**COUNCIL MINUTES: Sunday, 12-17****-17 at 11:30 am**

Present for the 2017 Council: Theresa Gale, Judy Hoke, Ann Ivester, Ken Katzen, Don Link, Matt Norvell, Anne Yenchko, and Kathy Marshall

Present for the 2018 Council: Marty Downie, Dale Fixsen, Rick Miller, Margie Morales, and Al Sadilek. Absent for the 2018 Council: Sandy Gillen

Present for the Search Team: Don Benson

Guests: Bonnie Orrison and Bonnie Personett

**AGENDA**

Don L led us in prayer.

**Appreciation/Recognitions were voiced.**

Judy provided the jest.

Theresa welcomed the 2018 new Council members.

**Minutes**:

**MOTION was made and approved to accept the Council Minutes for November 19, 2017.**

Minutes for the Executive Meeting on December 11, 2017 were accepted (motion not necessary.)

The following motion was presented to the membership at the Annual Meeting, and approved:

**MOTION made and approved to suspend the consecutive three-year Officer term stated in KC's By-Laws for a one-year period.**

**Search Team Update:**

Don B and Matt reported the search is down to 6 applicants, and at Tuesday's meeting, the number will be revised downward to the 3 remaining candidates who will be invited to preach at a Sunday worship service. While the time frames are not yet firm, it is anticipated that KC will hear the candidates' preachings in late January or early February, with the discernment to be held in early March. Don will talk with Carol Lobell (WLT) regarding the worship configurations for those Sundays the candidates are present. Discussion followed on the proposed new Search Guidelines document, and with the addition of the phrase “attached as Exhibit A,”

**MOTION was made and approved to accept the “****Search Guidelines for New Enabling Minister Responsibilities and Expectations” document as guidelines provided by Council to all parties involved in the search process, attached as Exhibit A.**

**Church Safety:**

Don Benson and Frank Turban attended the Howard County Police Department workshop on providing safety measures for church buildings. From the meeting it was learned that an app is available to connect each church with the Howard County Police. Since the app is available on only one phone per congregation, it has been downloaded onto Don B's iPad. Anne has been discussing Sunday School safety with our teacher Laura Lesche, and they suggest that the lower level doors be locked at 10:10 am. Don B noted that there are behavior and awareness measures that can be implemented for creating a response to threatening situations, to include identifying KC persons who would be responsible for taking action when needed, etc. The HCPD is always available to help inform and train our KC members to become aware and be watchful. It was suggested that Building and Grounds will take on this responsibility by creating a sub-committee to handle this project. The sub-group will review the KC security needs and provide a report and a comprehensive plan to B & G and Council, likely by early summer.

**Leadership Team Reports**

**Finance:**

Don presented the following reports and led extensive discussions with Council on these items (see FLT report for full details):

1. YTD Financial Summary
2. 2018 draft Interim Budget

**MOTION was made and approved that the Interim Budget be approved by Council.**

**Human Resources:**

Anne reported 50 KC Commitment Forms have been received from Members for 2018, along with an additional 5 from Emeritus Members. She announced upcoming changes to the HRLT for 2018: Jean Link will be stepping down, and Marty Downie will be joining. As per the By-Laws, HR committee members are required to be approved by Council,

**MOTION was made and approved that Marty Downie be approved to serve on the KC Human Resources Leadership Team.**

HR has consulted successfully with Riley McDonald regarding the compensation package for the new EM, and HR will soon be sharing their findings with the Search Team. HR will also be preparing the permission documents for the candidates to sign which will allow KC to do background checks and credit checks on the 3 final candidates.

**Worship:**

Theresa reported that she, Carol Lobell and Kathy Marshall are preparing the worship service for 12-31-17. Although it is a fifth Sunday, there will not be a joint Worship/Community Meeting service as in other 2017 fifth Sundays. The next fifth Sunday is not till April 2018. In the interim, Theresa will prepare a survey to be offered to worshippers via email to get feedback on the combination meetings that have been held this year, to determine whether or not they accomplished their goal of fostering community and improving attendance by bringing the congregation together for one-time worship and community meetings on the fifth Sundays (once per quarter.) She will bring the survey results back to Council so it can be discussed and determined whether or not to continue the combination meetings for 2018.

