

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

**Parish Council Meeting Minutes
March 21, 2010**

Present:	Marc Lambo	Lawrence Segrest
	Ted Karas	Iulian Apostoaei
	Jeff Romanczuk	Beth Freeman (Secretary)
	Nancy Caldwell	
Absent	Fr. Stephen Freeman, Rector	Ed Stickle

A quorum being present, the Parish Council meeting commenced at 11:50 p.m. with singing “O Heavenly King.”

Fr. Stephen was unable to be present due to illness.

The minutes of the February 2010 Parish Council Meeting were distributed. It was moved and seconded that the minutes be approved. The motion carried.

Treasurer’s Report

The reports for February 2010 were distributed:

- Income and Expenses – Actual vs. Budget for Selected Accounts, 2/1/10 – 2/28/10
- Income and Expenses – Actual vs. Budget for Selected Accounts, 1/1/10 – 2/28/10
- 2010 Projected Budget –with higher loan payment (revised.3/15/2010)
- Balance Sheet – Actual for Selected Accounts as of 2/28/10

In the absence of Ed Stickle, Lawrence Segrest presented the Treasurer’s Report. In February, St. Anne’s had more income than budgeted (\$1,626.13). There were fewer expenses than budgeted (\$393.16 less than expected). The February pledge income was higher, and made up for some of the unexpected January income shortfall. For the year-to-date, income in February was \$1,406.04 less than budgeted.

It was moved and seconded to accept the Treasurer’s Report. The motion carried.

Rector’s Report

The Rector’s Report was unavailable due to Fr. Stephen’s unanticipated illness.

Old Business

Doors

Ted Karas had received a quote on entry doors from a local woodworker, and the draft drawing of doors was available for Council to review. The quote for \$4800.00 included design, construction, finish, delivery and installation. He would require 50% of the total cost in advance, and the remainder upon delivery and installation. He estimated that he could provide the doors within six weeks after confirmation of St. Anne's intent to purchase the doors.

Mr. DeWaard indicated in his proposal that the cross design for the doors could be modified for a small increase in cost to include the Russian three-bar cross. Parish Council requested that M Beth Freeman scan a picture of a Russian Cross and email it to Mr. DeWaard to enable him to give a quote for the modification of the cross design. Council also questioned whether the deadbolt and pins for the door closure were included in the quoted price. If Council were to have the final price quote by March 28 (the next Sunday after Council meeting), the approval could be finalized within a week.

Ted made a motion that Parish Council accept Mr. Scott DeWaard's entry door proposal, pending satisfactory response to Council's questions regarding modification of the cross design and deadbolt, and subject to stain color approval; and that, following satisfactory resolution of these questions, St. Anne's should proceed by providing Mr. DeWaard with the required down-payment. Motion was unanimously approved

Metropolitan's visit to St. Anne's

Nancy Caldwell gave Parish Council an update on the anticipated activities in the parish during the visit of Metropolitan Jonah during the weekend of April 16-18. Met. Jonah and the monk who travels with him will stay at the Caldwell's house. On Friday evening, he will attend an event with the UT OCF group. On Saturday at noon, he will be the guest of the women of the church at a luncheon. On Saturday evening at 5 p.m. he will give a talk at St. Anne's, followed by vespers. Sunday morning will be a hierarchical liturgy, with a reception following.

Camp St. Thekla

The question was raised as to how many St. Anne's children will be going to Camp St. Thekla this summer, so that we can anticipate the amount of aid that might be requested. Nancy said that she would write to Fr. Philip to find out about who has been registered for this summer.

Outreach categories

The outreach categories list from 2009 was given to the budget committee at the last meeting. They had not yet had another meeting and agreed to set a time to meet after Pascha.

Audit Committee recommendations

Jeff Romanczuk had received comments from the list of the Audit Committee suggestions he distributed at the February meeting. There was general agreement that some of the suggested changes would take less time than others to implement, and that some were already in process of being implemented. These will be considered first on the list of priorities.

Council recommended that the Budget Committee prepare a set of guidelines for how the “financially-related” Audit Committee recommendations can be implemented and present them to the Parish Council. They also requested that the Budget Committee recommend a set of standards for the Bookstore Audit.

Coffee Hour

Marc Lambo asked whether the money being donated on for coffee hour Sunday mornings was covering the costs for the parish. Council will ask Ed Stickle to check on this.

It was suggested that there be guidelines developed for a standard way for purchases to be reimbursed.

Counting Donations

Regarding the procedures for counting the money each week, Marc commented that our present policy is that it should be done in the open, and with more than one person. If there is any considerable amount of money sitting out in the Narthex during the week for any reason, it should be put in a marked envelope with the other checks and mail that comes in during the week, to be given to the treasurer.

New Business

Tax-exempt purchasing

Council discussed the possibility of providing church credit cards and tax exempt certificates to those who do purchasing for the church, in order to reduce unnecessary payment of tax on the goods bought for the church. It was decided that this would be discussed with the treasurer at the next month’s meeting, as well as the possibility of limiting the purchasing agents for the church.

Building maintenance

Marc Lambo suggested that the church arrange for a Spring preventive maintenance check for the HVAC systems.

The cleaning day at church turned up several items of needed repairs and maintenance. There are fluorescent light fixture ballasts in the parish hall which need to be replaced. Council would like to price the possible installation of a higher/newer grade of fixture which would allow easier replacement of bulbs. It was suggested that Matt Reasor, who fixed the rheostat problems with

the light switches in the altar, might be able to assist with pricing and installation. M Beth will provide the phone number to Ted Karas. Council would like to know the comparative cost for replacing all the fixtures at once, compared to replacing only those already needing repair.

The exit signs and emergency exit lights need new batteries, and possibly new bulbs. The church also needs a company to test and charge the fire extinguishers to keep them up to code. It was noted that one of the emergency exit doors is inside the bookstore, which means it is behind a locked door and inaccessible at most times. Marc will contact the city fire department to ask about codes and will get an estimate on replacement batteries for the emergency lights from Rhodens Electric. Ted will ask an electrician about the emergency lights and new light fixtures.

Council noted that, as defined by the Audit Committee, the Building Fund can be used to pay for things that are attached to the building in a permanent way.

There being no other regular business, the meeting adjourned with singing 'It is Truly Meet.'