

Holy Apostles Parish Council Meeting Minutes

1/19/23 @ 7:30 PM

Attendance:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Bell, Peter | <input checked="" type="checkbox"/> Linardakis, Emilia |
| <input checked="" type="checkbox"/> Chechopoulos, George | <input checked="" type="checkbox"/> Maragos, Jim |
| <input checked="" type="checkbox"/> Chiganos, Terry | <input checked="" type="checkbox"/> Milak, Steven |
| <input checked="" type="checkbox"/> Dokos, Fr. George | <input checked="" type="checkbox"/> Pappas, Patty |
| <input checked="" type="checkbox"/> Dranias, Valerie | <input type="checkbox"/> Pepke, Chris |
| <input checked="" type="checkbox"/> Georgiou, Fr. Nicholas | <input checked="" type="checkbox"/> Pihos, Sandy |
| <input checked="" type="checkbox"/> Kafkes, Lou | <input checked="" type="checkbox"/> Pomrening, Norman |
| <input checked="" type="checkbox"/> Kirkeles, Nick | <input checked="" type="checkbox"/> Theotikos, Lena |
| <input checked="" type="checkbox"/> Leider, Bill | |

1. Call to Order: Norm Pomrening
2. Opening Prayer: Father Dokos
 - Fr. Nicholas swore in Terry Chiganos to the parish council.
3. Recite Mission Statement: Norm Pomrening
 - Norm recited the mission statement.
4. Meeting Etiquette: Norm Pomrening
 - Norm - make sure we are on time.
 - Make sure the meeting is well paced.
 - Most work is done in committees and merely reported here.
 - Basic etiquette - talk when called upon, limit talking when not necessary, stay on topic, try not to interrupt, etc.
 - Intros by Norm
 - Started with himself, then had everyone introduce themselves.
5. Approval of Parish Council Minutes from 2022-12-15: Steve Milak
 - Steve moved to approve, Val seconded - motion approved.
6. Correspondence: Steve Milak
 - Thank you notes were read from -
 - Nathan and Gabrielle Hoppe from Albania
 - Trish Gibbons
 - Nick Paloumpis
 - Helen Geanon
 - Fr. Perry
 - Donation requests -
 - Hellenic American Police Association (HAPA)
 - Nick Kirkles moved to buy a \$100 ad for HAPA, Lena seconded the motion, approved.
7. Ecclesiastical Report: Father Dokos
 - Fr. George gave a brief [presentation on St. Macarius the Great of Egypt](#)
 - Focused on a passage called "Divine Love Begets Fraternal Love"

8. Ministries

a. Finance: Lou Kafkes

- Lou passed out 1-pager of the financial report for Jan-Dec 2022 and went over the details
 - Started year at 1M 50k ended 1M 52K
 - Commitment to be transparent each month
 - ~45% of capital spending on air conditioners
 - Key point - 2022 budget was to be \$70k in the red, but ended up overall \$163k positive.
 - Of this amount, \$146k ERC (employee retention credit), while all other operating activity was \$16k positive.

b. Building & Grounds: Norm Pomrening

i. Cleaning Service

- Norm - on Jan 9 cleaning service started.
- Last week personnel put in 69 hours of work to do a deep clean.
- Predicting 49 more hours this week.
- Everyone is satisfied with work at this point.
- Working with Buildings and Grounds (B&G) to create a handyman list, which they will be able to accommodate.
- Question from Nick K. - are we paying for these man hours - answer is no.
- Question from Nick K. to priests - are they doing a good job - priests indicate they are doing a good job.

ii. Brick Study

- Norm - please send comments to B&G committee.
- Norm is taking the lead on the brick study for providing feedback to consultant.
- The consultant is recommending snow-melt wires to downspouts to help protect the brick and roof.
- The consultant is recommending changes to how one area of the roof is done.
- By the time of the parish assembly in May, should be ready for good accounting to the parish.

iii. Reserve Study

- Norm - was provided a draft of Reserve Study report in early January.
- The B&G committee is reviewing the study and will send questions to the company/reserve specialist.
- After revisions are complete they will be sent to the parish council for review.

iv. Phone Update

- Norm - Comcast came onsite to install a phone system; some bumps in the road; Comcast errors.
- Had to work out functionality so it functioned as it did before. A bit of a learning curve to get it worked out.
- Currently on coax circuit, but will be getting a symmetric fiber optics connection soon.

v. Parking Lot Lights

- Norm - noticed dark parking lot lights.

