

Holy Trinity Greek Orthodox Church
General Assembly Meeting
November 19, 2017

Call to Order: President Mary Winstead called the meeting to order at 11:45AM.

Opening Prayer: Father Paul Christy opened the meeting with a prayer.

Appointment of a meeting chairperson: Mary Winstead nominated as chairperson by John Demos. Seconded by Helen Perros. Motion carried.

Approval of Minutes: Mary Wehbie

Minutes sent by mail in advance of the meeting. Motion to accept the minutes by Harry Kledaras. Second George Kapetanakis. Motion carried.

Treasurer's Report: Bob Lyford

Bob reviewed the Balance sheet as of September 30, 2017.

He noted the following: Cash position is \$18,000 in Wells Fargo unrestricted and \$12,000 in Wells Fargo restricted for a total of approximately \$30,000. He reviewed changes made to the Capital Building Fund based on a request from the General Assembly and research by Parish Council. Building funds were reallocated as noted in Balance Sheet. Paragon CDAR accounts were created. Within each CDAR account the money is dispersed among several banks to insure FDIC coverage. Each account matures in a different amount of time- 6 months, 12 months, and 18 months. Bob reviewed each account and time of maturity. As each matures, renewal will be based on the needs of the Capital Campaign. An equal amount of Building Fund was placed in an account with Edward Jones with varying interest rates. Again, renewal will be based on needs of building.

Bob directed the assembly to Paragon Festival, Paragon Festival Square, and Paragon Property and Facility Maintenance account. These accounts are used for capital improvement and maintenance and the kitchen renovation, if approved, would be paid for from these accounts. Bob reviewed the P/L operating account as of September 30, 2017. He notes a bottom line deficit of \$42,000. At this time last year, the community realized a \$16,000 deficit. A deficit is historic and typical at this time in the year. Father Paul communicated the need to the community. As a result giving in October was significant and deficit has actually been eliminated as of the end of October.

Motion to accept the Treasurer's Report by Beba Zevgolis. Second Harry Kledaras. Motion carried. The community commends Bob and thanks him for his work on the church finances.

Election Committee: George Kapetanakis

George reported updates to the committee. Stephanie Starr and Emma Paradeses were unable to fulfill commitment. The Parish Council elected Anita Lyford and Tressa Fakiris to fill the vacated seats on the committee. George served as Chair.

Nominations for Parish Council: George Kapetanakis

George reviewed current position of PC. John Demos, Leslie Dombalis, Steve Flaherty*, Jason Kekas, Bob Lyford*, Sydney Langford* and Mary Wehbie* remain to serve the second year of a two year term. Second term will be fulfilled next year: *

Maria Hicks, Costa Panagos, Jim Riley, Mary Winstead served a two year term and will run again for 2018-2020 term. Harry Nicholos and Joanna Biliouris fulfilled 2, 2-year terms and are not eligible to serve an additional term. Pavlos Pavlidis will not run again due to relocation. The following have been nominated in advance of the meeting: Jim Klemes, Leon Kythas, and Steve Ryan.

George opened the floor for additional nominations: Sue Teleoglou nominated Zeina Hanna. Second Harry Nicholos. Zeina accepted nomination. Motion to close nominations by Mary Wehbie. Seconded by Helen Perros. Motion carried.

George thanked those who served in this role in the past, Emma Paradeses, Penny Gallins, and Tamara Costa. Mary Winstead thanked George for his leadership this year. Elections are December 10th from the conclusion of Liturgy until 1PM.

Stewardship Committee Report: John Demos

John opened the report with current pledge totals: 296 pledges for a total of \$372,000.

Presbytera Mary notes that the budget projects a 6% increase. Based on current projections John feels increase is achievable. Jim Riley inquired how much of stewardship goes to Archdiocese. John reports about \$160 assessment per family.

John reported that the pledged amount has increased since the end of September. With this updated data in hand John made a motion to change proposed budget stewardship income line item from \$385,000 to \$405,000. This motion is based on past trends and updated stewardship.

