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ST. JOHN'S LUTHERAN CHURCH OF THE ERIE LUTHERAN PARISH

2216 Peach Street, Erie PA 16502
www.StJohnsErie.org 814.456.7596

The Parish Post

2024 Annual Meeting
Bulletin of Reports

About Our 2024 Annual Meeting

2023 was again a year of change. This year's annual meeting will be similar to last year's and will continue to adjust and evolve. We will be holding our annual meeting on the third Sunday of January as per our bylaws, but...

- With the advance of technology and mindful of the health protocols still considered for the sake of our community, **we will again have a virtual option in addition to the in-person Annual Meeting this year.** The Zoom option of our Annual Meeting is only open to voting members in good standing according to the criterion laid out in our congregation's constitution and bylaws. Guests and visitors are not permitted to attend the meeting virtually.

- As the rules and needs dictate, **voting** will be by voice, hand, and electronic poll, as ballots as-we-know-them cannot be done in a virtual meeting. If the need for a ballot vote arises, only those present in-person will have opportunity to vote via ballot.

- **The 2024 Proposed Budget** is available through our church office the week before the annual meeting. Stop in and pick up a hard copy from our Office Administrator during regular business hours.

- What does it mean to be a "voting member in good standing?" According to our constitution (C8.02.c), a **voting member is a confirmed member.** *"Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws."* Basically, if you are a confirmed member of this congregation and we have records that show that you have attended worship either in person or virtually in 2023 or 2024, and we have records that show that you have given offering at some point in that same timeframe, you are a voting member and have all of the rights and privileges therein.

Annual Meeting Agenda 2024

1) Call to Order

- A) Determination of Quorum
- B) Opening Devotion and Blessing
- C) Dufford Terrace Report
 - i. Nomination of Dufford Board
 - ii. Questions on Dufford Terrace Report
- C) Approval of 2023 Minutes

2) Elections

- A) Report of the Nominating Committee
- B) Nominations from the Floor
- C) Casting the Ballot

3) Budget

- A) Finance Report
 - i. Endowment Statement
 - ii. Proposed 2024 Budget

4) Reports

- A) Questions on other Annual Reports

5) Old Business

- A) Quorum

6) New Business

- A) Call Process

7) Closing

- A) Installation of 2024 Congregation Council
- B) Closing Litany and Prayer

8) Announcements / Adjourn

• **If you have any questions** on any of the reports, agenda, points of order, or the budget, we are asking that you get them to the congregation president ahead of time by emailing them at president@stjohnserie.org if at all possible. This will help those in leadership get you the answers you desire, as well as offering all in attendance the chance to process the information together.

No matter what else changes, the mission of the church is the same as it has ever been – to make disciples of all nations, to care for "the least of these," and to let our light so shine before others that they may see our good works and glorify our Father in heaven. For the People of St. John's Lutheran Church of Erie, these things continue to happen no matter what else in our world is turned upside down.

2024 PROPOSED BUDGET
AVAILABLE VIA THE CHURCH OFFICE

Annual Meeting of the Congregation January 23, 2022 Official Minutes

Call to order at 11:33am. by Bob Bestvina, Council President.

A quorum was confirmed with 37 members attending.

Opening prayer was offered by Pastor Young.

A motion was made by Carolyn Sturtevant, 2nd by Paul Rapela to accept the Minutes from the Annual congregational Meeting, held January 2022. Motion carried.

Congregational Elections:

- **Church Council:** There are five open positions. Paul Rapela was nominated to serve one of three positions for a three year term; Julie Zoumbaris and Carolyn Sturtevant were each nominated to serve one year terms. All elected by unanimous ballot. Two positions remain open for three year terms.
- **Youth Member of Council:** There were no nominations for this position. Position will remain open until a suitable and willing candidate can be found to fill the position.
- **Dufford Terrace Board:** There are five open positions. Doug Boam, Beth Nagy, John Durst, Brian Bestvina and Janet Heubel were each nominated for three year terms. All nominees were elected by unanimous ballot.
- **Bahm/Palmer Committee:** There are two open positions. David Haffley, Julie Boam, Doug Boam and Shantel Kay were nominated to serve on this committee. As only two positions were open, written ballots were submitted. Julie Boam and Doug Boam were elected to serve.
- **Synod Assembly:** Butch Karnes was nominated to serve as our male delegate. No female or youth delegate was nominated. Butch Karnes was unanimously elected.
- **Nominating Committee:** There are four open positions. Roger Olsen, Marj Quinn and David Haffley were nominated. All nominees were elected unanimously.
- **Audit Committee:** There are three positions open. There were no nominees.

