

**Parish Council
Minutes
December 8, 2003
(Approved January 12, 2004)**

Members Present: Diane Dellis, H. Fitzgerald, Eric Haynie, James Heos, Yvonne Joseph, Michael Karagoulis, George Mansour, Vackis Nicolaou, George Sinas, Fr. Mark Sietsema

Members Absent: William Kritselis, Georgana Popoff, Nick Revelos

The meeting was called to order and opened with prayer: 7:05 pm.

Approval of the Minutes: Moved by James Heos, seconded by George Sinas, to approve the minutes of November 11 as distributed. Passed unanimously by voice vote.

Treasurer's Report: Moved by George Sinas, seconded by Jim Heos, to approve the treasurer's report as distributed. Passes unanimously by voice vote.

Bills for Payment. Moved by James Heos, seconded by George Sinas, to approve the bills for payment as distributed and amended (addition of two items: \$137.33 to Rich Vsetula; and \$126.68 to Michael Karagoulis). Passed unanimously by voice vote.

Facility Insurance: Mr. Robert Stanek, of the David Chapman Agency, Inc., provided a thorough presentation of the proposed insurance for our facility and personnel. Selective Insurance Company provided a quote of \$10,532. Westfield's quote was not available at the time but is expected to be received within the week. Detailed discussion ensued about details of the proposal. George Sinas moved, Michael Karagoulis seconded, that the officers of the Parish Council shall be authorized to secure insurance coverage for Holy Trinity Greek Orthodox Church pursuant to resolution of issues raised during the discussion with Mr. Stanek with respect to insurance coverage. Passed unanimously.

Correspondence.

Holy Trinity received thanks from Hellenic College for its contribution to their programs. Holy Trinity received thanks from St. Michael's Home for its contributions to their program.

Assessment Our request to have our annual Archdiocesan assessment reduced in light of the major facility repairs that we face was rejected. We were approved to keep our 2004 assessment at the 2003 level. However, the option of appeal was offered and the Parish Council will make such an appeal.

Remarks from Father Mark: December 14 will mark the date for installation of the 2004 Parish Council. Fr. Mark presented a detailed schedule of his work load, approximated on an hourly basis: of special note: 44 house blessings, over 50 confessions, 5 baptisms, 3 funerals, 3 weddings.. Fr. Mark had been asked to teach a semester class on Orthodoxy at Sacred Heart Seminary on Tuesday evenings from 4:00 pm to 6:00 pm, for which he would receive \$800 reimbursement. However, the course was changed to one on linguistics, Dr. (Fr.) Mark's area of expertise independent of the priesthood. The Parish Council expressed great displeasure with respect to two key aspects of the teaching request: (1) The extraordinary time required to prepare a graduate semester course in Linguistics, travel to and from Detroit, as well as actually teach the class, would detract substantively from his primary responsibility as parish priest; (2) The \$800 remuneration offered to teach a secular course in a disciplinary area was woefully inadequate, reflecting more a one-time lecture than a full semester course.

Remarks from the President. G. Mansour commented on the strong positive community response to Father Mark's "time with the children" during Liturgy. This new practice not only has been informative to the children, but has also been instructive to the adults in attendance. It provides a directly connection between parents and their children with respect to Orthodox Christianity.

G. Mansour also noted the strong positive comments he has received from parishioners attending Fr. Mark's Tuesday evening Bible classes.

Maintenance. Michael Karagoulis noted that architects will be developing proposals for the roof restructuring and that presentations will be made on December 17th in an open session at the church. The Parish Council members reminded Michael that proposals from at least 3 firms must be rendered prior to making a decision about contacts.

Publications. The poor print quality of the most recent Lamplighter was brought to the attention of the printer.

Iconography. George Sinas moved, Diane Dellis seconded, to re-open discussion about oversight of the iconography project. Passed unanimously.

G. Mansour distributed a draft revision of the Iconography Implementation Plan and Plan of Action for review and action. The proposed revision clarifies the Parish Council's responsibility for oversight of all aspects of the iconography project, including clarification that the President of the Parish Council is, de facto, overall chair of the Iconography project.

Hiram Fitzgerald moved, George Sinas seconded, to change the time span between submission of a pledge and payment of 1/3 of that pledge, from 30 days to 90 days. Passed unanimously by voice vote.

George Sinas moved, James Heos seconded, to rescind the iconography implementation plan approved by the Parish Council at the 11 November meeting, and to accept the revisions submitted by George Sinas and George Mansour as the Implementation Plan and Plan of Action for the General Assembly approved Iconography Project. Passed unanimously by voice vote.

Details of the various actions taken will be presented in the Lamplighter so that all members of the parish community have correct information about the Iconography Project Implementation Plan, Plan of Action and Administrative Oversight.

Needs Assessment. Hiram Fitzgerald noted that 182 surveys have been received, that the data base has been established and all data are entered. A draft report will be available for Parish Council review in early January. A revised document and final report will be presented in February.

Line of Credit. A document is being assembled by G. Mansour that will be used as support for our line of credit application and loan. The Committee looked at the documentation prepared to date.

New Business

Fund Raising Committee. The Parish Council gave consensus approval to G. Mansour to establish a fund raising committee to plan for recurring and non-recurring fund raisers for the next several years..

Restricted Fund Accounts.

James Heos moved, George Sinas seconded, to establish the Iconography restricted account and to hold these funds in an independent banking account. Passed unanimously by voice vote.

George Sinas moved, James Heos seconded, to establish the Marie Power's restricted fund.

Father Mark closed the council meeting with expressions of thanks to the Parish Council for all of its work throughout the year. With Father Mark in absence, the Parish Council voted to approve Christmas gifts to the clerical staff as well as all employees of the church in the amounts of: Priest \$400, Custodian, Choir Director, Office Manager, Bookkeeper, \$150 each.

Hiram E. Fitzgerald
Secretary, pro tem

Hiram E. Fitzgerald, Secretary, pro tem

George P. Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council
Minutes
November 11, 2003
(Approved December 8, 2003)**

Present: Diane Dellis, Yvonne Joseph, Mike Karagoulis, Eric Haynie, Vackis Nicolaou, Georgana Popoff, Nick Revelos, George Sinas, Father Mark

Absent: Hiram Fitzgerald, Jim Heos, Bill Kritselis, George Mansour

Approval of Minutes of September and October meetings - Motion to accept by G. Sinas, second D. Dellis, passed by voice vote.

