**COUNCIL MINUTES: Sunday, November 24, 11:30 at KC**

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

Absent: Sandy Gillen and Ken Katzen

Guest: Vanessa Deutschmann

Taking Minutes: Kathy Marshall

**AGENDA**

Claire led us in prayer.

Marty provided the Jest.

**Minutes**:

**MOTION was made and approved to accept the Council Minutes for October 27, 2019.**

Minutes for the Executive Committee meeting on November 20, 2019, were accepted.

(Motion not required.)

NOTE: Council voted via email on November 20, 2019, approving the EM Housing Allowance of $48,500 for 2020.

**Annual Meeting Plan:**

Plans were finalized for the KC Annual Meeting on December 8 (second Sunday this year due to lateness of Thanksgiving weekend.) KC provides the entrees, with potluck side dishes and beverages to be brought in by Council and attendees. Council will provide set up and clean up. After the business meeting and luncheon, attendees are invited to help decorate the Christmas tree, and Liz Fixsen will play the piano for a singalong.

**Leadership Team Reports**

**Building and Grounds Leadership Team:**

Matt presented the snow removal contract for approval by Council. After discussion,

**MOTION was made and approved to accept the 2019-2020 Snow Removal Contract with JFK Lawn & Landscape Services, Inc.**

Office Administrator Amy Sens prepared a proposal for a new computer for the KC office. Microsoft is going to stop supporting Windows 7 in January, which means that our current computer will be more exposed to security breaches that might be discovered after January. The understanding is that putting Windows 10 on a system that's not built for it will create its own problems.

**MOTION was made and accepted to purchase a new office computer at an approximate cost of $1,100.**

After discussion, it was decided that Amy and Claire will consult on the final specifics of the exact equipment and software to be purchased, since they are the main users of the office equipment, and the hope is to make the purchase on Black Friday or Cyber Monday to take advantage of the special pricing available on those dates.

As of this date, FIOS has still not been installed by Verizon, and Don B will follow up. It seems very odd that the surrounding community has FIOS installed, but it has not been done for the Carriage House. Don will check the possibility of changing to Comcast/Xfinity, the other internet service provider in our locality..

Don called to Council's attention that the number of students participating in the Yoga class has expanded, and that it is very necessary that the rest of the building remain as quiet as possible while the class is happening (Tuesdays 6:30 – 8:15 pm.)

B&GLT has been discussing the need for a Building Manager position and a proposal was presented by Don for Council discussion. The need includes a person who will take care of 1) supervising the yearly elevator licensing procedure, 2) coordinating with the EM and Council president re: snow cancelations, 3) being on call to handle any building emergencies, such as a power outage, and 4) other on-site duties not yet identified. Throughout a long discussion, questions remained about the specifics of the position, hours, salary, skills, duties, etc.

**MOTION was made and approved to rename the Rental Coordinator III position as Building Manager, to keep this position in the new budget as such at the current level of funding (can be adjusted later if necessary,) and to create a job description for a Building Manager position.**

The 2020 Council will continue the discussions. Vanessa agreed to help HR write the job description, with the goal of announcing the position in January 2020.

**Community Life Leadership Team:**

Vicki and Ken are working on the CLLT Annual Report.

**Vitality, Diversity, and Inclusion Focus Group:**

Ken is away and this group has not met.

**Finance Leadership Team:**

Due to a last-minute discovery of an error, there are no FLT reports for today's meeting. Updated reports will be made available at the Annual Meeting on December 8. Dale reported that overall 2019 has been a good year financially, but cautions that 2020 will likely be a challenge since memberships and pledges are behind what FLT normally sees at this point of the year.

The KC Liquor Liability insurance policy was inadvertently allowed to lapse in October, but procedures have been put in place to reinstate it with continuous coverage going forward.

**MOTION was made and approved to accept the Liquor Liability Insurance Policy with Hull & Company, LLC/Capitol Specialty Insurance Company, effective October 22, 2019.**

As the end of 2019 approaches, FLT notes the need to distribute the remaining $2,800 in the Mission/Scholarship fund, and submitted a proposal for disbursement of the funds:

**MOTION was made and approved to disburse the remaining $2,800 in the Mission/Scholarship fund as follows: $300 to the Day Resource Center fund, $500 to the Agape fund, and $2,000 to the KC scholarship endowment fund at Howard Community College.**

**Human Resources Leadership Team**

Anne reported that HR is reviewing the EM contract for 2020, and will present it to Claire during her performance review meeting on December 5, 2019. The search continues for a Sunday School teacher. No applications have been received, and the ads on Facebook and Patch will be renewed. HRLT is losing 2 members and will need to find replacements for 2020.

**Spiritual Education Leadership Team:**

The current SELT team members became the 2019 Retreat Team! Marty and Claire will meet with the other members of this team on December 11 to review the plans for next year. Theresa Gale and Jean Link are preparing a proposal for classes to explore Ongoing Spiritual Development after age 60.

**Worship Leadership Team:**

Claire reported that Don Link would like to explore re-starting a contemplative worship experience at KC, similar and yet different from what was held in the past. He will survey the current KC attendees to see how much interest there would be for such a worship service, and what day and time of the week people would prefer.

**Enabling Minister:**

Claire continues to provide detailed monthly reports to Council regarding her many activities on KC's behalf. She continues to explore ways for KC to partner with nearby Running Brook Elementary School, especially as it relates to providing food for needy children, and particularly interfacing with the school's ongoing provision of food in backpacks for children on the weekends. The Parenting Class has been very rewarding, and has had some lively discussions around the Howard County public school redistricting plan that has been proposed. Our newest pianist for Sunday worship, Sonya Datta, has been approved to attend a school semester in France in the spring, so a replacement will need to be found.

**Parking Lot**: --these items were reviewed and discussed, some deletions made, and additions made are noted below--

--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

--Upstairs electronics

--Develop guidelines for handling complaints from Agape Camp

--VD & I brainstorming on finding younger members

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

additions on 11-24:

--attaching plaque in garden to happen this coming week, weather permitting, though the official dedication will be in the spring when the weather is better

--new office computer

--revisions to Policies and Procedures by Don B and Bonnie O

--how to obtain $8k needed for Agape Camp 2021

--recommendations to FLT of what to fund from overage

--FIOS

--review amount of building use by rentals

--review Building Manager job description

After discussion of need for 2021 funds for Agape Camp,

**MOTION was made and approved to apply the $500 interest from HEHHC loan being forgiven to the 2021 Agape Camp fund.**

NOTE: Council recommended to the Finance Leadership Team that any budget overage from 2019 also be put towards the 2021 Agape camp, if possible.

Next meetings:

Executive Meeting – Thursday, December 12, 2019 via Zoom at 7:30 pm

Council Holiday Party Potluck – Thursday, December 19, 2019 at 7 pm

 at Anne Yenchko's

Facilitator – Don Chaplain – Claire

Jest – Marty Timekeeper - Ken

Process Observer – Matt Parking Lot – Anne