Motion was made by Pastor Young and 2nd by Erin Harper to accept the ballot for all positions except the Bahm/Palmer Committee. Motion carried. Motion made by Pastor Young, 2nd by Erin Harper to vote by ballot for the Bahm/Palmer committee, motion carried. Ballots collected. Results recorded above.

Reports:

Investment Report:

Erin Harper presented the report. A few questions asking for clarification of what some of accounts are for. What

are we doing with funds left in the Capital Campaign account? Can these funds be added to the Steeple Lighting fund? No specific answer. Can the Anderson Library Funds be used for Archives? Pastor Young responded, council had already agreed to that.

Budget: Erin reviewed changes to the budget. Salary changes, inactive accounts, account name changes, increases in some expenses, etc. A motion was made by Barb Kulisek and 2nd by Pastor Young to add \$10,000.00 back into the budget for an audit. We have secured an accounting firm to do the work. Motion carried. A motion was made by Judy Martin, 2nd by Pastor Young to amend the budget to reflect the changes and correct the Budgetary Transfer amount to \$110,195.00. Motion carried.

Other questions and comments: Specific thank you to Bob Bestvina for the extra effort in securing rentals and the huge increase it created!!

What was in special offering? Answer: It included amount collected for steeple lighting of \$3,165.00.

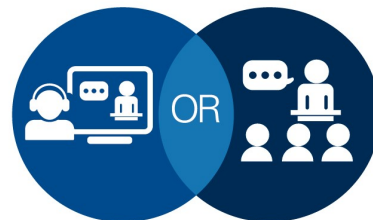
What was the Miscellaneous Income from? Answer: This included money from the Special Projects Account to cover the increase of Pastor Tom Glasoe's salary.

A motion was made and properly seconded to accept the amended budget. Motion carried.

St. John's Lutheran Church of Erie

ANNUAL MEETING

Sunday, January 21, 2024 at 11:30am
(virtual or in-person)



Join us after worship
or via Zoom (for church members only)

Zoom Meeting ID: 895 2013 7657
Passcode: 2023

+1 929-205-6099 (New York) or find your local number:
<https://us06web.zoom.us/j/kJRCoNZXQ>

There were no questions on the written reports of the committees.

Dufford Terrace Report:

The Dufford Terrace Annual Report was presented by Beth Nagy. Beth reminded us that Dufford is a separate entity from St. John's Lutheran Church and as such the report and ballot should be presented separately at the beginning of the annual meeting. Next year we'll get it straight. She shared highlights of the report including the progress on renovating apartments. Dufford Terrace is continuing to update kitchens, install new carpeting and flooring and walk-in showers. In 2022 they offered to install cut out for the bathtubs for those current residents who wanted that option. Residents are sharing in the cost of that renovation.

Old Business: Per a request from last year's annual meeting, Council recommends to the congregation that C10.04 Ten (10) percent of the voting members shall constitute a quorum. Be amended to read A minimum of Forty (40) of the voting members shall constitute a quorum.

As this cannot be voted on at this meeting we are calling a separate meeting on February 26th at 9:15 am, between services, to discuss and vote on this motion.

New Business: The second part of the series Houses of Faith on WQLN will air on Thursday January 26th at 8:00 pm.

A question was raised regarding ICM (Interchurch Ministries) and if we had any representation or if more could be shared about its workings. Bob Bestvina replied he had someone looking into that. Hopefully he'd have an answer soon.

Installation of Church council members was conducted.