Treasurer's Report

D. Dellis reported that four CD's will mature in the month of November. Motion to authorize the treasure transfer mature CD funds into new CD accounts with the institution that will provide the best rate of return, G. Sinas, second G. Popoff. Passed by voice vote, N. Revelos opposed.

Motion to approve the financial statements by G. Sinas, second by M. Karagoulis, passed by voice vote.

Bills for Payment Motion to accept by N. Revelos, second by G. Sinas, passed by voice vote. N. Revelos reminded the members that it is the Council's responsibility to make sure that each line item remains within its budget. He suggested developing a more formal requisition and tracking process.

Correspondence None

Remarks from Father Mark. Father Mark responded to his yearly performance review by the Council. He recounted his recent contacts with such elected officials as Sen. Levin and Gov. Granholm. In this area he asks for help from those who have contacts with such individuals in order to initiate dialog. Father also addressed the issue of special request for services and ceremonies and the use of the sanctuary by outside groups. In these situations he seeks and follows the directives of the Metropolis.

Remarks from the President None

Committee Reports:

Grounds & Maintenance M. Karagoulis reported the temporary roof repairs have been completed, and the installation of a new thermostat in the Sunday school wing is in the process. He also suggested that the alarm company call list be revised to ensure that calls can be responded to in a timely manner.

Legal/Insurance G. Sinas reported that he checked with the insurance company to see if a claim could be made for the roof and was informed that the damage was not covered.

Personnel Motion to pay Christ Kateyiannis for extra work required to prepare the sanctuary and some other rooms following a wedding, G. Sinas, Second Y. Joseph. Passed by voice vote.

Publications None

Stewardship None

Old Business

Sam Vsetula presented his Eagle Scout flag pole proposal to the council. The Council supported his plan and asked Sam to report back with a final location and design.

G. Sinas present a proposal to implement the General Assembly's approval of the Iconography project. Motion to accept the proposal by G. Sinas, second N. Revelos, passed by voice vote 7-1.

New Business: none

Adjournment 9:46 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council
Minutes
October
(Approved November 11, 2003)**

Present: Eric Haynie, James Heos, Yvonne Joseph, Michael Karagoulis, William Kritselis, George Mansour, Vackis Nicolaou, Nicholas Revelos, George Sinas, Father Mark Sietsema,

Fr. Mark gave the opening prayer.

Approval of the Minutes from the September was deferred until the November meeting.

Treasurer's Report was given by G. Mansour on behalf of the Treasurer who had to be out of town. Motion to accept the report by J. Heos, second by V. Nicolaou, was approved by voice vote.

Bills for Payment were discussed and motion to approve by E. Haynie, second by J. Heos, was approved by voice vote.

Correspondence reviewed included a request from MFGOX to renew \$25 annual support.

Committee Reports:

a. M. Karagoulis distributed his report which dealt principally with the roof, short term plan of action, and the receipt of compensation schedules from two architectural firms. Discussion resulted in the recommendations that the architect from Toledo not be considered for hire at this time, that G. Economides be approached as the architect to be consulted. Motion by G. Sinas, second by J. Heos, to hire a firm to inspect the sanctuary beams, both within the structure and above the roof line, by means of ultrasound or x-ray technology, passed by voice vote.

- b. G. Sinas reported that Guide One Insurance will not pay a claim for the roof and decking damage.
- c. Personnel. No report.
- d. Publications. No report.
- e. Stewardship and Development. G. Mansour presented the brief report that H. Fitzgerald has submitted.

Old Business.

- a. G. Mansour distributed the report on the raffle which resulted in a net gain of \$7389.
- b. N. Revelos reported that the Dinner-Dance generated a profit of \$2618.

New Business.

- a. Fr. Mark's Compensation Package. Motion by J. Heos, second by E. Haynie, to grant an overall increment of 5%, was approved by voice vote.
- b. Budget 2004. G. Mansour distributed two sample budgets for consideration. The difference between the two involved the terms of a projected loan. G. Sinas moved, second by J. Heos, to present to the November 2 General Assembly the draft budget calculated on the higher terms, passed by voice vote.
- c. Proposed amendments to the bylaws (see attachment).
 - a. Amend the definition of quorum. This proposed amendment was withdrawn by consensus.
 - b. Amend the definition of Council's responsibilities. Consensus to present to General Assembly.
 - c. Amend 9.4 to allow for Restricted Donation Fund and Fr. John Parishioner Support Fund. Discussion resulted in a restructuring of this bylaw with a general introductory allowing for segregated funds and then itemize below this article three separate sub-articles to allow for the referenced two and the current Capital Fund.
- d. National Ministries Assessment. If the usual formula is used, the 2004 assessment will be close to \$37000. By consensus it was decided to appeal by letter the amount and propose \$26000 as Holy Trinity's assessment especially in view of the extraordinary projected expenses facing the parish in 2004.
- e. Because several members of the Council will be unable to attend the November on the usual meeting day, it was decided to move the meeting to November 12.

Meeting was adjourned at 9:30 pm.

Eric Haynie, Secretary

Eric Haynie, Secretary

George P. Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council
Minutes
September 8, 2003
(Approved November 11, 2003)**

Present: Dianne Dellis, Hiram Fitzgerald, Yvonne Joseph, Mike Karagoulis, Eric Haynie, Jim Heos, Bill Kritselis, George Mansour, Vackis Nicolaou, Georgana Popoff, Nick Revelos, George Sinas, Father Mark

Approval of Minutes of 13 June meeting - Motion to accept by J. Heos, second D. Dellis, passed by voice vote. August minutes - Motion to accept by H. Fitzgerald, second G. Popoff, passed by voice vote.

Treasurer's Report

Motion to approve the financial statements G. Sinas, second by Y. Joseph, passed by voice vote.

Bills for Payment Motion to accept by H. Fitzgerald, second by N. Revelos, passed by voice vote.

