



Saint Demetrios Greek Orthodox Church

C a p i t a l C a m p a i g n F o u n d a t i o n

Date: Wednesday March 27th, 2024

Time: 11:00 AM-11:30 AM

Attendees Efie S., Tina E., Peter A, Father P., Tim J, Andy T., Frank E.
Steve S., Steve Tibbs, Jim Eckstaed

Absents: Bill A.

Minutes Taker: Efie S.

Agenda

1. Talk about the Capital Campaign Foundation governance options

Minutes

- 1.** The meeting was attended by the regular members of the Capital Campaign Foundation as well as by Steve Tibbs, a Metropolis Capital Campaign specialist and Jim Eckstaed, a member of the Metropolis Financial team. Steve Tibbs and Jim Ecksteaed presented the two options that the Capital Campaign Foundation has and explained the process and the advantages and disadvantages of the two options. Below there is the document that Steve Tibbs shared with the Committee presenting in details the options. The members of the Capital Campaign Foundation will read carefully the document and will decide the next steps. A new meeting will be scheduled very soon with Steve Tibbs to discuss the decisions made.



Saint Demetrios Greek Orthodox Church Capital Campaign Foundation

St. Demetrios Capital Campaign Foundation

Governance

3.27.24

Context

Following the Foundation meeting on March 12, 2024, extensive research was undertaken to determine the optimal strategy for the positioning and operation of the St. Demetrios Capital Campaign Foundation. This Foundation serves as the primary fundraising entity for the parish of St. Demetrios Greek Orthodox Church in Tucson, Arizona, with a specific focus on supporting the development efforts for designing an overarching site plan and constructing a new church on recently acquired property.

The recommendation was formulated through a comprehensive analysis that considered various factors, including the unique characteristics of the parish, its past fundraising endeavors, the history of fund management, and the current objectives of the Foundation Board.

Furthermore, additional insights were gathered through consultations and discussions with key stakeholders, including:

- The Office of the Special Advisor to Archbishop Elpidophoros
- The Chancellor of the Metropolis of San Francisco
- The Director of Stewardship, Evangelism, and Outreach Ministry for the Archdiocese
- Lead from the Metropolis of San Francisco Parish Finance Support Team, who is also a member of the Metropolis and Archdiocese Finance Committees
- A member of the Metropolis Finance Support Team, possessing substantial experience in managing finances related to major church capital campaigns and holding a CPA credential.

These engagements provided valuable perspectives to inform the recommendation process, ensuring alignment with the overarching goals and objectives of the St. Demetrios Capital Campaign Foundation.

Key Question: Can a Foundation be included in the IRS Subordinate Group Exemption of the Greek Orthodox Archdiocese of America?

Short answer: Yes. But this path is not recommended. Achieving approval will require extensive preparation, multiple reviews/approvals and could take up to 4 to 6 months, *without guarantee*. It is also perceived as non-essential if the Foundation continues with its plan for establish an escrow account for the management of key donor contributions.

What are our Options?

Two approaches are provided for consideration on the following pages.



Saint Demetrios Greek Orthodox Church

Capital Campaign Foundation

St. Demetrios Capital Campaign Foundation

Governance

3.27.24

OPTION 1

Foundation keeps EIN intact and seeks inclusion in Archdiocese IRS Subordinate Group Exemption.

- Establish an Escrow Account.
 1. Recommend defining a minimum donation level for placement of funds into Escrow.
 2. Instructions will be drawn up between Bank and Foundation.
 3. However, if inclusion is granted its perceived Escrow would be unnecessary.
- Keep EIN & related Bank Account.
- To Qualify for Inclusion:
 1. Create detailed rationale for the Foundation.
 2. Create detailed Foundation bylaws (rationale & bylaws are noted as the "Package.")
 3. Parish Council will need to approve the Package prior to taking to the General Assembly.
 - Approval must be noted in minutes of Parish Council.
 - Foundation will operate under jurisdiction of Parish Council.
 4. General Assembly will need to approve the Package prior to submission to the Metropolis.
 - Approval must be noted in minutes of General Assembly.
 5. Submit the Package to the Metropolis of San Francisco for review.
 6. If Approved, submit the Package to the CFO of the Archdiocese for review.
 7. If Approved, submit the Package to the Office of the Special Advisor to the Archbishop of the Archdiocese for review.
 8. If Approved, Foundation will be added to the quarterly submission to IRS from the Archdiocese which requests inclusion of subordinate parishes (currently there are only parishes listed - no Foundations are noted).
- Upon approval to function, the Foundation will be responsible to submit all donor information and tax filings to the IRS as a separate corporation (no reporting will be required if part of the parish).
- Transition Consideration: Monies donated in 2023 to Foundation would be held in current bank account or transferred to escrow account.



Saint Demetrios Greek Orthodox Church

Capital Campaign Foundation

St. Demetrios Capital Campaign Foundation

Governance

3.27.24

OPTION 2

Foundation continues to lead capital campaign as a committee of the Parish.

- Establish an Escrow Account.
 1. Recommend defining a minimum donation level for placement of funds into Escrow.
 - All lessor funds could be placed into non-escrow, restricted bank account.
 2. Instructions will be drawn up between Bank and Foundation.
- Foundation EIN is retired.
- Foundation funds are transferred into an additional Parish bank account.
- Foundation branding and title remain the same.
- Marketing and fund-raising efforts continue as current.
- Board remains as Capital Campaign Foundation Board.
- Recognition for tax deductible donations will be from St. Demetrios.
- Create Operating Guidelines for Foundation (formal bylaws recommended but not required).
- Establish new bank account (optional).
 - Dual signatures on account (Foundation / PC)
- Transition: Current monies in Foundation bank account would be transferred into escrow account.
- Foundation will operate under jurisdiction of Parish Council (as a parish committee).
- Parish Council will need to approve all above operating guidelines.
 - Approval must be noted in minutes of Parish Council meeting prior to General Assembly.
- General Assembly will need to approve direction and recommendation by Parish Council.
 - Approval must be noted in minutes of General Assembly prior to submittal to Metropolis.