In answer to questions posed, John notes that income included pledged and unpledged figures and includes one-time gifts. In response to questions whether it would be wise to decrease expenses, John reviewed the process PC employed: PC reviewed the budget line item by line item with careful consideration. There is no surplus budgeted. There is no room to add additional items. He notes that we could come back in the spring and reevaluate if projections are not achieved. Motion seconded by Sydney Langford. Discussion followed. Rhonda Milkovich notes that this motion will zero out the budget from a \$23,290 deficit to balanced budget. Jim Klemes noted the Archdiocese allocation. Initially an increase was assessed, but Archdiocese followed up with reconsiderations. The allocation will remain the same in 2018 as it was in 2017. This is reflected in the line item. Hierarchal visits and clergy meetings are included. John reports that 3-5 year trends are used to predict income for the end of the year. President Mary Winstead called for the vote. Motion carried.

Budget 2018: Bob Lyford.

Bob communicated the following points for consideration when reviewing the budget. PC has been conservative on expense items. Reserves are available but not significant. Reserves are needed when stewardship is decreased. Stewardship is looked at month by month, comparing each month to the previous year month. National Clergy Laity is in Boston and \$1500 has been allocated to Boston with additional funds in line item for the entirety of the clergy for the year. This is due to the state of the budget. Father Paul conceded to what is best for parish family.

Chris Pappas recommend adding a line item to ministry for AV. Money has been paid from Property and Maintenance, but he recommends a separate line item. John Demos made a motion to approve budget as amended. Seconded by Jim Riley. Motion carried. Mary Winstead thanked Bob again for his efforts in preparing and explaining the budget.

Festival Report: Jason Kekas

Jason reports that the festival fared well despite concerns about the football game, traffic patterns, and other Raleigh events. He thanked the community for their hard work and specifically thanked Frances Mathes who worked tirelessly with volunteer management and other areas. Adjustments will be made with her stepping down from her position. Frances Mathes addressed the community. She noted that her festival role has been an honor and challenge. It brought her closer to her church and church family. She thanked Jason for his leadership and encouraged the community to step up volunteering efforts for the festival. Dori Riley and Stacy Armistead will be taking volunteer portion of the festival and Jason is looking for assistance with the administrative side.

Jason reports that despite NCSU home football game, highway patrol worked with Jeff Winstead to insure good traffic flow. Fairgrounds limited number of events at fairgrounds. The committee added billboard and digital advertising. Volunteer turnout was good, but lower than past years and as such, additional laborers were hired. Highlights included the quickest teardown in history with the assistance of paid workers. The festival increased advertising by adding 3 billboards at double the cost. Stage lights were added. There was very little food left over. The health inspection went very smoothly. He reports "Home for Our Troops" and "Team Rubicon" are new charities supported this year by festival proceeds. Attendance increased from last year: 16,683 were in attendance compared to 15,925 in 2017.

Total revenue was \$401,000. Total expense was \$224,000. Net profit is \$161,000. Once donations are paid, profit will be \$139,000. Jason reported that individual booth sales were consistent with past years.

Jason reported some potential plans for the future, based on feedback. He envisions changing some of the food items. See him with suggestions. Ad book sales were down this year and he would like to see additional ads in 2018. Food court changes will be made to improve flow in the lines. He would like to shift St. John the Merciful line item to the festival. We are poised for additional growth. Connie Kledaras thanked Jason for taking on the tremendous task of the festival. Next year festival dates are September 7,8,9. Presbyter Mary Christy suggested soliciting volunteers from the organizations we support. A recommendation was made to continue efforts to use NCSU attendance to our advantage. Sophia Myers inquired whether websites of organizations we support link festival information on their website and email lists to increase awareness. Habitat already promotes the event. Homes For Our Troops is a national organization, so harder to accomplish. Donations include 10% to Habitat, 2% to Homes for our troops (\$3200) and 2 sponsorships to Team Rubicon (\$600 per sponsorship). PC allocated \$2000 to Diakonia Center. Mary Winstead thanked Jason for his leadership role.

Kitchen Renovation: Chris Pappas

Chris reviewed the history of the project. The initial concept of Jason was to enclose the area outside. Chris estimated the cost to be \$145,000 to \$150,00 using the church as the general contractor. Chris estimates that for this to happen he would be required to onsite every day from 7:30 to 4PM for 12-14 weeks. He is unable to make this commitment and as such the fee for the project is increased. Chris asked Jeff Winstead and Burt Michaud to assist. One of them will be here on site to answer questions and oversee project throughout the renovation. John Fakiris, Terry and Foti Fotiou, Penny Gallins, Sydney Langford, Chris Pappas and Jason Kekas worked with Mayer Architects to determine the needs. Chris and the committee reviewed drawings. Roberta Stavredes recommended including a

clothes washer and dryer to the project. Chris thought this might be able to be incorporated, as the closet with the ice machine needs a redo.