Correspondence G. Mansour reported the church received the following:

- An invitation from St. George Orthodox Church in Southgate to the consecration on 10/5.
- A letter from the Metropolis requesting early payment of our Millennium Pledge.
- A restricted donation from Stephanie Perentesis in memory of her grandmother of \$250 to be used for a youth camp fund.

Remarks from Father Mark. Father thanked everyone for their patience throughout his family's time of illness. He also reported that:

- He will be conducting service in Traverse City on Thursday September 18.
- Jerry Munk inspected wireless sound system and determined that it needed to be replaced.

Remarks from the President G. Mansour thanked V. Nicolaou for his extraordinary efforts in selling dinner-dance and raffle tickets. He thanked V. Nicolaou and N. Revelos for their work in organizing the affair.

Committee Reports:

Grounds & Maintenance M. Karagoulis reported he received a letter from Robert Smith, who is the original architect of the church stating he would be interested in offering advice on how to address the issues with the roof. The parish council asked Mike to seek the opinions of 2 other architects as well. His Eminence Demetrius recommend contacting Paul Sieben an architect from Toledo.

Legal/Insurance G. Sinas reported that he is checking with the insurance company to see if a claim can be made for the roof.

Personnel No report.

Publications Fr. Mark asked the board if his religious education articles were appropriate to be published in the Lamplighter. G. Mansour stated that one of the goals in publishing the Lamplighter was to provide religious education as well as information to the parish. The board members who were present agreed with George's statement.

Stewardship H. Fitzgerald reported that stewardship was behind \$11,000 and current pledges total \$138,000.

Old Business

Dinner Dance- 176 dinner tickets have been sold and 90 of 100 raffle are sold.

H. Fitzgerald reported that the initial results of the needs assessment are positive.

New Business:

Motion to seek approval for establishing a line of credit of a minimum of \$750,000 up to \$950,000 from the October General Assembly, G. Sinas second H. Fitzgerald. Passed by voice vote with one opposed.

Motion to hold a General Assembly meeting November 2 for the purpose of presenting a 2004 budget, G. Sinas, second G. Popoff, passed by voice vote.

Motion to present the iconography recommendations to the General Assembly G. Sinas, second H. Fitzgerald, passed by voice vote.

Motion to rent the Sanctuary for \$700 for a wedding to be performed by an Antiochian priest. Motion by J. Heos, second H. Fitzgerald, passed by voice vote.

N. Revelos suggested establishing a committee to set guidelines for restricted donations.

Catherine Hatrem's request to rent the social hall for a musical group to practice one Saturday each month during the winter was denied by voice vote.

Motion to purchase a new microphone system for Fr. Mark to use during service by J. Heos, second G. Sinas, passed by voice vote.

Adjournment 9:56 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council
Minutes
August 11, 2003
(Approved September 8, 2003)**

Present: Dianne Dellis Hiram Fitzgerald, Yvonne Joseph, Mike Karagoulis, Jim Heos, Bill Kritselis, George Mansour, Vackis Nicolaou, Georgana Popoff, Nick Revelos, George Sinas, Father Mark

Guest: Gus Kavalaris

Treasurer's Report

Motion accept report as presented passed by unanimous voice vote.

Bills for Payment Motion to accept passed by unanimous voice vote.

Correspondence Mary Heinderson requests to be away from the office on August 15th & September 19. Christ Katiyiannis will be out of town August 10-25, Nick Colovos will serve in his absence. Metropolitan Nicholas requested the parish submit copies of our 2002 and 2003 y-t-d statements by August 15 to help determine 2004 assessment amount.

Remarks from Father Mark Nick Kotas, Diocesan Camp Director thanks Fr. Mark for his participation at this years camp. Father informed the council that he would be in Traverse City in September, dates are yet to be determined. John Takis is leaving for seminary and as a token of the Parish's good wishes we should present John with a cassock. A motion to order a cassock for John by H. Fitzgerald, second by Y Joseph, passed unanimously by voice vote.

Remarks from the President none

Committee Reports:

Grounds & Maintenance M. Karagoulis reported the roof damage was more than previous thought. Recommends to repair the current problems which include removing the steeple and investigate replacing

the roof in 2004. Motion to approve an additional \$11,000 to repair existing roof problems by H. Fitzgerald, second J. Heos passed by unanimous voice vote. For safety reasons the chandelier in the sanctuary will be removed. A letter will also be sent to Bishop informing him of the physical changes to the parish.

Legal/Insurance none

Personnel none

Publications The lamplighter currently has ads placed and statements that have generated \$1,150.

Stewardship H. Fitzgerald reported that stewardship is down \$4,000 from the project budgeted. Currently have \$138,000 in pledges and current statements are to be mailed to parishioners.

Old Business

Rental Policy of the Social Hall - D.Dellis, G. Popoff, Y. Joseph agreed to draft a policy and compile a list of people who may be willing to serve as co-ordinator / promoter / manager of events in the social hall.

Interim Report on Needs Assessment & Planning. H. Fitzgerald presented preliminary results of the Parish survey.

New Business:

Motion to deposit the Brown family donation in the capital fund and designate for iconography by H. Fitzgerald, second B. Kritselis, passed 7-1. Fr. Mark requested the motion be reviewed by the Bishop in accordance with UPR.

Motion to donate the old main office computer for use by church organizations, passed by unanimous voice vote.

Investigate forming an investment committee to formulate policies, limits, purpose and distribution of dividends. Such an action would need the approval of the general assembly.

Round Table Father Mark issued a friendly reminder asking to be invited to all church meetings.

Adjournment 9:35 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council
Minutes
June 9, 2003
(Approved September 8, 2003)**

Present: Dianne Dellis, Hiram Fitzgerald, Eric Haynie, Yvonne Joseph, Mike Karagoulis, Jim Heos, George Mansour, Georgana Popoff, Nick Revelos, Father Mark

Absent: Bill Kritselis, Vackis Nicolaou, George Sinas

Approval of Minutes of May 12, 2003 meeting Motion to accept H. Fitzgerald second D. Dellis, passed by unanimous voice vote.

Treasurer's Report

Motion to accept report with H. Fitzgerald, second Y. Joesph, passed by unanimous voice vote.

Bills for Payment Motion to accept by M. Karagoulis, second by J. Heos, passed by unanimous voice vote.