- B&G indicated parking lights are turned off to save money.
- Norm - making everyone aware we turn off lights and that it was a conscious decision.
- Norm - good idea for safety and security? Lights are on a timer.
- Nick K. - lights should be on. General agreement of the parish council.
- Jim Maragos
 - Wanted to add the roof and brick costs caught us off guard.
 - Indicated along with Norm that we don't want to be surprised by big sticker jobs.
 - Better positions church for negotiation.
 - Jim is working on an endowment fund to help address this and provide for the future of the church.
 - Nick K. past models were priest raised money.
 - Nick K. new times require new models.

c. Technology: Steve Milak

i. General IT

- Met with Outsource Solutions Group (OSG) twice and have meetings on the calendar for all of 2023
- Network diagram study started
- Quarterly password changes enforced for OSG managed assets after Q1
- UPS protection for Liz's workstation, network equipment, and wireless body packs ordered
- Migration to Cloud docs for backup and high availability of church digital assets
- Livestream - removed old cameras and cabling, first pew reclaimed for parishioners, camera joystick installation upcoming

ii. Enhanced WIFI Project

- Working on converging on a cabling solution with building and grounds; will move forward with a temporary solution in the interim

iii. Data Audit

- Received admin credentials for Google Workspace (church email server), working on the same for other software platforms in use

iv. Additional Wireless Mic Project

- Met with sound planning onsite last week; completed installation of additional wireless mics and fixed issue with choir microphone

d. Stewardship: Lou Kafkes

- Lou - year end results as of Dec. 679 YTD pledges, 4% less than Dec. 2021, overall achieved 91% of target of receiving pledges from 750 families.
- Overall achieved 69% of the stewardship goal to fund operating budget through pledges.
- 3 other things
 - 5th Saturday serve on Dec. 31 - 33 participants, made 150 gift bags
 - Kudos to Katy Fisher for organizing the event
 - Katy will take over chair of the stewardship committee
 - Upcoming events
 - Vespers potluck happening this coming Saturday
 - First trivia night on Sat. Jan. 28
 - Money goes to Westchester Food Pantry

e. Ushering: Val Dranias

i. Brief Ushering Overview

- Val - sent out updated guidelines, which are still under development
- Val - requested PC members indicate when they are not available for ushering duties

ii. Emergency Evacuation Planning

- Val - working on an evacuation plan for church. Currently there is not one, but will form a committee to work this out.
- Suggestions to contact Westchester Fire Department as part of the process.
- Fire extinguishers were found to be out of date and were updated.
- Better first aid kits suggested

f. Greek School: Lena Theotikos

- Lena - good news - collected all but \$10k of tuition
 - Zoe Alias (Principal) indicated she received a \$3k grant for new equipment
 - Zoe getting more money for books

g. GOYA Update: Father Georgiou

- Fr. Nick - programs going well, Alexa Cussick doing a good job,

i. Trip Itinerary

- GOYA trip for June to see St. John Maximovitch
- Flights reserved; by March need to be fully committed
- Some concern expressed about San Francisco for the trip.
- Meeting on Jan. 31st to determine commitment to the trip.

ii. Trip Fundraising

- \$800/child required
- The church has \$15,000 in the GOYA funds, which may be utilized to fund the trip.
- Discussion around using \$2000 raised during the bake sale to fund a Bulls game outing.

iii. Chaperones

- Wanting 15-20 kids; 4 chaperones accompanying the group.

h. Missions:

i. Feed6 – Norm Pomrening

- Norm - 8th Feed6 event in year 7 - packed 100,008 meals
- 337 volunteers achieved this, 7 year total 708,000 meals
- Set date for next year on Jan 20, 2024.
- Discussed if there is appetite for smaller event over summer
- Possible to get to 1M meals in the next 2 years.
- Raised 10k more than needed for the event; will be used for next year.
- Project HOPE took food for delivery.
- Volunteers came at the last minute.

