**COUNCIL MINUTES: Sunday, October 27, 11:30 at KC**

Present: Don Benson, Marty Downie, Dale Fixsen, Ken Katzen, Claire Matheny, Matt Norvell, and Anne Yenchko

Absent: Sandy Gillen

Guests: Elaine Buderer, Mary Brandenburg, Normale Doyle, Marge Goethe, and Beverly Roberts

Taking Minutes: Kathy Marshall

**AGENDA**

Matt led us in prayer.

**Labyrinth Discussion:**

Don B acknowledged the presence of the guests who had come to discuss the proposed Labyrinth, and indicated that this portion of this Council meeting would be recorded using both written and electronic methods. Elaine spoke an opening prayer for our discussion, and distributed two handouts: one showing what a labyrinth is, and how it is proposed to be placed in the Sacred Garden; and the other a Question and Answer sheet regarding the project.

Guests spoke one at a time, expressing their thoughts. Written comments from those unable to attend were read aloud.

The conversation closed with a prayer from Claire. Guests departed, and the Council meeting continued.

Ken provided the jest.

**Minutes**:

**MOTION was made and approved to accept the Council Minutes for September 22, 2019.**

Minutes for the Executive Committee meeting via Zoom on October 16, 2019, were accepted.

(Motion not required.)

NOTE: As Sunday, December 1 is Thanksgiving weekend this year, and it is expected that many worshippers will be out of town with their families, Council voted by email (prior to this meeting) that the Annual Meeting be moved to the following Sunday, December 8.

**Leadership Team Reports**

**Building and Grounds Leadership Team:**

Matt reported the parking lot lights will be installed by the end of this year, and the replacements will be done two or three at a time so that the parking lot will never be completely dark at any given time during the installation.

Don reported that the white folding chairs arrived and are stored in the downstairs room. The old orange folding chairs will be taken to ReStore. There remains some minor work to be done on our old carriers to ensure proper storage of the chairs. Don also noted that since FIOS has not yet been installed, and we are nearing the end of October when FIOS was promised by Verizon, he will follow up and see when we can expect the installation.

Anne inquired about the proposed Building Supervisor position that was discussed last month, and Don indicated there are ongoing discussions of some possible changes to the duties of Rental Team personnel that may make obtaining a Building Supervisor no longer necessary.

Claire asked about revisiting the use of bulk buying of office and maintenance supplies. Since Don is still willing to purchase these items as needed at Costco (and be reimbursed by the “green slip” procedure,) the bulk buying procedures that were put in place for Amy and are meant to consolidate purchasing seem not currently necessary. Don was asked to let Claire and Amy know when and if he would like to relinquish that duty.

**Community Life Leadership Team:**

Ken submitted a CLLT written report and had nothing new to add. Don noted the KC website was hacked, and is now repaired. It was noted that there is a Thanksgiving Dinner scheduled to be held at KC on Thanksgiving Day. While it would seem to be a Community Life Leadership Team project, it is in fact being sponsored independently by Normale Doyle and Juls Gilliam, and they welcome anyone who wishes to celebrate with them.

**Vitality, Diversity, and Inclusion Leadership Team:**

Ken would like there to be some brainstorming with V D & I and other interested parties to further explore Inclusion, and how KC can seek out worshippers in the younger age ranges.

**Finance Leadership Team:**

Dale provided the Summary for 9-30-19, and noted the changes in the report:

--when the loans are paid off they will be removed from the Summary;

--the LIFTOFF has been completely paid off;

--the balance of the HEHHC loan will be paid off in January 2020

--Outreach Third Quarter checks are going out this week;

--Rental income is positive for this year.

Marty asked about the availability of Agape funds. Although 2020 will be covered, KC will need to find additional new funding if the camp is to be held for 2021.

Dale reviewed the KC budget process and noted that the 2020 Budget will no longer have the expense categories for the Jubilee celebration.

**Human Resources Leadership Team**

After discussion of a possible salary increase for our Enabling Minister to cover inflation, and with the agreement of the Finance Leadership Team, Anne presented the following Motion, which was approved unanimously:

**MOTION was made and approved that Council grant Claire a $4,000 raise for 2020, based on a 5% increase in the federal government's Consumer Price Index over the past eighteen (18) months.**

After discussion with Claire and the Worship Leadership Team, Anne noted a change in the Worship Task Group meeting times which will be implemented for 2020. WTG planning meetings for September and October in the Fall, and for March and April in the Spring, will be held during daytime hours. Planning meetings for the other months may be held during evening hours or daytime hours, as schedules allow.

Anne also discussed the need for adding policies and procedures relating to a first-time incident and a complaint which occurred at Agape camp this summer. While the incident was handled at the time by the staff and adults involved, it is agreed that more formal policies and procedures necessary to handle future events of this kind need to be prepared and put in place. Ken suggested the Agape Camp director meet with the parties involved to develop such policies and procedures together, so that the children's families will have been informed ahead of time of the process should another such incident occur.

Anne also encouraged those desiring to be Sunday School Friends to be sure and get vetted ahead of time as Members and worshippers are encouraged to assist with Sunday School, filling in after Jen's departure. Anne reminded us that Sandy Queen's Christmas pageant will be using much of the Sunday School time in the weeks ahead.

**Spiritual Education Leadership Team:**

Claire let Dale know that the SELT budget will need to be adjusted now that Jen is no longer with us in Sunday School. Sunday School Friends will be vital now to help bridge the gap between Jen and whoever comes next. Claire distributed a draft Job Description and will email it to Council for review and comments.

**Worship Leadership Team/Enabling Minister:**

Claire continues to provide detailed monthly reports to Council regarding her many activities on KC's behalf. She attended this month's WLT meeting, submitted WLT notes in her report, and also shared some highlights with Council. Don Link attended the WLT meeting seeking support for the return of some form of a contemplative service at KC. He will prepare and distribute a survey for KC to determine the level of interest in re-instating such a service, as well as what days and times would work for those who want to participate. Claire also attended a very productive meeting of KC's music team as they discussed methods of working together to plan more efficiently for the coming season.

**Nominating Committee:**

The 2020 Nominating Committee has already contacted all of KC's Members. Although Council will need to fill 5 slots for 2020, few of those Members who have been contacted are interested or able to fill any of these volunteer spots. Don notes that, if necessary, Council has the ability to revise downward the number of seats that are necessary to conduct KC business, so long as it is done 15 (fifteen) days prior to the Annual Meeting, December 8. He will discuss the choices available with the Executive Team.

**Parking Lot**:

--Proposal to rename OCH

--Discuss the production of a Heritage Wall for displaying KC history

--Prepare for KC Leadership Development workshop/retreat

--Determine where to apply the $500 interest from HEHHC loan being forgiven

--Review and revision of Policy and Procedures

--Agape Camp funding for 2020

--Upstairs electronics

--Develop guidelines for handling complaints from Agape Camp

--VD & I brainstorming on finding younger members

--Discuss changes to Rental Team responsibilities vs. hiring Building Supervisor

--Job Description and new hire of next Sunday School teacher

--Determining how to proceed with filling the seats in the 2020 Council

Next meetings:

Executive Meeting – Wednesday, November 20, 2019 via Zoom at 7:30 pm

Council Meeting – Sunday, November 24, 2019, 11:45 am at KC

Facilitator – Don Chaplain – Claire

Jest – Marty Timekeeper - Matt

Process Observer – Matt Parking Lot – Anne

(Ken will be absent from the next Council meeting.)