Adjournment:

There being no further business, the meeting was adjourned at 12:35pm

*Respectfully Submitted,
Marj Quinn, Secretary*

Council President Report 2023

We entered 2023 without having Pastor Tom Glasoe. We saw the end of the Contemporary Service and the termination of Contemporary Music Director, Michelle Flaherty. We had the resignation of council president, Erin Harper. Pastor Young resigned and moved on to a new call. We have not been without someone in the pulpit. We have not missed having any services. We have had three lay ministers. We have been blessed with three ministers, in the pulpit, Pastor Rhodes, Reverend Gray, and Pastor Mineo. Other pastors of the Erie Conference of Lutherans have volunteered to help fill in our pastoral needs. Council had a visit with Bishop Lozano, with some insight about the call process. We have lost some members, but we have gained some new members as well. We have had some funerals as well as some baptisms. We had our website redone. The chancel choir returned. We had a change in

insurance carriers, switching to Erie Insurance. Pastor Gray did 2 four week bible studies. Fortunately we have had Rachel in the office, she has been a major help in this time of transition. The council and the congregation have pulled together and stepped up to the challenge of moving forward without a called pastor, interim pastor, part time pastor, or a shared pastor. There are about twenty congregations in our synod that do not have called pastors. Pastors are in short supply/. In Erie we have two congregations that share a pastor. In Erie County, we also have two congregations that share a pastor and a deacon. In the mean time, we want to continue serving and worshipping God in our lives and through this congregation.

*Respectfully Submitted,
Roger Olsen, Council President*

Music Director and Organist- 2023

The goal of the Music Program of St. John's is to glorify God and to enhance the worship experience of the congregation. It is important to have worship music integrated into the total life of the Parish.

An exciting addition to St. John's music ministry this year was the return of the Chancel Choir in September. This coincided with the loosening of the Pandemic restrictions. They practice every Sunday and sing approximately once a month and for major Church festivals. An important function is leading the congregation in the singing of the hymns and liturgy.

The Bell Choir has been playing for the 10:00 AM Traditional Service throughout 2023. The Bell Choir plays approximately once a month and for all major Church festivals. December 18th was Bell Choir Sunday with the Bell Choir playing several Christmas/Advent selections.

Many special musicians have played in 2023. Among them have been Janel Anderson on the flute, brass instrumentalists from the Gem City Band (trumpet and euphonium), and alto saxophonist Tim Powell. Nolan Durst has provided special music on the piano for several of our services. In August, a new music ensemble was introduced to the congregation entitled The Stained Glass Ensemble. This is a group of instrumentalists from St. John's which play sacred and classical selections for worship. It is planned to have them return in 2024.

Throughout the year, it is my responsibility to select and play the organ preludes, offertories, hymns, communion music and postludes for all services, Holy Days and extra worship such as Advent and Lent. All music is selected to correspond with the Lutheran liturgical calendar.

One of the duties of my position is to rehearse all cantors, soloists and instrumentalists that participate in the 10:00 AM Traditional Services and any special services. Carolyn Sturtevant has been Cantor for our Sunday worship. We rehearse every week for the 10:00 AM service. I would like to thank Carolyn for her outstanding dedication and service to St. John's.

In coordination with the Pastors, I select hymns for the all services. During the summer months, the congregation enjoys selecting favorite hymns that are included in the 10:00 AM service. For copyright protection, we belong to an organization entitled One License. I keep track of and report any hymns to One License that have been published within the last 70 years. Choirs selections, prelude and postlude music have to be reported to One License for copyright protection. I have been researching proper copyright procedure and attending virtual copyright workshops to help ensure compliance with the law.

It is my responsibility to maintain all musical instruments and keep the organ and pianos in repair and in tune. This was continued throughout 2023. Since the organ is a valuable and historical instrument, it is important to keep it in good working condition. The Church has purchased a new keyboard. It was installed in March. This keyboard will be available for use in combination with special soloists and different ensembles for the worship services. The keyboard is, also, used for choir rehearsals.

