



<b>Holy Wisdom OCA Mission, Parish Council Minutes</b>		
<b>Group:</b>	Parish Council	
<b>Place:</b>	Zoom	
<b>Date/Time:</b>	<a href="#">17-Nov-22</a>	
<b>In attendance:</b>	Fr Benjamin Huggins, Fr. Luke Uhl, Anastasia Bowman, Janet Gatseos, Michael George, Karen Kopanos	
<b>Agenda Item</b>	<b>Discussion</b>	
<b>1. Opening Prayer</b>	Fr. Benjamin	Fr. Benjamin
<b>2. Rector's Report</b>	“(Fr. Benjamin) was at Paraklasis last night and the Mother of God was very comforting to my soul with the prayers and hymns. I was able to pray and receive Her comfort. It is because the HW mission was here that the service happens and that you are praying for the parish, for the community and for the world. I encourage you to continue faithfulness to God.”	Fr. Benjamin
<b>3. Approve Minutes</b>	The 20 Oct 2022 minutes were emailed to the PC membership prior to the meeting for review. Motion presented to approve these minutes - Karen K., second- Janet G. Motion for approval carried by all in attendance, no dissent.	Anastasia B.
<b>4. Treasurer's Report</b>	Cash on hand \$39,561.85, down \$615.06 since Sept meeting.	Monica K.
<b>4. a. PayPal</b>	This is going well, some are using. Once a week donations made using PayPal is auto transferred to Alpine accounts. All the hiccups have been worked out. Reminder those using it can opt to pay the transaction fee.	Fr. Luke
<b>5. OLD BUSINESS</b>		
<b>5.a. Iconostasis</b>	Fr. Luke spoke with Todd. It is in progress and it should be done by Christmas.	Fr. Luke
<b>5.b. Bookstore</b>	No update.	Anastasia B.
<b>5.c. Fellowship Hour</b>	No concerns.	Anastasia B.
<b>5.d. Community Outreach</b>	Food bank is ongoing. The Nativity fast project is the Pregnancy Center, It is going well and the bin is filling up.	Monica K.
<b>5.e. Parish Growth &amp; Development</b>	Corner signs - the one outside the church got blown over. Do we need to weigh down the signs or perhaps the bungee cord to secure it to the street sign. Concern about weighing it down are related to having to move them into storage after Sunday services.	Fr. Luke
<b>5.f. Fall Book Study</b>	Glitches with the Zoom connections, background noise at the coffee shop. Fr. Luke proposes we come back to the church - better connection and less distraction.	Fr. Luke

<b>5.g. Archbishop Benjamin's Visit</b>	<p>The archbishop is planning on being present for Vespers and Liturgy - the 26th and 27th. Gift basket - Karen and Peggy volunteered, they will also do something for the subdeacon. Fr. Luke is not comfortable with doing the same \$300 as last year for the Archbishop's honorarium. Mike proposed \$1,200, Monica proposed \$700. All agree to the \$700 amount. Parish meal - either Fiesta, Ale House or First Watch.</p> <p>Heidi raised question re why not potluck at church. It was explained that heating food or preparing would be a difficult challenge in our current facility.</p> <p>Fr. Benjamin will ask Archbishop re meeting with PC after Vespers - meal or just meet, etc. Heidi raised questions re need to know liturgical items for visit. Fr. Benjamin indicated he would communicate this to Fr. Luke.</p>	Fr. Benjamin
<b>5.h. Parish Calendars</b>	<p>Anastasia pre-ordered 50 calendars.</p> <p>Each household will be given one calendar.</p> <p>Minimum donation of \$6 if folks want an additional calendar.</p>	Anastasia
<b>5.i. General Assembly</b>	<p>Budget - highlight was reviewed. This was developed by Monica and Fr. Luke. Proposed we move \$8000 to Building Fund, Fr. Luke and Monica discussed some proposed changes to the budget for 2023.</p> <p>See attachment.</p>	Council Members
<b>6. NEW BUSINESS</b>		
<b>6.a. Service Calendars</b>	No need to review Dec calendar since this was done in Oct 2022.	
<b>7. Meeting Closed</b>	<p>Motion to adjourn - Karen K.; second- Monica K.; motion carried by all with no dissent.</p> <p>Closed at 1930.</p>	
<b>8. Next Meeting:</b>	12/15/2022 @ 1830 (6:30 PM)	
<b>9. Minutes recorded by:</b>	Anastasia Bowman	
<b>11. Signature of Approval (Secretary)</b>	<p>Anastasia Bowman</p> 	
<b>10. Signature of Approval (meeting chair)</b>	<p>Fr. Benjamin Huggins</p> 	