ii. Macaronatha Luncheon – Lou Kafkes

- Scheduled for Feb. 26 Sunday
- Project Mexico team church is sending will be beneficiary
- Lou beginning to assemble working group to plan the event
- Lou, Emily, Emilia, and possibly Elaine on committee
- Planning will start in next week to 10 days

i. Communications: Father Georgiou

i. Website Update

- Met with Rolla Creative developer this past Tuesday
- Design process going well; site getting more succinct
- Freida Varlas working with Fr. Nicholas.
- Question on deadline - hopefully around Pascha; the importance of the work requires more time to be done correctly.
- Will require new training for people to use.

ii. Interim Communications Specialist

- Fr. Nick - last day of communications specialist, Anastasia Moxon, is on Jan. 31.
- Alexa Cussick will be an interim fill in for communications specialist duties
- Norm - currently drafting an employment letter.
- Norm - main focus will be on the weekly news email
- Norm - will have Trish Gibbons handle the Jot Form and registration.
- Norm - weekly email will be scaled down a bit in the immediate future
- Norm - will continue the search for a permanent communication specialist
- Peter Bell question - on routing of requests for communication to go through Liz still in effect? Answer is yes.
- Peter Bell drafting communication to announce communication change.

iii. Search for Permanent Communications Specialist

- Will discuss in executive sessions

9. Old Business:

a. Dinner Dance Update: Lena Theotikos

- Lena - request that each PC member to sell a table of tickets
- Lena - please spread the word, goal is for a wonderful event.

b. Special Clergy Laity Assembly Update: Val Dranias and Steve Milak

- Purpose of the special assembly was for the purchase of a new Metropolis home.
- Steve gave an update on the motions considered and that one that ultimately passed, which calls for the assembly to be reconvened with 10 days notice once the Metropolis Committee has identified a good candidate property.
- Val is sending detailed information for publication in the Mosaic.

c. Letterhead, Stationeries, and other Marketing Tools: Father Dokos

- Fr. George - determined state of our new logo; working on some final touches to cleanup and get in a finished state.
- Worked with Freida; worked to ensure within all Metropolis rules.
- Will move ahead; Fr. George is pleased.

d. Altar Boy Robe Update: Father Georgiou

- Fr. Nicholas - Joan Berg helped to find vestment makers in Greece. Doing red and lenten robes. Waiting for samples to come from Greece. Need to pick the fabric.

e. New Liturgy Books Update: Father Georgiou

- Fr. Nicholas - tried contacting Holy Cross press; have not heard back.

10. New Business:

a. New Member Orientation: Norm Pomrening

i. Contact List

- Norm - will get a new contact list.

ii. Ushering

- Norm -Val will talk through the duties with people so they are informed on what to do.
- iii. Securing Building
 - Norm - new protocol to walk the building and discuss securely closing the building.
 - iv. Money Handling
 - Norm - will discuss the responsibilities around money handling, bundling, banking, etc.
 - v. Emergencies
 - Norm - working on emergencies, more thorough, how to properly handle.
- b. Ministry Oversight: Norm Pomrening
 - Norm and Fr. George is still working on the oversight list.
 - Nick K. - would like to suggest a new ministry for social outing. PC will look into more.
 - c. Election Process: Sandy Pihos
 - Sandy Pihos - sharing observations -
 - The Board of Elections did a great job getting nomination information out. Response time was excellent.
 - Biographical information was a challenge for the committee to piece together.
 - Voting has publication issues; time was not advertised. Need to do a better job publicizing voting.
 - Bylaws do allow for absentee voting. Should be a consideration for the next election.
 - Some people were upset with signatures on the ballot.
 - Sandy is keeping a list of comments, to be revisited and handed off to the next election committee.
 - Lena - used to have several ballots with names in different order; last person often did not get voted for.
 - Lou - how many votes were cast? Did we get over 200? Unknown - no numbers available at the meeting.
 - d. Outreach Surveys for Ministries: Emilia Linardakis
 - Emilia - idea to replace suggestion box with a digital suggestion box.
 - The effort would aim to gather feedback from parishioners on a variety of topics from all demographics.
 - Point was made that if surveys are taken that feedback should be followed up on.
11. Next Meeting: 2/16
 12. Key Dates:
 - a. Dinner Dance – 2/19
 - b. Cheesefare Sunday – 2/26
 13. Closing Prayer: Father Georgiou
 14. Adjourned at 9:55PM: Norm Pomrening