Correspondence G. Mansour reported the Council had received notification from Presbyteria Poulis that Father John's Sister Zoe had passed away in May. The MSU International Bulletin recognized the church dancers for their participation in their fall festival. Received a communication asking the parish to fulfill the millennium pledge ASAP.

Remarks from Father Mark Father announced Koula Nicolaou and Maria Alexander would take over as GOYA advisor and Harea Bates and Kathleen Kostianis are the new JOY advisors. Father also informed the council that he would be away 7/13-7/18 serving as counselor at the Diocesan summer camp.

Remarks from the President G. Mansour explained the Restricted Donations line needs to be sorted out. Several items have been logged as "restricted donation" (e.g., candle stand donations), and they need to be removed. Counters are asked to be more careful in recording items for that line. Restricted donations need to have a balance of zero by years end. The President suggested council members should submit proposals for implementation of Maria Power's bequest. Motion to purchase a yearly subscription for QuickBooks accounting software J. Heos, second H. Fitzgerald passed by unanimous voice vote.

Committee Reports:

Grounds & Maintenance M. Karagoulis reported the Sunday School Wing foundation has been repaired and the choir loft was recarpeted. A bid of \$5,500 by Carpet Studio to replace the carpet in the Sunday School Wing was presented. Motion to accept by M. Karagoulis, second H. Fitzgerald passed by unanimous voice vote.

Legal/Insurance None

Personnel G. Popoff presented a request from Mary Heinderson to be absent the week of 6/1. J. Heos made a motion to treat the missing days as vacation, second by E. Haynie, passed by unanimous voice vote.

Publications G. Mansour reported the Lamplighter was processed out of the building at an approximate cost of \$300.

Stewardship H. Fitzgerald reported stewardship was \$3,500 behind projections and asked for a reposting of this months report.

Old Business:

The iconography committee set July 22nd and August 12th as dates for informational meetings.

A motion to set ticket prices for the September dinner dance at \$45 for adults and \$35 for students and \$15 for children, passed by voice vote. A motion to establish a limited raffle of 100 tickets at \$100 per ticket with \$2,000 of the proceeds as prizes passed by voice vote.

G. Mansour reported that G.Sinas had given him a draft copy of a parking lot lease to be presented to the Red Cross should they be interested.

New Business:

None

Round Table G. Popoff inquired about a water cooler to be placed in the choir loft.

Adjournment 8:30 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council
Minutes
May 12, 2003
(Approved June 9, 2003)**

Present: Dianne Dellis, Hiram Fitzgerald, Yvonne Joseph, Mike Karagoulis, Jim Heos, Bill Kritselis, George Mansour, Vackis Nicolaou, Georgana Popoff, Nick Revelos, George Sinas, Father Mark

Guests: Iconography Committee

Treasurer's Report

Motion to accept report as presented by H. Fitzgerald, second J. Heos, passed by unanimous voice vote.

Bills for Payment Motion to accept by H. Fitzgerald, second by B. Kritselis, passed by unanimous voice vote.

Correspondence G. Mansour distributed drawings from Jim Kavalaris depicting possible façade changes for the church.

Remarks from Fr. Mark Father reminded the Council that he would be away from the church from 5/26 to 5/30 to serve as a judge for the National Spelling Bee, and he will also be away on vacation until 6/9.

Remarks from the President G. Mansour thanked the council members for their help during Holy Week Services noting that at least two members attended every service. He also thanks V. Nicolaou for organizing the Paschal Feast.

Motion by G. Popoff, second by G. Sinas, to modify Agenda to allow members of Iconography Committee present to deliver report passed by voice vote. G. Sinas read a letter to the Council summarizing the Committee's activities since June 2002 and its recommendation of an iconographer. The presentation concluded with a formal recommendation from the Iconography Committee requesting authorization to proceed with a two-step process to consist of, 1) one or two community-wide informational meetings to present its report and a proposed Master Plan, and 2) approximately thirty days after the last informational meeting convoke a special meeting of the General Assembly for discussion and action on the Committee's report and recommendations. Motion to accept the recommendation by M. Karagoulis, second G. Sinas, passed by show of hands, 7-4.

Committee Reports:

Grounds & Maintenance M. Karagoulis thanked everyone for their help and cooperation with the re-carpeting of the sanctuary. He reported that upcoming repairs will include re-carpeting the choir loft the week of 5/13, stabilizing the sinking floor in the office area is scheduled for 5/28, and roof repairs are scheduled for June. Mike also requested a date and time be set for church youth group to help with the weeding of the flower beds.

Legal/Insurance G. Sinas informed the council of a restricted donation from the estate of Maria Powers of \$5,000 for the library. Motion to accept the gift by H. Fitzgerald, second Y. Joseph, passed by unanimous voice vote.

Personnel G. Popoff, G. Mansour and Father Mark conducted a 90 day evaluation of the church secretary, and recommend she receive the hourly increase as stated in her letter of employment. G. Popoff presented an updated job description for the Executive Secretary. Motion to accept by G. Popoff, second by J. Heos, passed by unanimous voice vote.

Publications Motion to support an advertisement page in the Lamplighter by J. Heos, second by G. Popoff, passed by unanimous voice vote. Ads would be business card size and would cost \$50 per month or \$500 per year. G. Mansour distributed information on the production costs of The Lamplighter showing that since the copy machine has almost exhausted since January our annual contracted number of copies which results in an increased per copy cost, we could outservice the printing of the newsletter for almost the same cost and save wear and tear on the copier as well as the time required to fold, seal and prepare it for mailing. Council supported the idea of having the newsletter printed off site on a trial basis.

Stewardship H. Fitzgerald reported that stewardship was up from the project budgeted.

Old Business:

Motion to evaluate the opening of the hall rental to non-members and have a person in charge of promotion and oversight of the hall, passed by unanimous voice vote. D. Dellis will head the review process.

New Business:

- Motion to contribute \$500 to South American Mission Work by G. Poppoff, second B. Kritselis, passed by unanimous voice vote

- Rental of Parking Spaces to the Red Cross The Red Cross is interested renting so parking spaces from the church. G. Sinas agreed to locate previous contracts and draft a new agreement.

