

**TRAVERSE CITY ORTHODOX MISSION CHURCH**  
**SPRING ASSEMBLY**  
**3010 Hastings Street, Traverse City, MI 49686**  
**Sunday, May 3, 2009**

**Minutes**

**Notice of Assembly:**

The seventy (70) stewards that are eligible to vote at the May 3, 2009 assembly were notified either by electronic mail and/or U.S. Mail two weeks prior to the date.

**Quorum:**

A quorum is required to be in attendance to vote on any items. With our current membership of 70 stewards, a quorum of 23 would be required to vote. In attendance at this meeting are 24 stewards in good standing.

**Call to Order:**

Parish Council President, Karen Kain called the meeting to order at 12:00 p.m.

**Opening Prayer:**

Father Iakovos led the assembled in the opening prayer.

**Nomination of Chairperson:**

A motion by Helen Knapp, seconded by Judy Weston to elect Stephanie Long as Chair of the Spring Assembly. Motion passed unanimously.

**Budgets:**

Doug Partlo presented an overview of the 2008 and 2009 Budgets. He walked parishioners through the presented papers. Questions were asked and answered.

**Audit Committee:**

Tina Partlo presented the report from the 2008 Audit Committee on the 2008 financial records. The members of the audit committee selected, at random, entries in the financial reports and tracked them through fruition. They concluded that money was spend in a prudent manner consistent with Parish Directives. They found that some receipts were missing from the Taste of Greece. In the past, those records have been kept by the chairman of this function. In the future, they will be turned over to the bookkeeper. The committee is satisfied that the audit did not reveal any irregularities or undocumented entries. They recommend that in the future we a digitally backup all financial information and keep in a secure location. Also recommended that the Parish Council adopt "guidelines" to ensure that a thorough audit is conducted; suggested that the Bookkeeper, Parish Council President, Secretary and Treasurer be available to answer any questions that may arise during the auditing process. A motion by Theresa Patterson, seconded by Karen Kain to accept the Budget Reports and the Audit Report as presented. Motion passed unanimously.

**Stewardship Report:**

Mrs. Helen Dalbo reported that we have received 62 pledges for a total of \$100,335.00. She is expecting more pledge cards in the future. To date, we have received \$31,056.00.

**General Comments:**

The parishioners asked general questions and they were answered.

After a closing prayer, the meeting adjourned at 12:30 p.m.

Judith Weston