**COUNCIL MINUTES: Sunday, 7-16-17 at 11:30 am**

Present: Theresa Gale, Judy Hoke, Ann Ivester, Ken Katzen, Don Link, Matt Norvell

 and Anne Yenchko

**AGENDA**:

Matt led us in prayer, and Don presented the jest.

**MINUTES**: **MOTION was made and approved to accept the Council Minutes for June 11, 2017.**

Minutes for the Executive Meeting on July 10, 2017 were accepted (motion not necessary.)

**Search Team Update:**

Matt reported on the activities happening to facilitate the Search Team's process: the KC web page is being updated, and the Enabling Minister advertisement is being finalized and will be posted to at least 15 sites, including but not limited to, the KC website, seminaries and ministerial networking sites.

**Preparation for Combined Worship and Community Meeting, 7-30-17**:

Since a draft of the program for July 30 had already been prepared and emailed before the Council meeting, discussion was held to finalize the program. Major issues to be considered were what information needed to be communicated in the Community Meeting to Members and the wider community, and what method of communication to keep the community informed. It was decided that Theresa as Council President will prepare a summary of today's meeting and send it out as a KC Announcements email. Recipients will be informed that if they wish to obtain more detailed information about today's discussion, copies of Minutes will be available for them to read outside of the KC office. Theresa will talk with Bonnie O. and Bonnie P. regarding modifying the existing policy to reflect this.

Theresa will oversee the set up for breakfast and the combined worship/meeting event.

Discussion on investigating setting up bulk purchase of paper goods and other items for KC. Now individuals are purchasing a variety of items at different stores and it was questioned if we couldn't save money and duplication of effort by exploring bulk purchasing and/or single source purchasing. Theresa, Anne Y. and Ann I. will talk about this further and bring a recommendation to the Council at the next meeting.

Don informed the Council that he will not be seeking re-election as Treasurer. He will work with Ann to create an announcement for the Combined Worship and Community Meeting, indicating KC's need for a person who feels called to fill the Treasurer position.

**Leadership Teams**

**Finance:**

Don has completed the reports for May, June and the 2nd Quarter. He provided and reviewed with the Council his concise Summary which indicates “we are doing better than expected.” There was one correction that needed to be made to the Balance Sheet, and one to Don's Summary. Both of these revised documents were provided to Council subsequent to the meeting.

At Council's request, FLT had prepared a Revised 2017 Budget which reflected changes due to Heather's departure. Don reviewed with Council the proposed budget changes and led the discussion of the proposed Revised 2017 Budget.

**MOTION was made and approved that Council accept the Revised 2017 Budget.**

Ann reported the discovery that some payroll files were being put on the KC computer. These files will be deleted from the office computer and will now be placed in a secured locked file cabinet. Only members of the FLT will have keys to this cabinet. Matt stated the need to resolve some outstanding backup issues. He will report back next month on the status.

**Human Resources:**

Anne reported that the box for confidential files was purchased and the files will be put into it ASAP.

HR is currently assisting the Search Team by searching for guidelines for compensation of an Enabling Minister.

Regarding Pinkerton background checks, three more persons who will be assisting at Agape Girls Camp have been approved.

Matt asked if credit and background checks will be performed before the three finalists appear at the ministerial interviews, and was assured that such checks are indeed to be made.

Anne reported that Jack Dunlavey is checking in with HR regularly in his current duty of covering Pastoral Care for KC since Heather's departure.

**Worship**:

See Carol's submitted report. Worship Task Groups are fully staffed for the year.

**Building and Grounds:**

Matt reported that the new refrigerator for the upstairs kitchen has been delivered and installed. Also, the issue of appropriate storage of private and confidential records and files and who can access them is completed.

**Vitality, Diversity & Inclusion:**

See Ken's submitted report.

**Refugee Project:**

Good News! Don informed us Mehdi has gotten his Maryland driver's permit. The team is now searching for a donated vehicle for the family. Prayers are requested for Mehdi's mother in Tehran who is not well. The family hopes to bring her here in the future.

**Parking Lot**:

1. Evaluating whether or not bulk purchase of paper goods for KC events will be more economical.

2. Resolve any outstanding issues with the Carbonite backup program.

**Assignments for next Council Meeting in September:**

Facilitator – Matt

Process – Theresa

Jest – Anne

Timer – Ann

Parking Lot – Ken

Chaplain – Don

Matt provided the closing prayer.

**Dates to Remember**:

Executive Meeting: TBD in September

Combined Worship and Community Meeting: July 30, 2017

No Council meeting in August.

Next Council meeting September 24, 2017 at 11:30