- Good Kid Award Applicants are need for the Good Kid Award. The Award is to recognize students who volunteer to help in the community. Three \$1,000 awards are presented. The names of appropriate graduate seniors will be forwarded.

- Youth Advisors Motion to authorize the purchase of hand painted icons of Holy Trinity (up to \$250 each) for Stella Economy, Pat Willard and Bill Papanikolas for their service as youth advisors and Sunday School Director, by J. Heos, second by H. Fitzgerald, passed by unanimous voice vote.

- Round Table Motion to sponsor the choir director and 3 young people to attend the choir conventions by G. Popoff, second J. Heos, passed by unanimous voice vote.

Adjournment 9:27 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Holy Trinity Greek Orthodox Church
Parish Council Minutes
April 14, 2003
(Approved, June 9, 2003)**

Present: Diane Dellis, Yvonne Joseph, Mike Karagoulis, Jim Heos, Vackis Nicolaou, George Mansour, Georgana Popoff, Nick Revelos, Hiram Fitzgerald, George Sinas, Father Mark

Absent: Bill Kritselis

1. Approval of Minutes

The minutes from the March 10, 2003, meeting were approved pursuant to motion by Hiram Fitzgerald, which was seconded by Yvonne Joseph.

The minutes of the March 21, 2003, Special Meeting of the Parish Counsel were approved pursuant to motion by Hiram Fitzgerald, which was seconded by Mike Karagoulis.

2. Treasurer's Report

The financial report was presented by Treasurer, Diane Dellis. The report was accepted pursuant to motion by George Sinas, and seconded by Hiram Fitzgerald.

The bills for payment were presented by Treasurer, Diane Dellis. A correction was made to reflect clergy/lay expenses in the amount of \$750.00. The motion authorizing payment of the bills as corrected was made by George Sinas, seconded by Hiram Fitzgerald and approved.

3. Correspondence

President, George Mansour, presented five items of correspondence, none of which required action and were informational only.

4. Remarks from Fr. Mark

Fr. Mark announced a special appeal for South America operations and suggested a target of \$500.00.

5. Remarks from the President

President, George Mansour, announced that the Olan Mills pictorial directory sessions were well attended by parishioners and an additional day of picture taking has been requested.

6. Committee Reports

A. Grounds and Maintenance ? Mike Karagoulis

The Grounds and Maintenance Committee submitted a written report to the Parish Council which had also been presented at the General Assembly meeting of April 6, 2003. Some of the specific items listed on that report were discussed at the Parish Council, including an update on the Terazo floor restoration

project; a discussion of the possible need to purchase mats for the entry area; confirmation that we have roof leaks that require future attention; confirmation that the brick and mortar repairs will be discussed in the near future with proposals presented; and flag pole proposals will also be presented in the near future.

B. Legal/Insurance ? George Sinas

No committee report was given.

C. Personnel ? Georgana Popoff

The Personnel Committee reported the following: Nick Colovos did a very good job filling in for Christos Kateyiannis; the Personnel Committee will be meeting with Mary Heiderson with future report forthcoming; the Personnel Committee met with Ruth Munk and announced their pleasure with her performance as Choir Director; the possibility of averting the Church Secretary's compensation from hourly to salary was discussed with no action taken; Nick Colovos has volunteered to supervise the installation of the new carpet over the next few days by periodically visiting the church during the installation process.

D. Publications ? George Mansour

The Publications Committee discussed the possibility of printing business cards in the Lamplighter and also in the Olan Mills Directory. These issues will be further explored by the Publications Committee with further reports to the Parish Council as needed.

E. Stewardship and Development ? Hiram Fitzgerald

The Stewardship and Development Committee reported we are now approximately \$2,000.00 behind our target rather than the \$7,000.00 we were behind approximately two months ago. Therefore, although the gap is narrowing, our stewardship efforts need to continue so that our financial objectives for the year are successfully achieved.

7. Old Business

The Parish Council was advised that the Church should soon be getting a check from NES Insurance regarding recent property damage claims.

8. New Business

A. Resurrection Feast ? Vackis Nicolaou

Vackis has volunteered to coordinate the Resurrection Feast immediately after the church service. Volunteers are needed to help staff the event. Parish Council members were asked to volunteer and to recruit non-council members to assist in this endeavor.

B. Parish Council Service During Holy Week

Full participation and attendance by the Parish Council during Holy Week Services was requested. The Parish Council members were asked to sign an attendance roster indicating their availability for each of the Holy Week Services. Help is especially needed on Holy Friday and Holy Saturday.

C. Needs Assessment Planning Project ? Hiram Fitzgerald

Hiram Fitzgerald presented a written proposal that the Parish initiate a formal "Needs Assessment Planning" Project. This project will enable the community to formally identify and prioritize all major needs confronting the Parish now and in the foreseeable future. The document circulated by Hiram Fitzgerald explained the process in greater detail. After considerable discussion, there was clear consensus among the Parish Council that the concept was very sound and the Parish Council should move forward to implement this planning project. However, some concern was expressed about an October 2003

completion date. In order to ensure that the Needs Assessment is thoughtful and thorough, perhaps a year end or early spring completion date would be more realistic. It was determined that Hiram Fitzgerald and George Mansour would work together to further develop and implement the concept and report back to the Parish Council.

D. Red Cross Parking Lot Lease

The Parish Council has been contacted by the Red Cross (our next door neighbor to the East) regarding the possibility of leasing approximately 20 parking spaces from the church. In years past, the Parish Council entered into leases with previous occupants of the Red Cross building to lease parking places. George Sinas drafted the leases for those situations. The Parish Council unanimously instructed George Sinas to contact the Red Cross and negotiate an appropriate parking lot lease with the Red Cross consistent with previous arrangements.

E. MSU Directory Advertising

Pursuant to motion by Nick Revelos, seconded by Georgana Popoff, the Parish Council authorized spending \$300.00 to advertise Holy Trinity Greek Orthodox Church in the MSU Advertising Directory.

