**COUNCIL MINUTES: Sunday, March 22, 2020, 11:30 via Zoom**

Present: Vanessa Deutschmann, Dale Fixsen, Vicki Jenkins-Long, Ken Katzen, Ellen King, Kathy Marshall, Claire Matheny, and Anne Yenchko

Absent: None

Guests: Don Benson, Ann Ivester, and Bonnie Orrison

Taking Minutes: Kathy Marshall

**AGENDA**

Vicki led us in prayer.

Anne provided the jest.

**Minutes**:

**MOTION was made and approved to accept the Council Minutes for Sunday, February 23, 2020.**

Minutes for the Emergency Council Meeting held on March 15, 2020 via Zoom needed several corrections. These will be made and the final version will be presented for approval at the next Council meeting on April 19, 2020.

**Leadership Team Reports**

**Building and Grounds Leadership Team:**

Don reported that J.A. Smith Company will be installing the new water line to the Sacred Garden on Monday, March 23, and that Miss Utility (BGE) has been called to check the status of our underground utility lines under the 48-foot circle in which the labyrinth will be installed. Installation begins the following Monday, March 30, and should take about one week. The B&G team is planning another extra workday prior to the May Barn Work Day to finish up the electric upgrade projects they have planned, date to be announced soon.

**Community Life Leadership Team:**

Though it's a lower priority now, CLLT is concerned about the project to welcome new visitors. Vicki is working with Bea, VD & I, and Mary Brandenberg to compile the responses to ideas for when the project can go forward again.

**Human Resources Leadership Team**

Anne noted that HR will meet via Zoom on March 25.

**Spiritual Education Leadership Team:**

SELT's main concern is how we can offer spiritual support when so many regular activities have been curtailed. Mary Brandenburg is collecting the suggestions as they are offered, and will work with the team and Claire compiling the ideas offered, and planning how best to implement them. Zoom sessions will be set up for all to participate as they wish and are able. The following are planned already:

* Normale Doyle will be leading the **Tuesdays at 2 p.m.** session on March 24
* Pastor Claire is on for **Wonder Wednesday** at 7:45 p.m., on March 25
* Theresa Gale will be hosting **Guess Who's Coming to Dinner** at 5:30 p.m., on Friday March 27
* Also, the plan is to have Worship start live on Sunday, March 29.

**Worship Leadership Team:**

Claire is working with the Worship Task Group planning for Holy Week digital services. *We are utilizing our business account which allows for no time limit on calls and up to 100 users. Our streaming beta test will be on Sunday, March 29.* She will work with Normale on communicating with our worshippers—many are receiving the weekly KC Announcements but some are not, and we need to determine how to reach as many people as possible without inundating their inboxes.

**Finance Leadership Team:**

Dale indicated the January and February financial summaries are similar and show KC to be in good shape, but there will be great challenges going forward since so many rentals have cancelled and will be refunded during this pandemic. There is also uncertainty about the KC investments as the stock market continues to fall. A piece of good news is that (as is usual for 1st Quarter) many have paid their total annual pledges so that KC's 1st Quarter 20% for Outreach will have approximately $12,000 to use for Outreach givings. Discussion as to whether part of that should be held back in the Operating Account.

**Enabling Minister:**

Claire asks for our prayers as she is experiencing this “new state of normal” quarantining has brought to her and her family. She prepared no written report of this past month, but willingly shared with Council her activities and concerns. It is heartbreaking for her to not be able to be with us in these strange times, but she continues her prayer time, some phone calls, and much planning and preparation so that she can help us continue as a community. She will spend most of her day with family activities since Adam, Phoebe, and Jay are with her, and will plan to be available to KC for 2 to 3 hours each evening. Self-care is important, so her yoga practice continues as well. When asked, How can Council help you?--she asked for 3 things: keep in touch by email, take on some of the routine KC tasks she has been accustomed to doing, and continue to keep her in our prayers.

**Continuing Discussions on Ways for KC to Cope:**

Ellen has been going in to sign checks that need it, and will continue to work with Amy and monitor the check-writing, and mailing, and the approval process that happens via email.

Ann Ivester described the delightful virtual birthday party held for Wayne. Vanessa commented on the usefulness of virtual connection, and offered that we begin to embrace the expected length of our quarantine, and keep our eyes open for any new ways of being that will present itself—perhaps God is giving us an opportunity to reset our ability to act with compassion and find our way through the days ahead.

Council discussed the virus time frame possibilities, and agreed to hold the next Zoom Council meeting on April 19 at 11:30.

**MOTION was made and approved to keep the KC building closed until April 30, and to re-assess the closure time frame month by month at each Council meeting.**

Ellen will not schedule an Executive Zoom meeting for April, but will prepare a Council meeting Agenda using agenda item suggestions received from Council via email through April 16.

