

**ARCHDIOCESAN COUNCIL MEETING  
HELD AT  
HOLY MARTYR ST PETER THE ALEUT  
CHURCH**



**CALGARY, ALBERTA  
October 1 & 2, 2015**

**SESSION I            THURSDAY, OCTOBER 1<sup>ST</sup>, 2015**

9:00AM    Molieben held in church

1.    11:00AM Prayer and Blessing  
      Meeting called to Order

**2.    Present:**

      His Eminence Archbishop Irénée (Rochon)  
      Chancellor: Archpriest Fr. Anatoliy Melnyk  
      Treasurer: Fr. Deacon Justin Mitchell  
      Dean of Ontario: Fr. Geoffrey  
      Dean of Manitoba, Saskatchewan and Nunavut: Fr. Gregory Scratch  
      Dean of Alberta and Northwest Territories: Archpriest Fr. Phillip Eriksson  
      Dean of British Columbia and The Yukon: Archpriest Fr. Michael Fourik  
      Interim Lay Delegate from Quebec & Atlantic Prov. Fr. Deacon Nicolas Svetlovsky  
      Lay Delegate from Manitoba, Saskatchewan and Nunavut: Reader Gregory Rychlo  
      Lay Delegate from Alberta and Northwest Territories: Barbara North

**Absent:**

      Dean of Quebec and the Atlantic Provinces: Archpriest Fr. Gregory Nimijean  
      regrets not able to attend.  
      Lay Member at Large: Reader Dr. John Hadjinalaou -regrets not able to attend.  
      Lay Delegate of Ontario: Reader Valentine Lossev  
      Lay Delegate of British Columbia: Fr. Deacon Peter Choi

**3.    Appointments**

      Chairman, Recording Secretary, and Interim Lay Delegate for Quebec and the Atlantic  
      Provinces.  
      Chairman: Fr. Phillip Eriksson - Approved  
      Recording Secretary: Deacon Nicolas Svetlovsky - Approved  
      Interim Lay Delegate for Quebec and the Atlantic Provinces–Fr. Deacon Nicolas  
      Svetlovsky –Approved

**4.    Review and Approval of the Minutes from Previous Meeting**

      Motion to accept: Fr Geoffrey Korz    Approved

**5.    Changes to the Agenda and Approval of the Amended Agenda:**

      Change Lunch at noon followed by Pension Plan presentation by Bob Challis

**6.    Addresses and Reports**

      His Eminence Archbishop Irénée tables his written report, briefly summarizing  
      Chancellor Fr. Anatoliy Melnyk tables written report. Report Attached  
      Regional Deans table written reports: Reports Attached  
      Dean of Quebec and Atlantic Provinces  
      Dean of Ontario

Dean of Manitoba, Saskatchewan and Nunavut  
Dean of Alberta and the Northwest Territories  
Dean of British Columbia and Yukon

The Audit Committee Report presented by Chair Herman Ovodov is tabled

- a. Progress of the auditing the current fiscal year is outlined,  
with the final report to be completed by the end of January 2016.
- b. The committee recommends the establishment of a Risk and Governance  
Committee to review ADOC assets and funds for greater transparency.

Property Management Committee presented by Reader Gregory Rychlo is tabled.  
The Committee requests that the Deans review the Archdiocesan Property Inventory  
document and to provide the necessary information to compile an accurate inventory/

Action Items related to property management:

- a. Deans are to ask each parish for the necessary information concerning  
Property titles and deeds
- b. The Bishop will travel to remote areas of the Western Deaneries to f  
find deeds for parishes that no longer exist.

12:00 Motion to adjourn for Lunch - accepted.

**7.** 1:00 PM - The meeting resumes with the Pension Plan Presentation: Bob Challis

Mr. Challis gave detailed explanation of the goals and benefits of the plan modeled on the Ukrainian Church and outlined the proposed plan for the Archdiocese which he worked out with the help of Fr. Phillip Eriksson. Mr. Challis concluded his presentation asking for council for a written approval of the tentative plan in order to continue to finalize the plan. Written report attached

Action Item related to Pension Plan

Fr. Phillip motions that the Bishop confirm in writing to Mr. Challis of the ADOC approval of the tentative plan. Motion accepted.

