

Diocesan Council Meeting  
Diocese of the West  
Tuesday, March 10, 2009  
Holy Trinity Cathedral, San Francisco, California

Archpriest Ian MacKinnon, Chancellor of the Diocese of the West convened the meeting of the Diocesan Council of the Diocese of the West at Holy Trinity Cathedral, San Francisco, California, at 10:30 a.m. on Tuesday, March 10, 2009 with the singing of “O Heavenly King.”

**Diocesan Council Members Present:** Archpriest Ian MacKinnon, Chancellor; Nadine Wood, Secretary; Mary Caetta, Diocesan Treasurer; Archpriest David Brum; Archpriest Lawrence Margitich; Priest John Strickland; Priest Christopher Swanson; Subdeacon Johann Morse; Subdeacons Dmitri Solodow, Paul Pilipenko; and Dorothy Nowik.

**Deans Present:** Archpriest Joseph Hirsch; Archpriest Basil Kalinowski; Archpriest John Pierce; Archpriest Basil Rhodes; Archpriest Lawrence Russell; and Archpriest Matthew Tate.

**Guests:** Barry Migyanko and Peter Schwalbenberg

**Minutes of the December 16, 2008 Meeting** were accepted with the following corrections:

Page 1 Paragraph 5:

To include the last name of Elias (Mukasa).

Page 3 Paragraph 1:

The following paragraph was deleted:

“His Grace noted that the minutes of the previous meeting reflect the Diocesan Council’s approval to allot \$300,000.00 for the construction of the Chapel in Santa Paula and that the nuns are to also raise an additional \$60,000.00.”

The minutes were accepted with corrections.

**Report of the Chancellor:**

Archpriest Ian MacKinnon reported that His Grace, Bishop BENJAMIN will not be present at this meeting of the DOW Council as he is at the monastery in Manton.

Priest Michael Anderson is unable to attend this meeting of the DOW Council because his son, Victor, fell and suffered a head injury.

Archpriest Anthony Karbo is unable to attend this meeting of the DOW Council because his mother-in-law fell asleep in the Lord. Father Ian asked that we remember them in our prayers.

**Report of the Treasurer:**

Mary Caetta distributed copies of the Treasurer's Report. Discussion of the Summary items followed.

Father Michael Regan recommended that we turn the internal audit function to the Finance Committee. Discussion followed.

Father Joseph Hirsch recommended that:

If we pay for the external audit/review each year the internal auditors [should] act as interpreters of the external review.

Father David Brum reported that he submitted the first draft of "Guidelines of the Internal Audit Committee" for review.

**MOTION:** Dmitri Solodow moved, and Archpriest David Brum seconded, that the function of the elected Internal Audit Committee be solely to receive, review and present to the DOW Council the external audit and to address any issues presented by the external audit.

**The motion was unanimously approved.**

Mary commented that it may be necessary to review the wording in the current by-laws.

Mary noted the following regarding the Profit & Loss Performance Against Budget:

- We are over budget on website designer
- The Department of Charity is at 100%

Mary reviewed changes in the budget as a result of the Finance Committee Meeting. Discussion followed.

**MOTION:** Dmitri Solodow moved and Mary Caetta seconded, that the Finance Committee shall review monthly the annual income and expenses against the Diocesan operating budget and authorize changes in line items and report to the Diocesan Council.

**The motion was unanimously approved.**

**MOTION:** Dmitri Solodow moved and Archpriest Lawrence Margitich seconded, that the Diocesan Council approves the budget changed recommended by the treasurer in her February 2009 report.

**The motion was unanimously approved.**

Archpriest Joseph Hirsch recommended that the Finance Committee in consultation with the treasurer make any minor adjustments.

Parish Assessment Receivables was discussed. Mary requested that the Finance Committee review the Fair Share vs Actual Received. The Merced increase was noted.

Archpriest Ian MacKinnon and the members of the council thanked Mary for her work and especially for the decisions she makes as Treasurer of the DOW.

**Old Business:**

Bishop's Housing/Fr. Takahashi's Housing:

Father Ian reported that His Grace is settled in and that he will be hosting the January 22<sup>nd</sup> meeting of the Bishops of the West. Father Ian noted the work done by Barry Migyanko.

Synaxis Parish Corporation:

The apartment building loan has been paid. The lease needs to be revised and the board needs to meet to discuss the lease, rent and repairs. Currently there are two tenants on the lease. Father Takahashi resides in the downstairs apartment and is not on the lease. It was noted that the \$2000.00 income more than covers the expenses.

Diocesan Communications: Dmitri Solodow

*Website:* Fr. John Schroedel is redesigning the website. There are some functionality issues to be reviewed, i.e. new items are not easily found and pages need updating. Dmitri noted that information needs to come from the Diocese. Discussion followed. It was also noted that the Bishop's Blog needs updating.

*Vision:* The need to continue the publication was discussed as well as a different format and the cost of the publication. This will need to be discussed with His Grace.

Diocesan Assembly Preparation:

The dates of the Assembly are October 14 through 16, 2009. The anniversary celebration of the Cathedral will be held on October 17 and 18. Father Lawrence Margitich encouraged the delegates not to schedule leaving early on the last day. It was suggested that the theme of the Assembly would be the proposed revision of the Statute, the role of the Metropolitan, and the Metropolitan Council. Discussion followed.