Kathy will provide Finance a list of the Rental refunds that are expected (approximately $8,000 for March/April.)

**MOTION was made and approved to refund all KC Rental customers 100% of their rental fees paid to date to KC.**

Ann Ivester noted that FLT is carefully monitoring the KC Operating Account to make sure it does not go below $0, and asked that Leadership Teams give FLT immediate prior notice of any sizeable expected expenses, so that if the Operating Account requires it, they can make a funds transfer to cover the expense.

Dale noted that KC should be prepared for the budget to be overspent this year. Suggestion was made to add a “Donate” button to the website. Vanessa suggested sharing the financial situation with KC on the KC Announcements so they understand the dire situation ahead.

Giving options will be spelled out in an email going out soon. Don Benson informed Council that a KC Paypal account has been activated, and the Paypal costs were discussed. Funds received will go into the Operating Account for now, with plans to add other giving options in the future. Sending a check is still acceptable, and it will be processed as usual. Don Link offered to research other payment service options.

Discussion on payment of paychecks for staff, wanting to be able to do the right thing for them.

**MOTION WAS MADE AND APPROVED (WITH ONE ABSTENTION) to pay April 2020 staff paychecks to Amy Sens, Hadda Morsi, Kaleb Aftewerk, and musicians who provide for the KC worship services.**

In a discussion concerning the upcoming Community Meeting, several suggestions were forthcoming: 1) Since we could not meet in person at the present time, postpone the meeting until at least May. This suggestion would require a by-laws change and that was seen as untenable because of the confusion it would engender. 2) Hold the meeting virtually on the 29th and change the time to later in the day so it does not immediately follow worship. All council agreed that this was the best course of action. Several more difficult items scheduled to be discussed will be tabled until we again meet in person.

These are the current issues for the Community Meeting:

* The Visioning project
* Sharing of 2020 Council Goals

**How do we continue to function as a church in these times?**

To communicate with KC people who do not have access to a computer, Vicki will send cards to keep in touch with them and let them know what is happening.

Anne Y, Amy, Bea, and Theresa are putting together a phone tree, which will include not just KC Members, but those without computers, college students who are home for the duration, friends, and attendees who can be identified. It is very important that people know that KC is still functioning, and is still here for their spiritual needs. KC Announcements will inform those on the email list of this project, and ask that names of any who might be missed be forwarded to Anne Yenchko or Vanessa Deutschmann.

Ken suggests maintaining some connectivity to KC's immediate neighbors, perhaps by having someone available in the garden at a specified time to simply listen to those who are worried or lonely (at a safe distance, of course.) He offered to put an announcement in the Town Center newsletter if this is implemented.

Vanessa suggested posting a poem, a hopeful message, or a prayer in the Sacred Garden. Claire and Ken will investigate the Columbia signage rules by which this would be covered.

Council considered the use of the KC building as an emergency shelter or hospital annex, and will discuss further as time goes by.

Bonnie O asked whether KC should continue paying to have the building cleaned twice a month. Again, KC wants to do the “right thing” so Don B will contact the company to discuss the matter, and let Council know the results. Should any change require a motion by Council, it can be done via email.

**Further Outreach Discussion:**

Outreach Team member Frank Turban will be in the KC parking lot on Saturday, March 29 from 11:00 to 1:00 to collect this month's food collection for the Howard County Food Bank. He will also provide a KC Announcement for the congregation. It will be noted that Frank will be wearing gloves and will have them for donators who wish to wear them while moving their donations to the bins he will set up. The Food Bank is asking for canned fruit this time, but due to the virus situation is willing to take any non-perishables that are donated. Frank will do the delivery to the Food Bank as well.

Due to the anticipated shortfall of Rental income, Council further discussed the holding back in the Operating Account of a portion of the 1st Quarter Outreach funds.

**MOTION WAS MADE AND APPROVED (WITH ONE ABSTENTION) to fund the 1st Quarter Outreach with only $8,000 of the anticipated $12,000 to be assigned to the Outreach account, in order to allow the retention of $4,000 in the Operating Account which is anticipated to have a shortfall due to the loss of Rental income being refunded.**

Ellen thanked everyone present for their thoughtful discussions of so many issues in these challenging times, and thanked Don B for his efforts to improve and upgrade the KC website.

PARKING LOT:

--Immigration Justice

--Coal Initiative responses

--Renaming our building

Facilitator – Ellen Chaplain – Claire

Jest – Anne Process Observer – Ken

Time – Vicki Parking Lot – Vanessa

Council Goal-setting – Sunday, March 8, at 11:30

Executive meeting – Thursday, March 12, at 7:30 via Zoom

Next Council meeting – Sunday, March 22, at 11:45, via Zoom

Community Meeting – Sunday, March 29, after worship, via Zoom