3:00 Motion to adjourn for coffee break accepted.

**8.** Meeting resumes at 3:30PM

Treasurer Report is submitted Fr. Justin reads though report and explains current banking concerns:

- a. Scotiabank not having financial statements from the Archdiocese for the last four years is charging a \$500 penalty fee effective September.\
- b. Scotiabank is demanding a 3<sup>rd</sup> party professional accounting firm to audit or they will call in the mortgage loan to be paid in full immediately
- c. Entries for Quick Books have been updated for 2015

- d. Record keeping needs to be centralized in the Archdiocese office.
- e. Balance sheet issues concerning land, properties and vehicles owned by the Archdiocese
- f. CRA 2014 a possible issue
- g. Noncompliance of some parishes with the Archdiocese minimum requirements level of insurance
- h. Parishes that have not adopted, maintained and enforced the required sexual misconduct policies and procedures are exposing the Archdioceses to lawsuits.

ADOC discusses recommendations in Treasurer's Report

- a. Appointing someone to schedule and coordinate financial audits by accounting firm
- b. Appointing someone to move all financial records to Ottawa office
- c. Compensating Reader Reuben Penner \$5000 for his work updating the financial records in Quick Books - training and assisting the bookkeeper and supporting the Treasurer
- d. Archdiocese bank account at the Alberta Treasury to be closed by year end
- e. All parishes identified in noncompliance with the Archdiocesan insurance and misconduct requirements be brought into compliance – documentation should be kept on file
- f. Review operating expenses of the Archdiocese office
- g. CRA requires documented reviews for programming partners lacking CRA registration, i.e., Arseny Institute, Monasteries, Missions – particularly Hermitage of the Annunciation Monastery, Monk Pierre's St Anthony Hermitage and the Yukon Mission.
- h. Transfer fund balances, approximately \$11,000 from the Assembly & Synaxis to General Operating fund.
- i. Middle East fund of \$5,455 to be used to support parishes caring for refugees in Canada
- j. Clear negative balance of \$5,232 for Fair Haven in order to close account
- k. Consider paying off the \$165,000 mortgage in full to avoid huge fees for audits required by Scotiabank

5:30 PM Break for Dinner

**9.** Meeting resumes at 7:00 PM

Fr. Justin reads through Archdiocesan Statement of Operations for the period of January 1<sup>st</sup> to August 1, 2015 to clarify the recommendations in the report.

**10.** Fr. Justin submits proposed Statement of Operations for 2016 for discussion by the council

Items to be considered:

- a. Increase salary for Archbishop Irénée
- b. Archdiocese support for Monasteries, Missions & Seminaries
- c. Determine dates for collections in parishes for Special Appeals for Monasteries, etc.
- d. Reserve an amount for future Vicar Bishop
- e. Budget for Archdiocesan office staff

- f. Archdiocesan membership in the Canadian Council of Churches
- g. Updating website
- h. Former Archbishop's salary
- i. Archdiocesan refugee support

**11. Archdiocesan Committee Reports, Proposals and resolutions:**

- a. Salary increase for Archbishop from \$16,000 to \$36,000 vote 7-3- **ADOPTED**
- b. Pension Plan Committee to finalize a pension plan which includes mandatory compliance – open to all church employees and with the possibility of the Archdiocese paying the priest's share - **ADOPTED**
- c. Barbara North (Human Resource Committee) considers the ADOC Handbook foundational concerning the operation of the ADOC and proposes that it be posted on the Archdiocese website – **ADOPTED**
- d. Decisions concerning the appointment of a Vicar Bishop and related expenses to be deferred – **ADOPTED**
- e. Archbishop Irénée proposes that Fr. Kyle head the Theological Education Committee – committee members to be appointed in the future – **ADOPTED**
- f. Proposed programming review of St. Arseny Institute is incomplete, Fr. Gregory Scratch reports that the institute is preparing a Late Vocation Program online modeled one offered by the OCA
- g. The ADOC will ask the Archdiocesan members of the CCC for a report in order to assess continued participation – **ADOPTED**
- h. Barbara North proposes Fr. Vincent Lehr as head of the Christian Education & Youth Committee- committee members to be appointed in the future – **ADOPTED**
- i. The Fund Raising Committee to be absorbed into STAS
- j. Fr. Andrew Applegate reads STAS report
- k. Fr. Gregory resigns as STAS chairman and is thanked for his tenure as chairman
- l. New Fund Raising goals of STAS will be decided with the involvement and approval of the ADOC – **ADOPTED**
- m. Human Resource Committee will continue as is – **ADOPTED**
- n. Property Management Committee will continue as is - **ADOPTED**
- o. Property Management Committee chairman, Reader Gregory Rychlo proposed that the Property Management Committee and Auditing Committee be merged because of overlapping CRA requirements – **ADOPTED**
- p. Fr. Phillip Eriksson will draft a letter to parishes outlining the strict requirements for adequate insurance coverage – letter to be sent out by the Deans – **ADOPTED**
- q. Human Resource Committee Report – Barbara North – report attached
- r. CCC Report read by Archbishop Irénée
- s. AVAC – The Chancellor is appointed as chairman and will appoint 2 clergy to the committee - **ADOPTED**
- t. Fr. Michael moves that all candidates for seminary as well as their spouses must be approved by AVAC – Candidates must pass the Police check report and psychological test before applying to seminary. Fr. Geoffrey seconds- **ADOPTED**