**Holy Wisdom Mission Chart of Accounts (COA) and 2022 Budget**

COA	Category	Budget 2022 Jan 1-Dec 31	Year to Date Jan 1-Oct 31	Year End (Est) Jan 1-Dec 31	Proposed Budget 2023	2022 vs. 2023 Incr or (Decr)	Notes
<b>Income</b>							
<b>100</b>	<b>General Income</b>						
110	Stewardship	\$36,000.00	\$43,442.08	\$52,130.50	\$48,000.00	\$12,000.00	Increase over actual, rounded up
120	Candles	\$480.00	\$581.00	\$697.20	\$700.00	\$220.00	Slight increase over actual, rounded up
130	One-Time Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
140	Collections for Charities	\$0.00	\$3,710.00	\$3,710.00	\$0.00	\$0.00	IOCC Ukraine collection, unknown in 2023
180	Reimbursements	\$0.00	\$408.81	\$408.81	\$0.00	\$0.00	Received after All American Council
190	Pass-Through Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
	<i>Total General Income</i>	<i>\$36,480.00</i>	<i>\$48,141.89</i>	<i>\$57,770.27</i>	<i>\$48,700.00</i>	<i>\$12,220.00</i>	
<b>200</b>	<b>Fundraising Income</b>						
210	Shopping Rebates						
211	City Market	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None received to date
212	Safeway	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None received to date
213	Amazon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None received to date; registration in progress
220	Miscellaneous						
212	Bake Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
	<i>Subtotal Fundraising Income</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<b>300</b>	<b>Restricted Fund Income</b>						
310	Building Fund Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Note: \$5K xfer in 2022 went into Bldg Fund
320	Memorial Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
	<i>Subtotal Building Fund Income</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<b>400</b>	<b>Bookstore Income</b>						
410	Bookstore Sales	\$900.00	\$1,249.50	\$1,499.40	\$1,600.00	\$700.00	Expenses = \$1,800; thus inventory ≈\$300
420	Bookstore Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
	<i>Subtotal Sales Income</i>	<i>\$900.00</i>	<i>\$1,249.50</i>	<i>\$1,499.40</i>	<i>\$1,600.00</i>	<i>\$700.00</i>	
	<b>Total Income</b>	<b>\$37,380.00</b>	<b>\$49,391.39</b>	<b>\$59,269.67</b>	<b>\$50,300.00</b>	<b>\$12,920.00</b>	
<b>Expenses</b>							
<b>500</b>	<b>Facility Expenses</b>						
510	Mortgage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
520	Lease						2022 lease increased by 2%
521	Rent	\$13,776.00	\$11,545.40	\$13,854.48	\$13,854.48	\$78.48	
522	NNN ("Triple Net")	\$2,016.00	\$1,752.00	\$2,102.40	\$2,102.40	\$86.40	
530	Utilities						
531/532	Water / Power (Gas & Electricity)	\$2,940.00	\$2,502.00	\$3,002.40	\$3,200.00	\$260.00	
533	Security	\$384.00	\$180.00	\$216.00	\$216.00	(\$168.00)	
534	Trash	\$180.00	\$153.00	\$204.00	\$216.00	\$36.00	No change expected
535	Telephone & Internet, Web Site	\$124.20	\$20.70	\$20.70	\$25.00	(\$99.20)	Web domain annual cost
540	Insurance	\$120.00	\$0.00	\$0.00	\$120.00	\$0.00	Still under St Andrew insurance

