
**Saint Anne Orthodox Church
560 Oak Ridge Turnpike
Oak Ridge, TN 37830-7164**

**Parish Council Meeting Minutes
January 17, 2016**

Present:	Fr. Stephen Freeman, Rector	Lynne Attaway
	Marc Lambo	Adam Davis
	John Dolynchuk	David Heise
	Beth Freeman (Clerk)	
Absent:	Marcus Richey	Adrienne Pyle

A quorum being present, the Parish Council meeting commenced at 12:45 p.m. with prayer.

Minutes

The minutes of the December 20, 2015 meeting were approved as amended.

Treasurer's Report

The January Parish Council meeting covers the December financial report and the year-end budget report of 2015. David Heise reported that \$20,000 in fraudulent checks were cashed against the church account and have now been refunded. The line items in the financial report do not show this activity, because there is no category in the church budget for this. However, to avoid further such activity, at the request of Parish Council, he has opened new accounts. The old money market account is closed and a new one opened. A new checking account has been set up, which he hopes to have in use by March. The 2015 Outreach Fund disbursement which was approved by Parish Council will be made in March, when the new checking account is in use.

The year-end financial report shows a surplus of \$8,050.90 for the year. The original conservative budget forecast was for a deficit of \$2,607.74, so the close of year net ordinary income was \$10,658.64 over budget.

The End of Year Budget Proposal is attached as a separate document. The following items were motioned and approved as amended at the council meeting on January 17, 2016:

- 1) Clergy Bonus
- 2) Annual Bonus Consideration Write-up
- 3) Clergy Compensation Increase

Other items, beginning at 'Inactivating Certain Accounting Line Items' remained to be voted on and were approved later by email vote.

The Treasurer's Report was approved.

Rector's Report

Fr. Stephen reported that Fr. Daniel Talley will fill in for Fr. Stephen on the first Sunday in February (Feb. 7), when he is in California. He also has plans to be away on the 5th Sunday of Lent (April 17). Because he will be away on Feb. 7 and he will not be traveling to the annual diocesan clergy conference (2016), that trip will not need to be accounted for in the budget. Fr. Stephen is encouraged by the new families who are moving in, and thankful for all the blessings of the past year. He noted that he finished construction and installation of the new Pannikhida Memorials table for the nave. He has found a very reasonably priced source for a very fine, white sand for the candle stands. He will be arranging for a custom design for our newsletters from Constant Contact, for a small charge.

Old Business

Some action items for December remain to be done: see below.

Building facilities work group

Fr. Stephen has asked Ted Karas, and he has agreed, to chair the work group for expanding our building facilities. The draft charter for this working group will be shared with him for editing.

Budget committee query re: visiting clergy

Fr. Stephen clarified for the budget committee that the stipend for clergy serving for Fr. Stephen for a Divine Liturgy should be \$250, and for a weekend with two Divine Liturgies (as in Lent), \$350.

St. Brendan's Festival

The proceeds from the festival can be designated to a fund or to a charity. Adam Davis will provide copy for a notice in the newsletter about an information meeting for those interested in volunteering help for the event.

Serving opportunities

Workshops will be scheduled to train volunteers: Readers, Bell-ringers, Candles and Lamps

Google "Church Calendar"

The existing Google "Church Calendar" can be added to members' personal calendars. This possibility, with instructions, should be noted in the newsletter.

Mailbox key

Marc Lambo reported that there are 3 keys for the church mailbox. Two of these are in the possession of Marc Lambo and Fr. Stephen. The third key is the one which was lost when the large church hall key holder was lost. These keys are a special mail security set, and 'replacement keys' cannot be made. An entirely new set could be purchased, however. It would require a \$30 fee to have a locksmith change the lock and make another set of three keys for us. Council agreed that we will leave the situation as it is for the present.

2012 and 2013 Audit Reports

The 2012 and 2013 Audit Reports, with recommendations, are completed and will be mailed to the Parish Council by Marc Lambo.

Diocesan mortgage/banking/saving program

Marc found a document from the diocese which outlines some of the same points that are expressed in the letter to the diocese drafted by John Dolynchuk about the Diocesan Mortgage Payment Program. He will bring that document for Parish Council to review.

2016 Annual Meeting

The Annual Meeting of 2016 is scheduled for February 21, 2016. Three new Council members are to be elected.

New Business

Church services calendar

Fr. Stephen will prepare a planning calendar of the services for the coming year.

The meeting adjourned at 1:50 p.m. with prayer.

Respectfully submitted,

Mat. Beth Freeman, Clerk

Action Item List:

- Fr. Stephen will contact the local bank after the beginning of the new year, to request copies of the St. Anne Mortgage Loan documents.
- Fr. Stephen will procure a couple of outdoor benches.
- Adam will provide copy for a notice in the newsletter about an information meeting for those interested in volunteering help for the St. Brendan's festival.
- Workshops will be scheduled to train volunteers: Readers, Bell-ringers, Candles and Lamps: Lynne, Marc, Fr. Stephen, Ryan
- The existing Google "Church Calendar" can be added to members' personal calendars. This possibility, with instructions, should be noted in the newsletter.
- The 2012 and 2013 Audit Reports, with recommendations, are completed and will be mailed to the Parish Council by Marc Lambo.
- The draft charter for the church building working group will be shared with Ted Karas for editing
- Marc Lambo will bring in a diocesan banking document for Parish Council to review
- Fr. Stephen will prepare a planning calendar of the services for the coming year.