I attend and participate in the Worship and Music Committee meetings once a month. The Worship and Music Committee meetings are an important part of planning and keeping communications lines open within our Church community.

A change this past year has been working with the various Supply Pastors. St. John's has been blessed to have these dedicated individuals help us at services every week. As every Pastor has a different approach to the services, communication with them was necessary to help the services run as smoothly as possible.

With the goal of integrating music into the total life of the Parish, there have been several special community programs that I have been involved with at St. John's. In April, I assisted when the German Culture Group toured the Church and answered questions about the organ and music program. In mid-May, I played the organ and answered questions for the Hagen History Center sponsored "Sacred Spaces" tour. In 2023, our Church and music were featured in WQLN's Chronicles series entitled "Houses of Faith: Beyond the Brickwork". I was interviewed by the producer and discussed our music program and played the organ showcasing the history of the instrument. On December 6, I conducted a Christmas Carol Sing-a-Long for the Dufford Terrace residents which was assisted by several Chancel Choir members.

To maintain my professional skills and contacts, I am an active member of the Erie Chapter of the American Guild of Organists and a long-time Board member and Secretary of the local Chapter. I am a member of the Erie Music Teachers' Association, the Association of Lutheran Church Musicians, and the Church Music Institute. These organizations have helped provide valuable information through publications, workshops and webinars that assist in conducting our Church music program. Through my memberships in these various musical organizations and, as part of my continuing education, I have attended several webinars and workshops virtually in 2023:

January – "Insights for navigating the CMI Libraries" – Church Music Institute
 February – "What Every Church Musician Needs to Know" – Church Music Institute
 February – "Sundays and Seasons Webinar" – Augsburg Fortress
 February – "Psalmist As Leader of Sung Prayer" – Church Music Institute
 March – "Alexander Technique" – American Guild of Organists
 March – "Musicians and Clergy Working Together" – Church Music Institute
 April – "Workshop on Improvisation with Dr. Kalle Toivio" – American Guild of Organists
 May – "Workshop on Improvisation with Ivan Bosnar" – American Guild of Organists
 May – "Pipeworks: A Steam Initiative" – American Guild of Organists
 July – "How To Use Excel Webinar" – American Guild of Organists
 September – "Library Tour on Choral and Organ Music" – Church Music Institute
 October – "Being Yourself in the Face of Public Ministry" – American Guild of Organists
 October – "The Weekend Organist" – American Guild of Organists

Several goals were achieved during 2023. One was the return of the Chancel Choir to worship. The second was the expansion of the anthems for the Bell Choir. As we are now ringing with 8 handbells, it was necessary to purchase music for that size of a bell choir. A third goal was obtaining the electronic keyboard for use with rehearsals, instrumentalists, and to supplement worship services. I have continued working on the inventory and organization of the large volume of organ and bell choir music in the storeroom behind the organ. This is important to determine which music is outdated and to determine what new music should be purchased. I will continue this project in 2024.

For 2024, if Church members are interested in participating, I would like to bring back the Men's Choir and the Intergenerational Choir. The Men's Choir and the Intergenerational Choir allow the participation of people who normally do not sing with the Chancel Choir. These ensembles were well-received by the congregation. Also, I would like to include more instrumental selections in the service such as The Stained Glass Ensemble and various soloists.

I would like to thank the people of St. John's for their support of the Church's music program. The members of the congregation who participate in the music program deserve the utmost praise for their tireless and selfless efforts in providing music for the glory of God. It is my goal that the St. John's Music Program will continue to glorify God and to enhance the worship experience of the congregation.

*Respectfully submitted,
 Kathrine Swanson, Music Director and Organist*

Social Ministry Annual Report 2023

The Social Ministry Committee's mandate is to serve the needs of the community. We are grateful to the congregation and to the Magenau Fund for their support of our programs. Our committee has few meetings, and welcomes participation by congregational members in any of our events—one event or every event!

Our activities in brief:

Throughout the year—Planning meetings for the coordinators hosting the Overflow Shelter, also called “Our Neighbors’ Place,” at St. John’s during the two-week period from January 31 to February 14, 2024. Volunteers should contact Diane Bestvina.