<b>100</b>	<b>General Income</b>						
<b>550</b>	<b>Furnishings</b>						
551	Altar	\$600.00	\$816.60	\$816.60	\$0.00	(\$600.00)	Lumber for iconostasion
552	Sanctuary	\$204.00	\$18.43	\$18.43	\$0.00	(\$204.00)	None in 2022 & none anticipated in 2023
553	Iconography	\$1,200.00	\$0.00	\$0.00	\$500.00	(\$700.00)	To finish iconostasion
554	Narthex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
555	Fellowship	\$0.00	\$130.47	\$130.47	\$0.00	\$0.00	Kitchen cart
556	Floral	\$0.00	\$102.83	\$102.83	\$150.00	\$150.00	Pascha flowers; slight increase over actual
<b>560</b>	<b>Cleaning</b>						
561	Supplies	\$240.00	\$100.29	\$120.35	\$150.00	(\$90.00)	Slight increase over actual, rounded up
562	Services	\$504.00	\$0.00	\$0.00	\$200.00	(\$304.00)	None in 2022 & 2023, Carpet cleaning???
<b>570</b>	<b>Maintenance and Repairs</b>						
571	Building	\$204.00	\$89.86	\$89.86	\$200.00	(\$4.00)	Air filters; 12 18x18x1 filters = 6 mos
572	Landscape	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
<b>590</b>	<b>Miscellaneous</b>	\$600.00	\$0.00	\$0.00	\$0.00	(\$600.00)	None in 2022 & none anticipated in 2023
	<i>Subtotal Facility Expenses</i>	<i>\$23,092.20</i>	<i>\$17,532.63</i>	<i>\$21,039.16</i>	<i>\$20,933.88</i>	<i>(\$2,158.32)</i>	
<b>600</b>	<b>Administrative Expenses</b>						
<b>610</b>	<b>Office Supplies</b>	\$120.00	\$0.00	\$0.00	\$0.00	(\$120.00)	None in 2022 & none anticipated in 2023
<b>620</b>	<b>Computer/Software</b>	\$204.00	\$0.00	\$549.00	\$549.00	\$345.00	Quickbooks software annual subscription
<b>630</b>	<b>Printing</b>	\$1,800.00	\$561.78	\$674.14	\$700.00	(\$1,100.00)	Paper and ink
<b>640</b>	<b>Postage and Shipping</b>	\$96.00	\$47.43	\$47.43	\$50.00	(\$46.00)	Slight increase over actual, rounded up
<b>650</b>	<b>Banking Supplies</b>	\$96.00	\$0.00	\$0.00	\$20.00	(\$76.00)	Checks
<b>660</b>	<b>Fees and Licenses</b>	\$0.00	\$97.00	\$97.00	\$100.00	\$100.00	Corp Report Filing & Background Checks
<b>670</b>	<b>Other</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
	<i>Subtotal Admin Expenses</i>	<i>\$2,316.00</i>	<i>\$1,360.51</i>	<i>\$1,632.61</i>	<i>\$1,419.00</i>	<i>(\$897.00)</i>	
<b>700</b>	<b>Liturgical Expenses</b>						
<b>710</b>	<b>Altar Supplies</b>						
711	Wine	\$504.00	\$250.00	\$250.00	\$500.00	(\$4.00)	Sundays ≈ 13 bottles, Weekdays & Lent ≈ 8-9
712	Incense & Charcoal	\$204.00	\$317.00	\$380.40	\$400.00	\$196.00	Slight increase over actual, rounded up
713	Candles	\$1,800.00	\$854.19	\$1,025.03	\$1,200.00	(\$600.00)	Increase over actual, rounded up
714	Vestments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
715	Music/Choir Supplies	\$504.00	\$0.00	\$0.00	\$250.00	(\$254.00)	Subscription for St Tikhon Music resources
716	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023
	<i>Subtotal Liturgical Expenses</i>	<i>\$3,012.00</i>	<i>\$1,421.19</i>	<i>\$1,705.43</i>	<i>\$2,350.00</i>	<i>(\$662.00)</i>	
<b>800</b>	<b>Clergy Expenses</b>						
<b>810</b>	<b>Archbishop's Visit</b>						
811	Honorarium	\$996.00	\$0.00	\$0.00	\$1,000.00	\$4.00	Archbishop uses for travel, lodging, etc
812	Clergy Meal	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	Parish meal at restaurant
813	Gift	\$96.00	\$0.00	\$0.00	\$150.00	\$54.00	Hospitality basket, including his cell attendant
<b>820</b>	<b>Pastor (Rector, Priest in Charge)</b>						