F. Request by Parishioner to Use Kitchen

It was reported to the Parish Council that a parishioner had requested permission to use the Social Hall kitchen to prepare a memorial service meal that would be consumed off premises. The Parish Council decided, after motion moved and seconded, to grant permission to the parishioner to use the kitchen pursuant to, and in accordance with, the written contract utilized for rental of the Social Hall. The charge is to be the incremental difference between renting the Social Hall without the kitchen and renting the Social Hall with the kitchen. This difference is \$50.00. Therefore, the parishioner will be required to pay a \$50.00 fee and comply with the other provisions of the Rental Agreement currently used by the Parish for rental of the Social Hall facilities.

G. Donation for Use of Sanctuary by Coptics

Fr. Mark reported that a young couple of the Coptic faith had requested permission to be married in the Church Sanctuary. Bishop Nicholas had given permission. The issue was what fee the couple should pay. The motion was made and seconded that the couple be charged a "flat fee of \$400.00". This motion failed. A second motion was made that the couple make a "suggested donation of \$400.00". That motion also failed. In light of the fact that no consensus could be achieved, the Parish Council agreed that Fr. Mark would handle the matter utilizing his best judgment and discretion.

Respectfully Submitted,
George T. Sinas, Secretary Pro Tem

George T. Sinas, Secretary Pro Tem

George P. Mansour, President

Fr. Mark Sietsema, Priest

**Special Meeting, 21 March 2003
(Approved 14 April 2003)**

Present: Eric Haynie, Yvonne Joseph, Mike Karagoulis, George Mansour, Vackis Nicolaou, Georgana Popoff, Nick Revelos, Fr. Mark

The special meeting was called to complete discussion on the offer to re-carpet the sanctuary.

The Council was informed that following the meeting at which it approved accepting the restricted donation to carpet the main floor of the sanctuary and approved ordering sufficient carpet for the stairs and the balcony, the donors offered to pay for the latter as well. G. Popoff's motion (second, M. Karagoulis) to accept the restricted donation to carpet the stairs and balcony was accepted unanimously by voice vote.

M. Karagoulis introduced discussion about raising the elevation of the balcony. He showed two plans: one to raise the pew side of the balcony by 6", and one to raise the entire balcony by 6". Following discussion and an on-site explanation of the proposals, M. Karagoulis, second by V. Nicolaou, moved to accept plan A, to raise the elevation of the pew side of the balcony. The motion was defeated 2-5 by a hand vote.

M. Karagoulis moved (second by G. Popoff) to install a railing at the front of the choir director's stand for purposes of safety. The motion was approved unanimously by voice vote.

G. Mansour explained that Carpet Studio has offered to install 48" x 24" of marble under the candle stands in the narthex. Y. Joseph's motion (second by E. Haynie) to accept the offer passed unanimously by voice vote.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council Minutes
March 10, 2003
(Approved, April 14, 2003)**

Present: Diane Dellis, Yvonne Joseph, Mike Karagoulis, Bill Kritselis, George Mansour, Vackis Nicolaou, Georgana Popoff, Nick Revelos, George Sinas, Father Mark

Absent: Hiram Fitzgerald, Jim Heos

Guest: Sheryl Sinas

Approval of Minutes of February 2003 meeting - Motion to accept B. Kritselis second Y. Joseph, passed by voice vote.

Restricted Donation - Fr. Mark

Fr. Mark reported that an anonymous parishioner offered to make a donation to recarpet the sanctuary. The offered carried a stipulation that the work be done before Easter. A motion to accept the donation was made by G. Sinas and seconded by Y. Joseph. Motion passed by voice unanimous vote. Motion to accept bid from Carpet Studio of \$8,291.72 to carpet the sanctuary was made B. Kritselis and seconded by G. Sinas. Passed by voice vote 8-0-1. Motion to purchase extra carpet to for the stairways at the churches expenses, plus extra for repairs based on Carpet Studio's recommendation was made by G. Sinas, seconded by M Karagoulis. Motion passed by unanimous voice vote. Motion to pay for the carpet from the capital fund was made by M. Karagoulis, seconded by E. Haynie. Passed unanimously by voice vote.

Treasure's Report

Bills for Payment Motion to accept by G. Sinas, second by B. Kritselis passed by voice vote. D. Dellis will clarify a line item for \$995 with no description.

Correspondence G. Mansour reported that the church received a thank you from the Traverse City Orthodox Church for the donation of our Crucified Christ icon.. Received notification from the Tri-County Churches Association that Holy Trinity was awarded a grant of \$100 to be used for charitable work within the Tri-County area. Tera-Tech confirmed that the storm sewer separation work conducted on the church system was working correctly. The Detroit Diocese Greek Heritage Committee was seeking volunteer from the parish to serve. Eve's House sent a program update and sought further support from the parish. A motion to donate the \$100 grant from the Tri-County Churches Association to Eve's House was made by B. Kritselis, seconded by D. Dellis. Passed by unanimous voice vote. The Greek Orthodox Metropolis of Detroit Clergy Sydesmos is seeking donations. Motion to donate the same amount as last year, \$200, was made by G. Sinas, seconded by B. Kritselis. Passed by unanimous voice vote. Guide One Insurance notified the parish that we have coverage now for acts of terrorism.

Remarks from Fr.Mark. Fr. Mark reported that a restricted donation for the bookstore of \$600 was made by the Kosal family; a motion to accept the donation was made by G. Sinas, seconded by M. Karagoulis, passed by unanimous voice vote. Father also asked if anyone had an objection to passing a tray for Central American missions during Lent. No objections were voice. Reported that Saturday April 12, the parish would host the Oratorical Festival, we would need to provide a continental breakfast and lunch for the event. Olin Mills Photo studio requested an opportunity to take family photos, in doing so Olin Mills would create a photo directory of the Parish and provide each family with one free 8x10. Motion to accept the offer was made by G. Sinas, seconded by V. Nicolaou. Passed by unanimous voice vote. Dates for Photo shoots were set for April 11, 12 & 24.

Remarks from the President The President commended M. Karagoulis for his efforts in obtaining bids and information for the new carpeting. He also reported that the new accounting procedures are working very well and thanked Council for helping with their implementation. Finally George reported on a few fundraising ideas he gleaned from a parish in Florida, which include selling sign space at a festival or parish event.

