**COUNCIL MINUTES: Sunday, 9-24-17 at 11:30 am**

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

and Anne Yenchko

Absent: Ken Katzen

Guests: Bonnie Personett , Bonnie Orrison and Rick Miller

**AGENDA**:

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

**Retreat Team Update:**

Rick Miller reported that the Annual Retreat Team consists of Mary Jane Sasser, Margie Morales, Anne Yenchko, Florence Miller, and Harriett Katzen. The theme this year is “Rich Legacy, New Opportunities,” the date is November 4, and the location is again at St. Anthony's Shrine. The committee has asked the October WTG's to highlight one of KC's Spiritual Disciplines in each service in October, with the goal of covering each discipline as a lead-in to the Retreat. Note was made that the first Sunday in October is Youth Sunday, so Sandy will be informed of the need to incorporate some discussion of a discipline. Also October has a fifth Sunday, so Council will coordinate with the October WTG to cover the final discipline at that service. Anne Yenchko is coordinating the Friday night Community Dinners the night before the Retreat.

Rick asked for Council for input on the Membership Benefits. The benefits named were: (1) may serve on Council; (2) may vote on Council members and any change of By-Laws; (3) may call a CARE Group. In addition, a Member must commit to the KC Spiritual Disciplines.

Note was made to the Retreat Team that once the Retreat occurs, St. Anthony's should immediately be reserved for the 2018 Retreat.

**MINUTES**:

**MOTION was made and approved to accept the Council Minutes for July 16, 2017.**

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

**Search Team Update:**

Matt reported that the Search Team met on September 17 and has begun review of the 40+ resumes that have been received from a very diverse pool of applicants. Resumes will still be accepted through September 30, at which time the team will begin evaluating which of the applicants to invite to submit more detailed information to participate in the second round of evaluation. The Search Team asked for and was granted 20 minutes after Council's Fifth Sunday Worship Service on October 30 to interact with the congregation to discuss the Discernment Process. The Tuesday night prayer time for the Search Team will continue until an Enabling Minister has been selected.

**Leadership Teams**

**Worship Leadership Team**:

There are five Sundays in December this year, two of which are Christmas Eve and New Year's Eve, with December 31 being a Fifth Sunday for which Council would be responsible. The Council agreed that we would not hold a combined Worship/Community Service that Sunday, and Theresa, Carol Lobell, and Kathy Marshall will plan a service for that Sunday.

Theresa reported that WLT recommends that there should be only the one evening service on December 24, and Council agreed. As there may be people who will miss seeing the announcement that there will not be a usual Sunday morning service, Anne Y and Theresa will explore providing a very simple quiet worship opportunity at 10:00 am on that Sunday, or if not a service, they will be at church to welcome anyone who comes for the 10:00 am service. Don noted that the website should also be updated to announce that the Christmas Sunday service that day will be in the evening instead of the morning.

**Finance:**

Don presented the year-to-date Summary, and the request to Council from FLT to extend the preliminary expense budget review to November (instead of October,) to which Council agreed.

He led the discussion regarding a problem with a recent proposed donation by the Outreach subgroup to a charity that, upon further investigation by FLT, was discovered to have values contradictory to those stated by KC in its Mission Statement and its Policies and Procedures. Discussion followed on whether or not further guidelines need to be implemented by Outreach to ensure that diligent background research is done on newly proposed 501c3 non-profit organizations. It is imperative that charitable organizations supported by KC align with KC’s values and mission statements. Matt offered the phrase “Protect the KC Brand” as a reminder that it is important that organizations with whom KC associates do no harm to the KC reputation as defined by our stated values. Bonnie Orrison, Bonnie Personett and Kathy Marshall will meet to discuss this issue and will make a proposal at the next Council meeting.

**Human Resources:**

Anne reported that she and Theresa and Jean will be meeting with Jack Dunlavey, who is currently handling Pastoral Care for the KC Community while we are awaiting a new Enabling Minister.

**Worship**:

Theresa reported Carol Lobell and Kathy Marshall of WLT have begun the long-awaited cleanout of the upstairs closet designated for worship supplies. Worship Task Groups will need to check in the closet for any supplies for seasonal decorative items for the mantel prior to purchasing anything new. It was particularly noted that the closet currently contains a large supply of candles.

**The Worship Leadership Team will have sign-up sheets for next year's Worship Task Groups at the Retreat.**

**Building and Grounds:**

Matt reported that the B & G Committee is coordinating with HR in ensuring that Jimmy Woodward will be returning to his employment by KC.

Don Benson has met with the sound engineering consultants to discuss the need for upgrading the power source for the KC sound system. Don will obtain a proposal for this and give it to B & G for FLT to review. If approved, the payment for this item will come from the Capital Improvements budget category.

Ann asked about the need for re-paving of the KC parking lot. Suggestion was made that Bob Engelbach have a discussion with his contact at Whiting-Turner, the construction company for Vantage House that is using the KC parking lot for the duration of that project. Perhaps they would be willing to assist in advice or contacts to help us get the KC re-paving project accomplished in a timely manner and at a good price. Note was made that this is not simply adding a new layer to the top of the existing surface, but requires removing some of the existing top surface in order for the new surface to adhere properly.

**Seeking Refuge**

Don noted that the family is doing well. Fewer issues arise from their refugee status—most are now normal family issues that they are beginning to take care of themselves, although assistance is still needed in many matters. Now that Mehdi has his driver’s license, Zahra also wishes to learn to drive. Child care is an ongoing need, especially as Zahra is attending college classes. There are five (5) months remaining in our one-year contract with Lutheran Social Services which will expire on 2-14-18.

**Vitality, Diversity & Inclusion:**

See Ken's submitted report.

**Bulk Purchase Agreement:**

Theresa reported progress is being made to implement a bulk purchase agreement for recurring purchases at KC. She is writing a procedure for the process and will obtain a GL # for this.. Implementing bulk purchasing should greatly streamline the ordering and reimbursement process so that there are many fewer “green sheets” which have to be filled out and processed when individuals from every Leadership Team buy supplies and submit bills to FLT.

**Email/Communication Management:**

The search for a new Enabling Minister has brought to light some of the shortcomings of the KC online presence. Don Benson is working diligently to enhance the KC online presence so that what is seen is informative, complete, accurate, and attractive (again, enhancing the “KC Brand.”) Don B, Don L, and Theresa met to discuss another upgrade to the website that would enable community updates to be accessed and stored for future reference in a password-protected “Members Only” or “Community Updates” section. This upgrade will serve the following needs: 1) larger documents can be placed on the website, and an email can be sent directing others to the website thus keeping our email procedures intact; 2) it will drive more people to the website; and 3) it will ensure that the KC brand is consistent. The timing for this modification will be by the end of the year. KC's online presence is a work in progress, and Council is grateful for Don B’s ongoing assistance.

Don provided the closing prayer.

**Parking Lot**:

1—Proposed Outreach guidelines report

2—Finalize Bulk Purchase Procedure

3—Email & website progress

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

Facilitator – Theresa

Process – Ann I

Jest – Judy

Timer – Don

Parking Lot – Anne Y

Chaplain – Ken

**Dates to Remember**:

Executive Meeting: TBD

Combined Worship and Community Meeting: October 30

Next Council meeting Oct 22

Outreach will meet on Oct 29

Annual Meeting of Members: December 3

Council responsible for Fifth Sunday service: December 31, 2017