	Complete
<ul style="list-style-type: none"> Coordinate catering for the Planning Meeting. 	David Short	Completed
New		
<ul style="list-style-type: none"> Complete CD form for President and Vice President to be on the account. 800-766-2000 Broker: Nathan Gay 	David Short Heather Weis David Avdakov	Completed
<ul style="list-style-type: none"> Review frequency of Social events and coordinate with Fr. Gregory. 	Alyson Turri	02/18/20
<ul style="list-style-type: none"> Consider having a supply of materials available in the fellowship hall and in the cry room for coloring and drawing. This will be passed on to the Education Committee for review and implementation. 	Alyson Turri	02/18/20
<ul style="list-style-type: none"> Refine email usage and labeling of emails in order to better use as a tool for the Parish Council. 	David Short	Completed (Refer to notes above)
<ul style="list-style-type: none"> Provide description of Parish Council meeting format. 	David Short	02/07/20
<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. 	David Short	02/18/20
<ul style="list-style-type: none"> Prepare bulletin notification for Sunday announcements. 	David Short Fr. Gregory Erin Caldwell	02/04/20
<ul style="list-style-type: none"> Pull committee material from the Policies and Procedures and to send it to the Parish Council for review. The review will be for relevance, roles, and participation. 	David Short	02/04/20
<ul style="list-style-type: none"> Send the Risk Management Committee Charter as a sample and a template for each committee to use. 	David Short	02/04/20
<ul style="list-style-type: none"> Parish Council representatives on the committees will work with their committees to set up a charter. 	All	02/18/20
<ul style="list-style-type: none"> We will put planning on our agenda for February, please come prepared with ideas of what we should be focusing on for the year. 	All	02/18/20

Action Item	Responsible	Due Date
<ul style="list-style-type: none"> Contact Joe Kormos for additional information on doing a Parish Planning Event. 	David Short	02/18/20
<ul style="list-style-type: none"> Remind the Parish Safety Team and the Greeters to move conversations out of the narthex, if possible. 	David Short	02/04/20
<ul style="list-style-type: none"> Remind the choir to enter the sanctuary more quietly. 	Ann McLarnan	02/04/20