

2018 Annual Meeting Minutes

January 28, 2018

I. Opening Prayers (O Heavenly King)

II. Determine Quorum

III. Review and Approve 2017 Meeting Minutes

1. Minutes approved

IV. Opening thoughts (Parish Warden, Anastasia Ellis)

Q: What is it that keeps young adult Orthodox in the church?

A: **Opportunity** to contribute and to serve within the church

community and **love** for one another in the parish.

– expressed above all in putting the Church above all else in one's life.

–good to bear in mind as we review '17 and look forward to '18.

V. Reports

1. Treasurer's report (Karl Rusnak)

1. Financial report

1. Anonymous gift, monthly donations totalling 21k in '17, has been a lifesaver, keeping the church in the black.

2. Accounts payable good news: in January '17 the church owed \$9420 to itself; this debt was completely paid down throughout '17 (cf. "Loan Repayment BLD Fund" line item), leaving a \$0 balance.

3. Offerings totaled 78k vs 108k planned:

Q: Why such a gap between actual and planned offerings?

A: The 108k figure is a notional figure; it is basically a

placeholder derived from budgeted disbursements.

2. Building fund report

1. Karl discussed the building fund credit union account and finances. (See attachment.)

2. Karl working with Diocese of the South to have parish's tithe's to the diocese credited to our loan payment.

Q: 5-year plan for diocese to phase out tithe credits?

A: Now a 6-year plan:

1. 100% tithe credit for first two years;
 2. 66% credit for the next two years;
 3. 33% credit for the final two years.
 3. Community assistance report
 1. Karl praised the generosity of the parish, which gave \$4,635 throughout the year for people in need.
 4. Charitable contribution report ("pass-throughs")
 1. Monies donated for discrete purposes, which the parish collects and writes a check.
 5. Total monies raised through fundraisers and donated in support of various appeals: a healthy 23k.
 6. Motion to approve Annual Financial Report.
 1. Motion approved.
2. 2018 Budget Plan (see attachments)
 1. Church operations '18 foreseen to be about 9k lower than in '17: 50k in '17, 41k in '18
 1. All attributable to the internal loan repayment.
Q: In 7 years what will the parish's mortgage be?
A: Because our loan is a 5-year balloon we can't know this yet.
Q: Why was the phone expenditure in '17 so high?
A: Father John had to replace his phone.
Q: Shouldn't we increase "BLD Repair & Maintenance" from \$1,000?
A: Discussion revolved around snow removal (Fr paid \$700 to remove recent snow though will be half that amount going forward) led to proposed increase to \$3,000: Approved.
Q (Karl): Raise our monthly Managed Debt Payment from \$1,470/mo. to \$2,000?
A: Approved.
 6. Motion to approve 2018 Budget Plan.
 1. Motion approved.
3. Auditing Committee report (David Drillock)
 1. David gave a brief report.
 1. Requires volunteer(s) to take over the role that the late Ray Rusnak and the now homebound Ruth Cornwell recently fulfilled assisting Karl to count cash offerings after each service.

4. Pastor's Report (Fr. John)

1. Parish

1. Father John offered warm thanks to:

1. Karl for his efforts as Treasurer during a demanding year;
2. Anastasia for her myriad and timely efforts on the parish council, as a choir leader, and all over;
3. Lolita Tyrpak, Takrim Labib, Natalie Bradford, and Susanna Carlson for their weekly cleaning;
4. Susanna and Kris Carlson for supplying the play area with furniture and supplies;
5. Jack Damon for building a new temporary altar quickly and on short notice;
6. Roy Martin for his ongoing help with the kiots and iconostasis;
7. Kevin Combes and James Beecham for being sacristans; and
8. James for his regular landscaping labors.

2. Father needs help in the coming year with event planning.

3. The parish has about the same number of souls as before the move from E Bayview: We can only do what we can to be welcoming to visitors and then to rely on God and His will for growth.

2. Diocese

1. Bishop Alexander visited – first episcopal visit in twenty years – and declared himself pleased with Dormition's situation.
2. Diocese is stable; the diocesan Treasurer situation is now stable.

3. OCF

1. Orthodoxy on Tap, a regular outing to area brewpubs, is well attended; next one is at Pleasure House Brewing in Virginia Beach.
2. Father will not be participating in this year's Lenten Alaska trip.

4. Father encourages parishioners proactively to participate and offer suggestions.

5. Building report (Fr. John, et al.)

1. Beautification

1. Kiots: Roy Martin has wood on hand (that he is allowing to season) for the kiots, which we hope to have completed by Pascha.
2. Iconostasis: Elizabeth Randall is designing cutouts for the iconostasis which we, with Roy's guidance, will also contract, hopefully by year's end.
3. Altar: Father will likely solicit a design from Andrew Gould.