**Building & Grounds:**

Matt reported Don Benson is working to finish the audio system upgrade. The B&G team is working to create a list of 2018 projects that should be addressed, including the paving of the parking lot. Bob Engelbach will be talking with Whiting-Turner seeking advice and assistance on re-paving the KC parking lot once the Vantage House construction is finished. Matt informed Council that Bob has announced his intention to step away as Rental Coordinator sometime during 2018, and the team will be seeking a person to fill that slot.

**Sacred Garden:**

The budget category representing B & G's contribution to the maintenance of the Sacred Garden has been increased for 2018. One of the future enhancements planned for the garden is adding a labyrinth, but this costly project is still in the very early planning stages. It was noted that a labyrinth would require separate fund-raising and will not be a KC Budget item. Two of the issues to be held in mind as designs are considered are (1) can the labyrinth design be made so as not to impact the current visual appearance of the garden which is so loved by our brides who rent; and (2) can the 2-3% slope of the landscape be strictly maintained to accommodate the carefully designed rain drainage system already in place.

**VDI:**

See Ken’s report attached.

**Seeking Refuge:**

Don L. shared with Council that the Hossaini family is doing well. Mehdi works 60 hours a week and the family has managed to start a savings account. That is an impressive accomplishment, but it comes with a negative: such are the Social Service rules that if one has money in a savings account, eligibility for food stamps is voided. The Seeking Refuge contract with Lutheran Social Service concludes February 14 next year, but nevertheless, SR assistance to the family will continue as they strive to make a new life here.

**Bulk Purchase project:**

Theresa filled in the new 2018 Council members on the status. So far his year, 341 green reimbursement slips have been submitted by individuals to FLT for reimbursement, and processed under our current very-time-consuming procedure (a check for each reimbursement.) A survey was done of what’s purchased, and a list, forms and procedures are being created. The plan is to create an account with Amazon for the purchasing. This necessitates obtaining a credit line with Amazon. FLT is exploring this avenue and will report back to Council. Hopefully this process will reduce the number of green slip reimbursements substantially.

On a happy note, Amy has created a state sales tax reimbursement spreadsheet. Those who purchase items for KC personally and ask for reimbursement are often not aware that KC is state tax exempt and therefore pay sales tax on their purchases for which they ask reimbursement. With the proof in hand for the 2017 tax filing, KC will be able to reclaim approximately $400 in overpaid sales tax credit.

**Community Life:**

Judy reported that since she has been working with Randy Malm and the Route 1 monthly volunteers, she noted that they have become a very close working group, and may now consider making the Route 1 volunteers a CARE group. Council voiced support for this, provided the intentional spiritual growth and accountability roles of the CARE Group are adequately addressed and there is someone who feels called to convene it. Council recommended that the Community Life Leadership Team work with Judy, along with referring the group to the CARE group brochure, so they may proceed. Margie and Ken, representing Community Life, volunteered to take this on.

2017 Council adjourned, guests were excused, and Council members Ann and Judy were bid farewell and thanks for all their service. As 2018 Council convened, Don L led the officer election process and the following officers were elected for 2018:

President: Theresa Gale

Vice-President: Matt Norvell

Secretary: Anne Yenchko

Treasurer: Dale Fixsen

Council meetings will continue to be the last Sunday of each month, except for January. The next 2 are February 25 and March 25, even though March 25 is Palm Sunday. Theresa will inform KC of the new Council and officers.

The 2018 Council will hold its Retreat on Saturday, January 6 from 9-12 pm at Anne Yenchko's house. January 27 was selected as an alternative date in the event that the 6th is cancelled due to weather conditions. The Executive Team will plan the Retreat. A shortened Council Meeting will be held from 12:15 to 1:15 immediately after the Retreat.

**Parking Lot:**

1. Church Safety report
2. Finalizing of the Bulk Purchase plan
3. Update from Bob Engelbach's contact with Whiting-Turner re: parking lot paving advice/assistance

Don L offered the closing prayer.

**Dates to Remember:**

Christmas Eve Service – Dec 24 at 7:30 pm (no morning service)

New Year's Eve Sunday worship – 10:00 am as usual

New Year's Day Contemplative Service – Jan 1

Council Retreat and January Council Meeting – January 6, 2018 at 9:00 am at Anne Yenchko's (breakfast at 8:30 am, snow date Jan 27)

Executive Meeting – video call date TBD

**Assignments for Next Meeting:**

Facilitator – Theresa Chaplain – Marty

Jest – Anne Timekeeper – Margie

Process Observer – Don L Parking Lot – Al

**EXHIBIT A**

**Search Guidelines for New Enabling Minister Responsibilities and Expectations**