February 1-8, 2023--Hosted the Overflow Shelter
February 1-8, 2023, provided guests a warm place from 7:30 pm to 7:00 am, with a bed, snacks, hot beverages, showers, and foot care offered by a group of medical professionals

July 27—Cooked and served Sloppy Joe sandwiches and sides to more than 40 guests at Holy Trinity Lutheran Church community

August 8—Served homemade cookies and refreshments at the Lutheran House at Chautauqua

September 10—God’s Work, Our Hands—Beach Cleanup on Presque Isle State Park with other churches from the Erie Conference

September 24—CROP Walk for Hunger to meet the hunger needs of our community: our walkers raised \$530

October 15--Sunday Supper at First Church of the Covenant –served Pasta with meat and marinara sauce to 114 guests and 14 volunteers of time and/or cupcakes

November—Donated coats, and other warm winter gear to the Inter Church Ministries campaign, “Coats for Kids”

December—Generous donors provided 10 gift bags for students at Bethesda Lutheran Services in Meadville, along with items from their wish list

June, October, December—Served cookies and drinks at Gem City Band concerts

Project Dignity is active throughout the entire year.

The mandate is to distribute personal care items and food (from the Second Harvest Food Bank inventory and supplemented with store shopping) to households within a designated area surrounding St. John’s. In mid-year, food neighbors began to choose items from shelves tended by our volunteers, instead of receiving a standard pre-filled bag. It has allowed people to choose items that best fit their households’ needs. Every household receives personal care and hygiene items. We served 66 different households in 2023. As of the end of December

we have required paperwork for 44 households falling within the Second Harvest boundaries to receive food from St. John’s. Diane Bestvina, Project Dignity Coordinator and Food Pantry Representative with Second Harvest Food Bank is grateful for all the current volunteers, which include:

1st and 3rd Wednesdays - Bob Bestvina, Carolyn Sturtevant, Marj and Bob Quinn, Margie Gehrlein, Bill Kay, Mark and Sue Eller

Head personal care shopper: Cathy Goellner

Assistant personal care shoppers: Diane Bestvina, Marj and Bob Quinn

Sometimes eggs, spaghetti sauce and crackers shoppers: Diane Bestvina and Cathy Goellner

Panera Bread volunteers: Bob Quinn, Bill Kay, Bill Watson, Denise Scott, Lynn Schrimper, Carol Snippert, Kim Snippert (now passed away), Darlene Smith

Distribution of Second Harvest turkeys and boxes of sides November 20th: Diane Bestvina and Carolyn Sturtevant

Distribution of lasagna and boxes of sides December 13th: Diane Bestvina and Carolyn Sturtevant

Distribution of auction items to winners on December 21st: Diane Bestvina and Carolyn Sturtevant

June 14th our Project Dignity neighbors enjoyed a picnic in the gym (assisted by WELCA and Ruth Guild) complete with a grilled lunch by Bob Bestvina.

December 6th and 20th was a special Christmas time “walk thru” featuring a 27 items ticket auction and free giveaways of candy and cookie bags, calendars, tote bags, holiday décor, warm wearables, health items and a pump soap. (Thank you to Janet Heubel, Margie Gehrlein and Julie Zoumbaris for their donations and to Sharyn Roberts, Sue Carlson and Brian Bestvina for helping out on these special days.)

*Respectfully Submitted,
Carolyn Sturtevant, Chair*

Property Committee Report 2023

I would like to thank my committee members: Dana, Greg, Jay, Joe, and Paul for their service this year. Joe has worked hard to keep our building clean. Clicko Elevator and Green Elevator Inspection did our state mandated 3-year stop test of our elevator. Absolute Fire Protection did our annual backflow preventer inspection and the annual trip test of our sprinklers. Fireline did the two semi-annual inspections of the fire suppression system of the hood in the kitchen and the annual inspection of the fire extinguishers around the building. Card Heating has serviced our HVAC systems. The three boilers in the

