



St Matthew Orthodox Church Parish Council Meeting

Meeting: August 12, 2025

Virtual meeting called to order at 6:06 pm

Opening prayer was given by Father John

Council members attending:

Father John Thetford - rector

Paul Novak – president

Matt Tomac - vice president

Tom Julian – treasurer

Noah Becker – corresponding secretary

Vera Limberopoulos - recording secretary

Guest - Jeff Zdrale

The minutes from the July 8, 2025, parish council meeting were reviewed. Paul made a motion to approve the minutes, approved by all.

Priest's report – Father John Thetford

- The September liturgical schedule has been sent out.

- The bishop will be coming here in October. By our next September meeting, Father John will have the Bishop's schedule and will take care of hotel arrangements.

- We are getting ready for Sunday school. It will be split into three sections. 1) pre-K, K and first grade, 2) second, third and fourth grade, 3) fifth through seventh grade. Deacon Spyridon will continue to work with the older kids, eighth through twelfth grades. As of this point, we are need of two more teachers. Father decided to utilize the Antiochian curriculum going forward. The curriculum is complete so it will save people time and money with the lesson plans.

- The next women's meeting will be held on September 6th.

- On September 12th, we will be assembling approximately 25 bagged lunches for St John's Women's Shelter.

- Maddy Faldet and Alex Arnold will wed on October 4th. Alex donated to cover 45 marriage booklets. This will be enough for the choir and guests to follow along.

- Father met with Deacon Spyridon and Photini regarding the Waupaca chapel relocation. The site that they had previously looked into is privately owned and is not working out due to the mold situation. We are looking into another location. The Wisconsin Veteran's Home in King has a chapel on site. This site is closer, near a major road in Waupaca County and it is kept up very nicely. Father and Deacon Spyridon met with the head of the facility and will be following up regarding the possibility of renting the chapel there.



-Matushka Katherine is due September 6th. The first week in September Father will have very limited availability due to the arrival of their newborn child. Father will cut his office hours in half for the two weeks following the birth. Depending on the arrival date, Father may have reader services (on September 6th or 7th). Father will keep council members notified if alternative services will be used. Paul and Debra Novak will briefly assist with their kids as needed.

President's report - Paul Novak

An email was sent out to the parish's inhouse construction guys to do the caulking around the windows on September 20th. Deacon Spyridon is good with that date. Also, Alexander, Tom and Matt will be participating.

Vice-prescient's report – Matt Tomac

-The filters in the AC unit have been changed out.

- Paul received a call from Quality Asphalt 10 days ago. He told them that he wants a weeks' notice before they start, and the best day of the week to start would be on a Monday.

Treasure's report – Tom Julian

E-mails were sent out to council members with the financials.

\$11,000 has been deposited into the money market account for a yield of 6%. \$10,000 will provide over \$1,100 of income. There is \$8,000 in the operating fund. \$7,200 will be moved into the building fund to pay for the parking lot repair. The All American Council expenses gave us a deficit, but we are now all caught up. The mortgage is currently \$146,500. An additional \$1,000 was paid towards it's principal this month. We are on track to refinance next year at \$135,000 or slightly less.

-We are waiting for the iconography and the parking lot projects to be paid. \$90 /week for grass cutting. The financial support payment was sent to Pedro, so we're good for the year. We have enough in the P42 to pay the mortgage for the year.

new business:

-Council is looking into resizing the Nave storage room, reducing it's footprint. Two quotes were obtained for the work: John Joseph Company for \$8950 or Gary Bastion for \$12500. The contractors will not be available before November, and possibly a year plus wait. Deacon Spyridon suggested that we do the work ourselves (with him assisting). The council would like the work to be completed within a week after it's started which should be possible with a contractor.

- September 22 – 26 the city of Green Bay will be having its annual large bulk pick up. We will be starting to clean up and out our closets. We will be looking to downsize unneeded contents in the Nave closet, anticipating the future smaller space. The music file cabinets could be stacked to save space. Jeff relayed that a lot of the items in that closet are a physical record of our history. Tom suggested that some the archives could become part of the library. Chuck expressed interest in some of the wood (in the upper closet). Also, Dorothy should be contacted regarding some of the decorations. Father will work on emptying more and consolidating. There is some additional space in the classrooms.



- Some of the parish council office terms will be ending in February. Matt will be ending his fourth year, though he could have one more two-year term. Noah and Vera's first two-year terms will also be ending. The president and treasurer had discussions about their terms ending at the same time (February 2027) and are planning on staggering their terms for a smoother transition. Tom volunteered to step down this coming February. Father approached Danny Panella to be the future treasurer. He will be on the ballot in February. Danny volunteered to work with Tom in the interim, shadowing him.

Old business:

- Paul was able to install the new video camera over the front door. Its battery powered and the pictures look good.
- The painting on the north side of the building is still a work in progress.
- Noah reports that the grants for the potential AED are confusing and needs more investigating. Also he acknowledged that there is the responsibility of maintenance. He will be talking to a nurse this weekend about more details and possible training.
- Matt put up the sign by the parking lot entrance.
- Jeff reports that he will be retiring at the end of September as the choir director (since the schedule is already out). He has been leading choir for 53 years since the age of 22. If needed, he could sub if Father wants him to. He still will be singing as a choir member.
- Sarah Tomac will be the lead choir director after September. Noah Becker, Matt Tomac and Matt Hanson will assist with vespers and Byzantine choir.
- Paul suggested to have a cake for Jeff during the annual church dinner. Jeff did not want fanfare but did like the idea of a cake, requesting a fudge ribbon cake with cream cheese (filling). Paul stated to Jeff, "God bless you for everything you have done. None of us would be here without you as one of our founders."

A motion was made by Paul to conclude the regular meeting, approved by all. The meeting was adjourned at 6:51.

Father John gave the closing prayer.



addendum 8.16.2025

email to parish council from Paul Novak on August 16, 2025

Hello PC,

Following up from our PC meeting on Tuesday in regard to the bids for this work. I had a third contractor come to the Church on Friday to review our project. He does not do this type of work.

I then reached out to the contractor (John Joseph Company) that put forward a bid for \$8,900. In discussions with them, they informed me that the quote included \$1,500 for the electrical work. I ask him to remove this from his quote. I have spoken to Misha and he is happy to do this work for us. In addition, the contractor has agreed to do this work on a time and materials basis with a not to exceed price of \$7,400. While we may end up paying \$7,400, there is then the opportunity that we may pay less than the \$7,400. The flooring will be done by our flooring contractor Keith who has laid most of the flooring in our Church. We have three boxes of wood planking which might be just enough. Once all initial work is done, we will then have Keith come in to take care of the floor. Odds are we'll take up the old floor to save on costs. Tom has informed me that we have the funds for the 25% down payment. We also have and will get donations to cover the remaining costs.

In discussions with Misha and the contractor, I believe they can take care of the electrical, get the wall removed, the door repositioned, frame out a small section of new wall, drywall and plaster, and install the new section of the drop ceiling all in a couple of days in September. If this all can't be completed in September then we will delay the start until November. We have three major events in October, Maddy and Alex's wedding, Fall Festival and the Bishops visit. Father and I agreed that we can't have the Church "torn up" in October with these three events scheduled.

I am then asking for your email approval to accept and sign the contract with John Joseph Company for a time and material contract not to exceed \$7,400.

Let me know if you have any questions and happy to chat this weekend at Church if need be.

In Christ,

Paul

Paul Novak proposed approval to accept and sign the contract with John Joseph Company for a time and material contract not to exceed \$7,400. All parish council replied approval. Passed by unanimous vote.