2. Sunday of Orthodoxy

1. We require lighting for our street sign.
2. In order to accommodate our guests, Father suggests parking on the back

street (Lesner Ave), or at most in the rear of the parking lot.

3. Reminds us to be friendly and warm: to offer **philoxenia**, i.e. our best possible welcome, to our guests.

6. Choir Report (David Drillock)

1. Praised choir members for their efforts throughout the year at Dormition and also for their Sunday of Orthodoxy contribution at St Demetrios in Williamsburg and their participation the patronal feast of St Nicholas church in Virginia Beach.
2. 13 regular singers
3. Rehearsals generally after coffee hour, though David would like to have more regularly scheduled rehearsals.

VI. Church Groups/Ministry

1. Religious education reports

1. Adult education (Fr. John)

1. Father live-streamed and archived on Facebook book-group discussions.
2. Plans Lenten reading group; Fall and Winter too.

2. Church School (Anastasia)

1. Having 30 children in the parish strongly recommends that we have three classrooms corresponding roughly to high, middle and elementary school.
2. Thanks Anna Damon and Matushka Sunny for their contribution.
3. Solicits help from other parishioners to help teach the children.

2. Outreach (Fr. John)

1. Support a Seminarian → \$500 to help a seminarian reduce his debt.
2. Children to help Tom and Elizabeth Manual raise money for their mission efforts in Guatemala.
3. Parish continues to support the St Nicholas Uganda Children's Fund.

VII. Fundraisers (Fr John and Anastasia)

1. Bake Sale: dates set, including moving Fall sale from November into October to take advantage of likely better weather.
 1. Spring - May 19, 9 to 1.
 2. Fall - Oct 20, 9 to 1.
2. Cookie Walk
 1. A success in its inaugural year, so to repeat on
 2. Dec 15, 10 to 12.

VIII. New Business:

1. New Parish Directory Rollout (Anastasia)

1. Thank you to Susanna for managing the directory to this point.
2. Thank you to Anna Damon for taking it over
 1. new directory online and via phone app: instantchuchdirectory.com
 2. Printed directory still available as password-protected printable pdf.
2. Automatic debit feature (Karl)
 1. Easy for parishioners
 2. Facilitate's regular giving, allowing parish to budget more accurately
 3. Bank charges \$10/mo + \$1.75 per transaction, so unless this becomes fairly well used we won't necessarily continue with it.
 4. Sign up by 1) filling out form provided by Karl, and 2) attaching a voided check; 3) giving to Karl.

IX. Elections:

1. Parish Council
 1. Only Anastasia due for reelection.
 2. Motion to reelect Anastasia: Approved.
2. Auditing Committee
 1. Nominations for auditing committed (once or twice yearly responsibility)
 1. David Drillock
 2. Meg Walsh
 3. Kevin Combes
 2. Approved.
3. Parish Delegate (to All-American Council in St Louis.)
 1. Would vote on Council matters; must pay one's own way.
 2. Anastasia nominated (will be attending anyway).
 1. Approved.

X. Closing Prayer/Adjournment (It is Truly Meet)

**DORMITION OF THE THEOTOKOS ORTHODOX CHURCH
FINANCIAL REPORT**

UNRESTRICTED FUNDS

Opening Balance 1/1/17	6080.32
Total Receipts	113452.72
Total Disbursements	112085.06
Reconciliation Adjustment	20.31
Closing Balance, 12/31/17	7468.29

Receipts

	Actual	Planned EOY
Offerings Cash	78144.81	107783.00
Candles	2582.31	2300.00
Misc/Other	2458.00	710.00
Stock Proceeds	9267.60	0.00
Anonymous Gifts	21000.00	0.00
Total Receipts	113452.72	110793.00

OTHER ASSETS

Building Fund NFCU	12025.68
Sunday School NFCU	1225.71
Restricted Funds- Icons	2973.08
Building Funds DOS	125.47
	16349.94

ACCOUNTS PAYABLE

Loan from Building Savings	
Opening Balance 1/1/17	9420.00
Payments	9420.00
Closing Balance, 12/31/17	0.00

Disbursements

	Actual	Planned EOY
Church Operations		
Bayview Expenses	2813.30	2505.00
Managed Debt	6499.84	6561.00
Loan Repayment BLD Fund	9420.00	9420.00
Utilities Gas Sheppard	1268.82	1000.00
Utilities - Electric Sheppard	2018.92	1500.00
HRUBS Sheppard Ave	1998.43	1680.00
Telephone	1470.48	1271.00
Internet/ Security	1296.71	1320.00
Insurance Sheppard	3121.50	2050.00
Cleaning and Janitorial	0.00	1800.00
Church Supplies	2894.47	2300.00
Checks Bank Fees	47.50	50.00
Honoraria	1000.00	1000.00
Books	311.10	350.00
Travel	1863.27	2500.00
Web/Printing/Office supplies	164.19	500.00
Church School	60.95	500.00
OCF	163.56	200.00
Continuing Education	0.00	200.00
Community Assistance	419.57	300.00
Parish Outing/Picnic	95.40	400.00
Tithes - DOS	11098.66	11079.00
Miscellaneous		
BLD Repair and Maintenance	662.50	0.00
Legal and Corporate	275.00	0.00
Laptop repair	497.50	0.00
Hospitality	321.67	0.00
Other	236.52	200.00
Total Church Operations	50019.86	48686.00
Priest Salary/Housing/Pension		
Salary	40584.00	40584.00
Priest Housing	13896.00	13896.00
Priest Pension	7585.20	7627.00
Total Salary/Housing/Pension	62065.20	62107.00
Total Disbursements	112085.06	110793.00