parish center are 17 years old. They have a life expectancy of 12-13 years. Card has informed me that they are wearing out and should be replaced this summer. Card installed a heat pump/AC unit in the chapel to help with the climate control in that room. Dana found a contractor to fabricate and install the long-awaited railing from the 23rd Street sidewalk to the office entrance door. The Dufford Terrace Board hired Turf Management to mow and fertilize the grass and do the spring and fall clean-ups. Valley Snow Removal has cleared the snow on our sidewalks, church entrances, and 23rd Street parking lot. LECOM hired a contractor to plow the snow from our 22nd Street parking lot in thanks for letting them use the parking lot.

*Respectfully recorded and submitted,
Roger Olsen*

Dufford Terrace Report 2023

To the congregation of St. John's: Dufford Terrace continues to serve Erie's aging population with quality, affordable apartments for tenants aged 62 and over. The Dufford Terrace Board of Directors continues to oversee the management of the building and work along with our Property Managers – Glowacki Management Company. In January of 2023, Dufford held a Special Congregational Meeting with the members of St. John's specifically to update the Dufford Bylaws which had not been revised since originally created in the 1980's. This was an important accomplishment and we are thankful that, with input and adjustments from the congregation, the new bylaws were approved. As we moved forward in the year, we continued with renovations - making improvements to individual apartments and to the building. As apartments open up, we update the kitchens with new cabinets, countertops, and stoves, and also install new flooring and carpeting throughout each apartment. We update the bathrooms, replacing tubs with new walk-in showers; bathroom vanity cabinets are replaced if needed. Painting and other repairs continue with Roger Olsen heading up all of the apartment updates. We offer a sincere thank you to Roger for his commitment to our renovation project! In 2023 the Dufford Board approved contracts with outside companies to assist with our social media presence. We are now working exclusively with Scot Zoumbaris and he is currently creating a new website for Dufford Terrace.

In order to help with showings, Dufford Apartment 202 was designated as our "Staged/Show Apartment". Members of the Board worked together to acquire new furnishings and decorative pieces to give potential tenants a good visual of a furnished apartment.

We are so fortunate that Dufford Tenant Jim Crosby continues to act as the Dufford Social Director, helping to plan activities, speakers, events, food trucks, and Bingo for the enjoyment of all of our residents. This past December St. John's member Sharyn Roberts, who is also a tenant at Dufford, coordinated a Christmas Carol Sing-a-Long with Kathy Swanson at the piano and refreshments for all attendees. There was a very good turnout and it was a lovely afternoon gathering. We had about 125 reservations for our December 14th Holiday Dinner and Bingo in the St. John's Gym. Many of our St. John's members joined the Dufford tenants for an enjoyable evening. Thank you to Barb Kulisek for once again handling all of the arrangements for that event, including her work with Sabella's catering, purchasing the Bingo supplies, and arranging to have cash prizes available for our winners.

As of November 30, 2023, and the writing of this report, Dufford Terrace had a net operating income of \$105,635.08 and occupancy was at 85%. The responsible management of Dufford Terrace by the elected board has resulted in a healthy cash reserve and I would like to thank the entire board for all of the good work done this year. We continue to faithfully serve our senior residents and to implement projects that will benefit those seniors the building was meant to serve.