Chris reached out to colleagues to ascertain interest in the project. 4 of 10 responded initially, 2 declined. One did not complete bid on time. One bid was submitted. Reference checks were stellar. Duration of the project is 10 weeks, with completion approximately mid March. In addition we requested changing the sewer line. Chris described circuitous route of current plumbing. Prices were obtained. He reviewed the following items in the proposal. Outside work is \$149,212. Indoor work is \$48,100 for a total of \$197,212. Rerouting the sewer line is \$13,000. Security fencing is \$291. Soil testing is \$790, Asbestos testing and removal is \$2500. Appliances and shelving is \$3500. Change orders include 14% markup. Chris recommends a 10% contingency so that the committee will have flexibility as the project progresses. Total cost is \$240,174. Permit from the City of Raleigh must be obtained by December 1. He will notify the contractor tomorrow. Work to begin after Vasilopita luncheon until completion.

George Kapetanakis inquired whether project would include a commercial dishwasher. Chris notes that there is no money in the budget. Money may come from donations or additional funds. The plans have a location so that it can be added in the future. Beba Zevgolis is in favor of the plans as one who works regularly in the kitchen. A renovation will make the work easier.

Rhonda Milkovich came a few weeks ago to grind walnuts and the smell was terrible. She had to take measures before she could begin work.

Motion to approve the proposal by Joanna Biliouris. Seconded by Connie Kledaras. Bob Lyford reviewed the available funds. He reports the following as available: \$240,000 is available in Festival and property and maintenance accounts. There will be \$100,000 seed money in festival account and \$80,000 on property and maintenance accounts. Motion carried.

Audit Committee Report: Don McEnteer

Audit of 2016 the financial statement comprised of an independent assessment of financial documents, including reports, transfers and procedures. Recommendation made that PC and Festival Chair read last 3 years of audits, as they contain excellent ideas to streamline procedures. He reports that financial records from year end 12/31/16 are fairly stated. Members of the committee are Penny Gallins, Irene Iatrides, Evangelia Kekas. Amalia Kythas serves as church accountant.

Don McEnteer is the only member to remain on the audit committee. Motion by Sydney Langford to nominate Lisa Klemes. Seconded by Harry Kledaras. Motion carried. Motion by Sydney Langford to nominate Jeannette Wilson. Seconded by Mary Wehbie. Motion carried. Motion by Risa Poniros to nominate Frank Nixon. Seconded by George Kapetanakis. Motion carried.

Building Committee: George Pappas

George reports that activities continue behind the scenes. There is currently \$3,278,000 in the building fund. There remains \$500,000 in unmet pledges. Unresolved issues remain including the potential of closing French Drive. A meeting is planned with Inman Park and individuals affected at the end of the month. The target for the fund initially was \$6 million. Once we have clarity on land usage and the master plan, we can reevaluate the target.

Comments: President Mary Winstead

Mary Winstead noted that much was learned through participation in clergy laity. We have established a risk management ministry, headed by Heather Ford. A team experienced in building and maintenance is busy every day attending to the numerous and ongoing repairs in the church. The rental house is vacant, repairs will be made and it be placed on the market for rent. She thanked the community for their participation in the meeting. She recognized Harry Nicholas and Joanna Biliouris, who are not eligible to run for PC due to term limits, for their numerous contributions, Pavlos Pavlidis, who will be moving out of the state and Fr. Paul for his leadership.

Comments: Fr. Paul Christy

Father Paul announced the PC Seminar date and time for all those running for PC and elections details. He looks forward to Greek Heritage Night at the Durham Bulls to be planned for next summer. Contact him if you would like to serve on the committee.

Motion to adjourn Jim Riley at 3:30PM.

Closing Prayer: Father Paul closed with a prayer.
Respectfully submitted,

Mary Wehbie
PC Secretary