Committee Reports:

Grounds & Maintenance M. Karagoulis reported that the Spring Clean Up day was a huge success with a more that 40 volunteers. He will also raise the temperature of the thermostat to help better regulate the temperature. Motion to accept the bid from Birch Landscaping for lawn and snow removal service was made by M. Karagoulis, seconded by G. Poppoff. Passed by unanimous voice vote. Motion to have Terrazzo in lobby and pew areas cleaned and sealed made by M. Karagoulis, seconded by G. Poppoff. Passed by voice vote, 2 abstentions.

Legal/Insurance No new information to report.

Personnel G. Popoff reported that Nick Colovos will fill in for Chris Kateyiannis while he is on vacation.

Stewardship 96 pledge forms returned totaling \$80,630.

Old Business

- V. Nicolaou reported that the fundraising committee investigated hosting a dinner and dance, he noted that this event could not raise the \$9,000 goal set however. A motion to hold a dinner and dance on September 13 at the Sheraton was made by V. Nicolau, seconded by G. Sinas. Passed by voice vote.
- A motion to hold a limited raffle with a drawing to coincide with the date of the dance was made by G. Sinas, seconded by D. Dellis. Passed by voice vote.
- General Assembly: The agenda for the April 6th General assembly was set to include profit/loss statement for 2002, Introduce this years fund raising project, report by each of the committee and a revision to the by laws on nominating candidates for Parish council to state the nominee must be present. A motion to distribute a revised 2003 budget was made by G. Sinas, seconded by D. Dellis. Passed by voice.

New Business:

- B. Kritselis presented a list of founders of the parish. G. Sinas asked who was included in the list? How far back did the records go 1939? Or further? Bill stated he gathered the names from the original documents that had been collected. A motion to commission a plaque of founding members with the question of records before 1939 was made by G. Sinas, seconded by B. Kritselis. Passed by voice vote.

Roundtable

G. Mansour informed the council of an audiotape of an interview with Bishop Iakovos on the consecration of the church is available. Fr. Mark informed the council he had been requested to serve as an official to National Spelling Bee Contest. He noted that serving would require him to be out of the office for a short period each spring and fall. The Council encouraged Fr. Mark to accept the invitation.

Adjournment 10:16 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council Minutes
February 3, 2003
(Approved, March 10, 2003)**

Present: Hiram Fitzgerald, Yvonne Joseph, Mike Karagoulis, Bill Kritselis, George Mansour, Vackis Nicolaou, Georgana Popoff, Father Mark

Absent: Diane Dellis, Jim Heos, Nick Revelos, George Sinas

Approval of Minutes of 13 January 2003 meeting - Motion to accept B. Kritselis, second Y. Joseph, passed by voice vote.

Distribution of Minutes of 22 December meeting. Postponed until March meeting.

Information from Philoptochos. Nancy Malvetis reported that Philoptochos investigated purchasing a new dishwasher for the kitchen. They have decided on purchasing a refurbished unit from Gordon's Foods for \$1,800. Gordon's will provide service of the unit if we agree to purchase chemicals from them. H. Fitzgerald's motion, second by M. Karagoulis, for the Parish council to split the cost of purchase and installation of the new dishwasher passed by voice vote. She inquired about Friday prayers during lent and whether the prosfora donor list had been updated.

In addition, she voiced Philoptochos's concerns about the establishment of the parish bookstore and the duplication of inventory in the bookstore and the gift shop. Fr. Mark explained that the sole purpose in establishing the bookstore was religious education. Philoptochos was also concerned about the duplication of fundraising events and the overlap in the schedule of events throughout the year. H. Fitzgerald mentioned the existence in the past of a liaison committee as a mechanism to coordinate all of the church groups activities. Fr. Mark believes that a lot of the miscommunication and scheduling conflicts will be alleviated with the hiring of a new office secretary who can provide stability in the front office. G. Mansour encouraged N. Malvetis to have a representative from Philoptochos, as well as representatives from other organizations to attend the Parish Council meetings.

Treasure's Report.

Financial Statement. H. Fitzgerald asked why we have so much money in regular savings, rather than some other type of investment earning more interest. M. Karagoulis noted that again we did not earn any income from hall rentals. Motion to accept balance sheet by H. Fitzgerald, second by M. Karagoulis, passed by voice vote.

Bills for Payment. Motion to accept by H. Fitzgerald, second by B. Kritselis, passed by voice vote. M. Karagoulis asked that payment for the Hagar Fox bill in the amount of \$184 be held until work was completed.

Correspondence. G. Mansour reported that the church received a thank you from the Orthodox Campus Ministry for our contribution.

Committee Reports:

a. Grounds & Maintenance. M. Karagoulis reported that new music stands for the choir had been assembled and placed in the choir loft. Hagar Fox is still working on installing a doorbell ringer that may be heard from the social room area. The insurance paperwork for the outside lighting repairs has been sent to G. Sinas to complete the claim. Bids from Wall Anchor of Michigan to correct the foundation settling problems in the Sunday school wing were presented. To address the settling in the office and hall area the bid was \$4976, an additional cost of \$6,328 to include the boys & girls restroom area and to secure the entire wing the estimate was \$88,000. The contractor suggested that only the office and hall area should be addressed at this time. A motion to accept the bid of \$4,976 to fix the office and hall area was made by H. Fitzgerald, second by E. Haynie, passed unanimously by voice vote. Bids for lighting in the lobby area are being sought and bids for lawn and snow removal service have been submitted and will be available for review at the March meeting. Spring clean-up day will be Saturday, March 8, at 1 p.m., following the Saturday of Souls service. Fr. Mark reported that an offer of a restricted donation to re-carpet the sanctuary had been made an anonymous parishioner with the understanding that it be installed before pascha. M. Karagoulis will seek bids for the next meeting. .

b. Legal/Insurance. No new information to report.

c. Personnel. G. Popoff reported that Mary Heiderson has been hired as the new church secretary. Mary will be in the office weekdays 10a.m. - 1 p.m. She is responsible for clerical duties and assist the bookkeeper by doing some preliminary work on the financial record keeping duties. G. Mansour reported that Pam Reynolds was hired as bookkeeper. Pam will generate the needed reports and assure the books are balanced, and Mary is responsible for monitoring the daily activities. G. Mansour agreed to train Mary in the financial data entry procedure.

d. Publications. Fr. Mark asked the board if his religious education articles were appropriate to be published in The Lamplighter. G. Mansour stated that one of the goals in publishing The Lamplighter was

to provide religious education as well as information to the parish. The board members who were present agreed with the stated goal..

e. Stewardship. H. Fitzgerald reported that stewardship was down \$7,800 from the projected \$15,000 budgeted.