Mortgage	
SouthernBank	
Opening Balance 1/1/	148887.42
Payments	10962.72
Interest	5923.14
Closing Balance 12/31/	143847.84

Building Fund	
Diocese of the South	
Opening Balance 1/1/17	67063.94
Receipts	
Donations	6734.50
Spring Bake Sale	1085.50
Interest	920.95
Disbursements CSI	(109292.91)
Borrowed from DOS	33613.49
Closing Balance 12/31/17	125.47

Building Fund Report	
Navy Federal Credit Union	
Opening Balance 1/1/17	15361.75
Receipts	
Transferer Unrestricted Funds	9420.00
Sale of wood	500.00
Donations for Furnishings	2625.00
Donations for Signs	1500.00
Transfer from Restricted	1491.76
Interest	22.77
Total Deposits	15559.53
Disbursements	
Bld expenses	2723.09
Exterior Cross	1550.00
Church Furnishings	7189.89
Exterior Signs	1313.95
Woodworking Equipment	6118.67
Total Disbursements	18895.60
Closing Balance 12/31/17	12025.68

Church Friendly Loans	
Opening Balance 1/1/17	52579.35
Additional Loans	20000.00
Interest	3023.41
Closing Balance 12/31/17	75602.76

Loans Payble to Diocese of the South	
Opening Balance 1/1/17	151735.73
CSI payments	66522.03
CFL interest	1176.56
Bank Loan Interest	5923.14
MDP Loan Payments from u:	(6499.84)
Closing Balance 12/31/17	218,857.62

Community Assistance Report		
Opening Balance 1/1/17		0.00
Donations	4695.34	
Disbursements	5114.91	
Transfer from Unrestricted Funds	419.57	
Closing Balance 12/31/17		0.00

Parish Fund Raisers	
Spring Bake Sale	1085.50
Fall Bake Sale	1883.25
Cookie Walk	715.00
Total	3683.75

Charitable Collections Report		
Opening Balance 1/1/17		0.00
Receipts		
St Nicholas Ugandan Childrens Fund	786.00	
St Vladimirs Seminarian Support	500.00	
Orthodox Clergy Brotherhood	99.00	
Disbursements		
St Nicholas Ugandan Childrens Fund	(786.00)	
St Vladimirs Seminarian Support	(500.00)	
Orthodox Clergy Brotherhood	(99.00)	
Closing Balance 12/31/17		0.00

Icon Fund	
Opening Balance 1/1/17	0.00
Donations	2452.00
Fall Bake Sale	1882.25
Cookie walk	715.00
Tregubov Icons	(1240.00)
Reliquary	(122.83)
Interest	1.66
Closing Balance	3688.08

Sunday School Fund Report	
Opening Balance 1/1/17	1417.21
Disbursements	195.00
Interest	3.50
Closing Balance 12/31/17	1225.71

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SPENDING PLAN 2018

Receipts

	Planned 2018
Offerings Cash	106846.00
Candles	2600.00
Misc/Other	2500.00
Total Receipts	111946.00

Disbursements

Church Operations

	Planned 2018
Managed Debt Payment (MDP)	12805.00
Tithes - DOS	11195.00
Utilities Gas Sheppard	1500.00
Utilities - Electric Sheppard	2000.00
HRUBS Sheppard Ave	2100.00
Telephone	1224.00
Internet/ Security	1683.00
Insurance Sheppard	4126.00
Church Supplies	2300.00
Checks Bank Fees	50.00
Honoraria	1000.00
Books	350.00
Travel	2500.00
Web/Printing/Office supplies	200.00
Church School	250.00
OCF	200.00
Continuing Education	150.00
Community Assistance	300.00
Parish Outing/Picnic	300.00
Miscellaneous	
BLD Repair and Maintenance	3000.00
Legal and Corporate	275.00
Hospitality	1200.00
Other	200.00

Total Church Operations

48908.00

Priest Salary/Housing/Pension

Salary	41400.00
Priest Housing	13896.00
Priest Pension	7742.00

Total Salary/Housing/Pension

63038.00

Total Disbursements

111946.00