<b>100</b>	<b>General Income</b>							
821	Priest Compensation	\$15,600.00	\$300.00	\$900.00	\$600.00	(\$15,000.00)	Mistake; should have been for supply priest	
822	Priest Pension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023	
823	Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023	
824	Travel	\$0.00	\$23.40	\$70.20	\$358.75	\$358.75	41 miles x \$0.625=\$25.63, 14 trips	
<b>830</b>	<b>Supply Priest</b>							
831	Honorarium	\$0.00	\$11,400.00	\$13,500.00	\$15,600.00	\$15,600.00	52 weeks x \$300 = \$15,600	
832	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023	
833	Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023	
834	Assembly/Council	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	Dioc Assy in 2023	
	<i>Subtotal Clergy Expenses</i>	<i>\$16,692.00</i>	<i>\$11,723.40</i>	<i>\$14,068.08</i>	<i>\$19,808.75</i>	<i>\$3,116.75</i>		
<b>900</b>	<b>Fellowship Expenses</b>							
<b>910</b>	<b>Refreshments / Coffee</b>	\$780.00	\$47.48	\$56.98	\$75.00	(\$705.00)	Slight increase over actual, rounded up	
<b>920</b>	<b>Park Permit</b>	\$120.00	\$66.00	\$66.00	\$70.00	(\$50.00)	Slight increase over actual, rounded up	
	<i>Subtotal Fellowship Expenses</i>	<i>\$900.00</i>	<i>\$113.48</i>	<i>\$136.18</i>	<i>\$145.00</i>	<i>(\$755.00)</i>		
<b>1000</b>	<b>Bookstore Expenses</b>							
<b>1010</b>	<b>Bookstore Expenses</b>	\$1,200.00	\$1,371.47	\$1,645.76	\$1,800.00	\$600.00	Income = \$1,600; thus inventory ≈ \$300	
	<i>Subtotal Bookstore Expenses</i>	<i>\$1,200.00</i>	<i>\$1,371.47</i>	<i>\$1,645.76</i>	<i>\$1,800.00</i>	<i>\$600.00</i>		
<b>1100</b>	<b>Charitable Contribution Expenses</b>							
<b>1101</b>	<b>Charitable Contributions, Local</b>	\$300.00	\$0.00	\$0.00	\$200.00	(\$100.00)	E.g., Salvation Army turkeys	
<b>1140</b>	<b>Charitable Contributions, Orthodox</b>	\$0.00	\$3,810.00	\$3,810.00	\$0.00	\$0.00	\$3,710 collected, PC added \$100	
	<i>Subtotal Charitable Contribution Expenses</i>	<i>\$300.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$200.00</i>	<i>(\$100.00)</i>		
<b>1200</b>	<b>Parish Assessment</b>							
<b>1201</b>	<b>Parish Assessment</b>	\$0.00	\$0.00	\$0.00	\$2,370.79	\$2,370.79	4% of prior year expenses, Mission <3 years	
	<i>Subtotal Parish Assessment</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,370.79</i>	<i>\$2,370.79</i>		
<b>1300</b>	<b>Assemblies/Councils</b>							
<b>1301</b>	<b>Lay Delegate</b>	\$996.00	\$0.00	\$0.00	\$2,000.00	\$1,004.00	AAC in 2022; Dioc Assy in 2023	
	<i>Subtotal/Assemblies/Councils</i>	<i>\$996.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,000.00</i>	<i>\$1,004.00</i>		
<b>1800</b>	<b>Building Construction Expenses</b>							
<b>1801</b>	<b>Building Construction Expenses</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None in 2022 & none anticipated in 2023	
	<i>Subtotal Building Construction Expenses</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>		
<b>1900</b>	<b>Transfer - Expenses</b>							
<b>1901</b>	<b>Transfer to Bldg. Fund</b>	\$0.00	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00	\$5K xfer in 2022, Rec \$7-8K in 2023	
	<i>Subtotal Pass Through Expenses</i>	<i>\$0.00</i>	<i>\$5,000.00</i>	<i>\$5,000.00</i>	<i>\$8,000.00</i>	<i>\$8,000.00</i>		
	<b>Total Income</b>	<b>\$37,380.00</b>	<b>\$49,391.39</b>	<b>\$59,269.67</b>	<b>\$50,300.00</b>	<b>\$12,920.00</b>		

<b>100</b>	<b>General Income</b>						
	<i>Total Expenses</i>	\$47,512.20	\$38,522.68	\$46,227.22	\$59,027.42	\$11,515.22	
	<i>Balance</i>	<i>(\$10,132.20)</i>	\$10,868.71	\$13,042.45	<i>(\$8,727.42)</i>	\$1,404.78	