Old Business

Fr. Mark, Mike Karagoulis, and G. Masour have committed to attend the Clergy-Laity conference in Memphis. Another member of the Council is needed to attend.

New Business:

a. Fundraising. V. Nicolaou reported the ideas the committee had for this year's fundraiser. A dinner and dance or a comedy show were suggested, however the committee is currently in favor of creating a community directory in which ads will be sold. The ads would include recommendations from parishioners who have used the advertisers services. Formal recommendations will be made at the March meeting.

b. Agenda for the April 6 General Assembly. Items for the agenda include the past year's financial report which will show how the 2002 budget was in the red. A presentation of possible 2003 fundraisers. A revision to the by laws on nominating candidates for Parish Council to state that nominees must be present to accept the nomination. Revised 2003 budget. Discuss changing the hall rental policy and a vision of the future for the church.

c. Revised Sunday Counting Procedures. G. Mansour reported that Pam Reynolds spent much of her book keeping time correcting errors in the Council's recording of the weekly collection. He explained a new procedure and asked that it be implemented. With a view toward reducing, if not eliminating, errors, the new procedure consists of organizing the deposits in separate envelopes that correspond to the different types of income and recording the information on a revised deposit form.

Roundtable. Fr Mark received a request from the Traverse City Mission Church for Holy Trinity to donate the crucifix that currently rests behind the alter. The motion by B. Kritselis, second by Y. Joseph, to grant the request was approved unanimously by voice vote. M. Karagoulis asked for suggested projects for the Spring-clean up, and he also asked for guidance on what to do with the festival equipment and supplies store in the basement. Do they need to be thrown away or reorganized?

Adjournment 9:36 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest

**Parish Council Meeting
Minutes
January 13, 2003
(Approved February 3, 2003)**

Present: Dianne Dellis, Hiram Fitzgerald, Eric Haynie, Jim Heos, Yvonne Joseph, Mike Karagoulis, Bill Kritselis, George Mansour, Vackis. Nicolaou, Georgana Popoff, Nick Revelos, George Sinas, and Father Mark

Minutes of 9 December 2002 meeting. Motion to accept by H. Fitzgerald, second by N. Revelos, was unanimously approved by voice vote.

Minutes of 22 December 2002 meeting. Motion to accept by B. Kritselis, second by Nick Revelos, was unanimously approved by voice vote. G. Mansour requested that B. Kritselis have the minutes retyped according to established format.

Treasurer's Report. The End-of-year-2002 Preliminary Report presented by Dianne Dellis projected a \$4,000 short fall.

The Bills for payment were presented and the motion to make payments by D. Dellis, second by H. Fitzgerald, was approved by voice vote. Clarification of charges on the Hagar Fox bill was needed before payment is submitted.

Correspondence. The invitation to the Diocesan Clergy-Laity Conference June 18-20 in Nashville asks for one Clergy member and three council members to attend.

Remarks from Fr. Mark. Fr. Mark will be out of town on vacation February 10 -20. The one Liturgy that he will miss will be celebrated by Fr. Hatz. In addition he commend the 2002 Parish Council for the past year's efforts. He also updated the Council on GOYA basketball.

Remarks from Parish Council President. G. Mansour shared his priorities and goals for the coming year. First priority is to staff the parish office and have it function. Other priorities include Physical Plant, Stewardship, Community Outreach, each of which has to do with the parish's future.

Committee Reports.

a. Grounds and Maintenance. M. Karagoulis :

- Noted the improvement of air quality and circulation in the basement.
- Presented a quote from Wall Anchor of Michigan of \$4976 to address the settling of the building in the Sunday school wing. A report and quote on the need and cost of stabilizing the entire building was requested.

b. Legal\Insurance. G. Sinas recommended that we continue to renew the current policy on a quarterly basis, and that he saw no need to seek bids from other agencies.

c. Personnel. G. Popoff indicated that she had placed an advertisement for a parish secretary and that resumes were being received. She further indicated that the custodian's job description specifies no time requirements.

d. Stewardship and Development. H. Fitzgerald provided 2002 year-end figures for stewardship.

Old Business.

a. 2003 Salary for Custodian. Motion by G. Popoff, second by J. Heos, to increase the Custodian rate of pay by 3% passed unanimously by voice vote.

b. Report of the Sunday School Wing Study Committee. The Council accepted the following recommendations of the committee: :

- Remove from the "AHEPA" room all items not being used by the Religious Education or Odyssey programs.

- Reserve the three Pews in the Narthex for parents or grandparents with infants or toddlers.

- Remove the changing table from the Pre-Kindergarten class and install fold down changing tables in the Men and Women restrooms.

· Install a partition in the AHEPA room to convert the eastern 1/3 into the Religious Education/Odyssey office, and convert the current office into a classroom.

The Council further asked that the cost be investigated for a) installing sliding panels in the Baryames social room to create another classroom, and b) appropriate classroom-tables.

c. Fundraising Committee. Postponed until February meeting

New Business

a. Separation of secretary and bookkeeper position for parish office. Motion by J. Heos, second by H. Fitzgerald, to allow the personnel Director, the four officers and Priest to interview and hire a secretary and bookkeeper passed unanimously by voice vote.

b. Custodian's request for new vacuum cleaner. Motion by H. Fitzgerald, second by G. Popoff, to authorize the purchase of a new vacuum cleaner up to a maximum of \$500 passed unanimously by voice vote

c. Other new business. A parishioner asked the Council to consider obtaining attractive portable display carts for the bookstore. Motion by J. Heos, second by V. Nicolou, to investigate the cost.

Rountable. No comments.

Meeting adjourned 9:24 p.m.

Respectfully submitted,

Eric Haynie, Secretary

Eric Haynie, Secretary

George Mansour, President

Fr. Mark Sietsema, Priest