*Respectfully Submitted,
Beth Nagy, Dufford Board President*

Dufford Terrace Annual Budget - Comparative

Account Name	Annual Budget	YTD Actual	2024 Budget
Income			
Appfolio Application Fees	0.00	40.00	
RENT INCOME			
Rent Income	536,892.72	527,619.61	557,601.00
Laundry Income	5,500.00	5,763.25	5,500.00
Cable TV Income	8,781.70	8,453.61	8,782.00
Late Fee	0.00	125.00	0.00
Total RENT INCOME	551,174.42	541,961.47	571,883.00
EXPENSE REIMBURSEMENT			
Bill Back Miscellaneous	0.00	150.00	0.00
Bill Back Trash	0.00	25.00	0.00
Security Deposit Forfeiture	0.00	2,243.11	0.00
Total EXPENSE REIMBURSEMENT	0.00	2,418.11	0.00
OTHER INCOME			
Interest on Bank Accounts	1,500.00	13,293.05	8,000.00
NSF Fees	0.00	50.00	0.00
Total OTHER INCOME	1,500.00	13,343.05	8,000.00
Total Operating Income	552,674.42	557,762.63	579,883.00
Expense			
DIRECT EXPENSES			
General Repairs	92,000.00	64,713.97	80,000.00
Appliance Expense	7,200.00	7,038.93	7,400.00
Plumbing Expense	5,500.00	8,276.07	6,200.00
Roof Repair	1,500.00	0.00	1,500.00
Electrical Expense	1,000.00	2,322.94	1,000.00
Repairs - Labor	45,000.00	22,214.70	35,000.00
PA Sales Tax Paid	1,700.00	866.43	1,700.00
Sprinkler Fire Suppression System	3,000.00	3,933.50	3,000.00
Janitorial Expense			
Janitorial	19,000.00	10,651.85	19,000.00
Total Janitorial Expense	19,000.00	10,651.85	19,000.00
Painting Expense	7,500.00	0.00	7,500.00
HVAC (Heat, Ventilation, Air)	23,848.00	20,420.08	25,944.00
Elevator Expense	7,500.00	22,316.90	10,500.00
Exterminating	6,500.00	4,481.32	6,500.00
Landscape Expense	14,000.00	17,421.68	15,500.00
Snow Plowing	16,000.00	6,998.97	16,000.00
Security Service	600.00	111.25	600.00
Insurance	36,010.75	33,451.15	38,171.00
Property Tax	68,438.29	69,492.21	70,010.00
Electricity	26,000.00	21,395.29	26,000.00
Gas	14,000.00	13,073.74	14,000.00
Water & Sewer	18,500.00	15,660.44	18,500.00
Cable TV Expense	25,680.00	28,037.34	25,680.00
Refuse Trash Removal	6,360.72	5,530.60	6,361.00
Total DIRECT EXPENSES	446,837.76	378,409.36	436,066.00
Resident Activities	5,000.00	6,505.61	5,000.00
Office Supplies	3,000.00	4,278.16	3,330.00
Advertising & Promotion	2,580.00	3,924.85	3,580.00
Legal and Accounting	1,500.00	1,825.00	13,500.00
Taxes & Licenses	2,900.00	2,170.00	2,900.00
Bank Charges Expense	30.00	1,270.12	30.00
Management Fees Glowacki	38,878.49	36,934.23	40,328.00
Miscellaneous Expense	1,500.00	2,526.64	1,500.00
Total Operating Expense	502,226.25	437,843.97	506,234.00
Total Operating Income	552,674.42	557,762.63	579,883.00
Total Operating Expense	502,226.25	437,843.97	506,234.00

Basic Parliamentary Procedure Chart (Based on “Robert’s Rules of Order”)

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	“I move to...”	No	Yes	Yes	Yes	Majority
Amend a motion	“I move to amend the motion by....” (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	“I move that we refer the matter to committee.”	No	Yes	Yes	No	Majority
Postpone item	“I move to postpone the matter until...”	No	Yes	Yes	No	Majority
End debate	“I move the previous question.”	No	Yes	Yes	No	Majority
Object to procedure	“Point of order.”	Yes	No	No	No	Chair decision
Recess the meeting	“I move that we recess until...”	No	Yes	No	No	Majority
Adjourn the meeting	“I move to adjourn the meeting.”	No	Yes	No	No	Majority
Request information	“Point of information.”	Yes	No	No	No	No vote
Overrule the chair’s ruling	“I move to overrule the chair’s ruling.”	Yes	Yes	Yes	No	Majority
Extend the allotted time	“I move to extend the time by ____ minutes.”	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	“Point of order.”	Yes	No	No	No	No vote
Table a Motion	“I move to table...”	No	Yes	No	No	Majority

Most Important Rules: Be courteous. Be kind. Be Christ-like.