MEETING ADJOURNS AT 9:00 PM

## **SESSION II – Friday- October 2<sup>nd</sup>, 2015**

**7:00 AM - Divine Liturgy followed by Breakfast**

### **1. 2016 Budget Proposals**

- a. Appointment of secretary to replace Fr. Nazari is postponed until the work load is determined at which time the Bishop will appoint a new secretary. Since a full time is no longer needed \$25,000 will be set aside to cover a secretary's salary –  
**ADOPTED**
- b. The Bishop thanks Fr. Nazari for his work as Secretary and suggests that the ADOC give Fr. Nazari a gift.
- c. The next ADOC meeting proposed for March 31<sup>st</sup> – April 1<sup>st</sup>, 2016 in Montreal -  
**ADOPTED**

12:00 Lunch

### **2. Budget Proposals cont'd**

- d. The Archdiocese will borrow \$150,000 from St Peter The Aleut parish for a 5 year term at 5% in order to close the mortgage with Scotiabank. Once the mortgage is paid to the bank, Spencerville property will be given to St. Silouan Monastery –  
**ADOPTED**
- e. The Archdiocese will donate \$15,000 to the St. Silouan Monastery which will be given to Fr. Seraphim for his use – **ADOPTED**
- f. The Canadian Orthodox Heritage Committee will apply for \$1000 grant from the ADOC in order to set up website in time for the 100<sup>th</sup> year Anniversary of the Archdiocese –
- g. Fr. Justin motions for the budget to be voted on – Fr. Geoffrey seconds – **2016 BUDGET ADOPTED**  
The Canadian Orthodox Heritage Committee will apply for \$1000 grant from the ADOC in order to set up website in time for the 100<sup>th</sup> year Anniversary of the Archdiocese – **ADOPTED**

### **3. New Business**

- a. The Deans will send letters to all their respective parishes that have not submitted the 10% Tithe – asking for compliance – **ADOPTED**
- b. The Bishop will appoint an interim Lay Delegate for Ontario
- c. Fr. Geoffrey motions that Fr. Nazari receive \$1000 gift from the ADOC in gratitude for his work as Secretary – Reader Gregory seconds – **ADOPTED**

- d. The Chancellor will send a letter to all Missions and Mission Stations asking what their needs are in order to determine how the Archdiocese can help – **ADOPTED**
- e. The Middle East Fund will be used to support refugees in Canada
- f. Parishes that are in compliance with the Archdiocesan rules for insurance and tithes may apply to the Archbishop for grants – **ADOPTED**
- g. Fr. Anthony Estabrooks wrote a letter to the Manitoba Dean, Fr. Gregory stating his concerns about Archbishop Seraphim's upcoming trial in the Spiritual Court. The ADOC would like Fr. Anthony to clarify his concerns and inform the Bishop before the trial – **ADOPTED**
- h. The ADOC creates a new position on the Council to represent the Canadian Monastics. The ADOC appoints Fr. Gerasim Power as the Archdiocesan Monastic Delegate - **ADOPTED**

MEETING ENDS WITH A PRAY AT 3:30 PM