Charities:

Father Lawrence Russell reported that the department is assisting four (4) institutions with a \$4200.00 budget. He also noted that Father Hilarian Frakes is receiving \$1000.00, Father David Thatcher is receiving \$1000.00 and the promise made to Matushka Szyrnski to cover her medical expenses up to \$800.00 monthly for a period of 6 months (the diocese parish is paying \$400.00 and the diocese is contributing \$325.00).

Raphael Houses:

Father Matthew Tate reported that he sent the proposed revised By-laws to the board

Parish Screening:

Barry Migyanko will be distributing a form for screening to all clergy. This form will be returned to Barry to process and the results will be kept in a locked file. Discussion followed.

Diocesan Loan Program:

Peter Schwalenberg reported the following members of the Board have been appointed:

Attorney Scott Adams, John Della Monica, Archpriest Stephen Soot, Eric Worth, Subdeacon Dmitri Solodow, and Andy Evans.  
A CFO is needed who will design investment programs and interest rate programs. Our attorney is currently discussing using the format of the Church Expansion Investment Fund which John Della Monica found on the web (CEIF.org). A presentation will be made at the Diocesan Assembly in October.

Life Giving Spring Retreat Center:

Peter Schwalenberg reported that the Board met at LGS on February 9, 2009 and determined it would be to the best interest of the Diocese for LGS to close at the end of May, 2009. Catherine Short will take over the marketing for the sale of the property. The current listing is \$1.5 million (\$1.1 million is needed to cover payment of all obligations). The amount owed to the realtor is \$29k. He agreed to accept \$20K. The amount owed to the nuns is \$230K and they agreed to accept \$195K.

**Motion:** Subdeacon Dmitri Solodow moved and Johann Morse seconded that the DOW pay the loans in the amount of \$215K thereby acquiring an interest in LGS. LGS would repay the DOW at the time of sale of the property saving \$44K.

**The motion was unanimously approved.**

Mary read a letter from Catherine Short requesting reimbursement medical expenses in the amount of \$4000.00. Discussion followed.

**Motion:** Subdeacon Dmitri Solodow moved and Johann Morse seconded that the DOW make a charitable contribution to Catherine Short in the amount of \$4000.00 for her tireless work at LGS.

**The motion was unanimously approved.**

Diocesan Insurance:

Barry Migyanko reported that the total liability insurance has been increased from \$3M to \$5M and coverage includes \$1M per instance. Coverage for Sexual Misconduct Liability requires that the insurance company be notified *immediately* of any concerns. A “terrorism provision” is included in the present premium. Nadine Wood signed the policy as Secretary of the DOW.

Diocesan Credit Card for Barry Migyanko:

DOW credit cards have been distributed to His Grace, Bishop Benjamin, Archpriest Ian MacKinnon, Mary Caetta and Archpriest Matthew Tate.

**Motion:** Johann Morse moved and Subdeacon Dmitri Solodow seconded that a DOW credit card be given to Barry Migyanko.

**The motion was unanimously approved.**

Audit Committee Recommendations:

Discussed in the Treasurer’s Report.

Metropolitan Council Report:

Subdeacon Dmitri Solodow, diocesan lay delegate to the Metropolitan Council, presented and discussed his report on the February 19<sup>th</sup> meeting of the Metropolitan Council. (Report Attached). He encouraged everyone to read Metropolitan Jonah's opening statement to the Metropolitan Council on the internet. Archpriest Matthew Tate reported that the Metropolitan Council is moving in a good direction and there is now a positive atmosphere. Discussion followed.

**New Business:**

Diocesan Attorney:

His Grace will contact Tim McFadden.

Seminary Visitations:

Archpriest Matthew Tate distributed a list of seminarians at both St. Tikhon's Seminary and St. Vladimir's Seminary. (copy attached) Discussion of the placement of the seminarians upon graduation followed. Father Matthew also discussed the policy of determining who goes to seminary and the procedures to follow. The first step is to receive a blessing from the rector of the parish, then the rector discusses the candidate with the bishop. The rector would be responsible for coordinating the background check and psychiatric assessment. Upon completion of the background check, a letter from the rector/spiritual father would be sent to the bishop. The chancellor and the bishop would meet with the candidate and evaluate. Upon enrollment in seminary, his "track" of education would be monitored (theological study, clergy). Discussion followed.

Specific Parish Discussions:

- Merced – needs to pay their assessment/possible loan
- Berkeley – held a retreat which was well attended
- San Diego – needs to put bars on the windows due to vandalism
- Tarzana - Father Yousuf Rassam is now assigned
- Chico – Father Michael Spainhoward has been assigned.
- Susanville – Father Michael Spainhoward is assisting
- Redding – is without a priest
- Spokane – has added more families – Father Christopher to assist

Priest George Elliott:

Father Ian will be meeting with Father George

Fort Ross – July 4<sup>th</sup>:

Father Lawrence Margitich will coordinate the pilgrimage again this year. Johann Morse will be the contact for registration.

**Next Meeting Date**

The next meeting of the Diocesan Council will be convened at Holy Trinity Cathedral, San Francisco, on June 30, 2009 at 10:30 a.m.

Respectfully Submitted,

Nadine Wood,  
Secretary