**COUNCIL MINUTES: Sunday, July 19, 2020, 1:00pm via Zoom**

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

Absent: Vicki Jenkins-Long

Guests: Don Benson, Joan Burleyson, Normale Doyle, Theresa Gale, Bonnie Orrison, Bonnie Personett, and Sandy Queen

Taking Minutes: Kathy Marshall

**AGENDA**

Claire led us in prayer.

Ellen welcomed and thanked the guests for attending.

Ken provided the jest.

**Affirmations**:

Ellen affirmed the work of all the teams working on re-entry: Tech Team, Re-Entry Team, Rental Review Team, and Worship Leadership Team. She also affirmed Claire's continuing presence with KC digitally, especially as she balances the work of parenting and pastoring in these challenging times.

**Minutes**:

There being no corrections,

**MOTION was made and approved to accept the Council Minutes for June 20, 2020.**

**COVID-19 Discussion**:

Council heard reports from three groups who are discussing the KC re-entry plan.

**WLT/Re-Entry Team:**

Theresa noted the team’s recommendation that KC worship continue to be done virtually. The following recommendations were presented and discussed:

1-Council to proceed with closing the building only on a month by month basis.

2-Since the WLT/Re-Entry Team worked closely with the Tech Team, accepting the Tech Team recommendations was strongly urged.

3-By August when a wifi boost is installed and working strongly, worship will be able to be experienced virtually out in the Sacred Garden, taking all precautions. If the labyrinth is installed as planned, the target date of Sunday Aug 23 is suggested for an outdoor labyrinth worship service, again with all distancing and masking precautions in place.

4-At some time this coming Fall when the Tech Team’s recommendations for additional technical equipment have been installed and proved to be working well, the WLT suggests that re-entry be planned to go forward with all safety measures in place, using these 3 Stages:

* Stage 1—using the parking lot with 25 chairs, and using the front barn doors to display the Zoom worship on a large screen
* Stage 2—using the upstairs room to livestream a worship service with a display of the Zoom worship downstairs on a large screen
* Stage 3—using all spaces, upstairs, downstairs Zoom, and outdoors.

These are suggestions which initiated deep discussion. It was noted that the WLT/Re-Entry recommendations showed a lot of thought about using the building spaces in flexible ways to try to meet all the needs of the worshippers, many of whom when surveyed showed the need for a variety of approaches to meet the variety of needs expressed. Sandy Q asked about the plans for Sunday School, noting the need for the children to have a space where they can be apart from the adults. Noting the number of Maryland COVID-19 cases currently creeping up again, Don B expressed a strong desire to leave the building closed till the end of 2020, and noted that other worship communities have already announced closures for the balance of 2020, citing the current lack of a vaccine, and the doubtful possibility that an effective and safe vaccine would be widely available until sometime next year.

**Tech Team**:

Don B shared a schematic of the proposed new tech set up. The main strong wifi, and an additional enhanced wifi to go with it, are estimated to cost around $8,000. Building and Grounds Leadership Team member John Brandenburg has prepared a draft Reserve Study listing repairs and replacement building elements that will need to be addressed in the future in order to keep the over-50-year-old building sturdy and safe in the coming years. B&G will be meeting Monday to review the Reserve Study draft, and upcoming expenses as they relate to this tech purchase. It is expected that except for unseen emergency expenditures, all other B&G projects except the tech costs will be deferred for now. Bonnie O let Council know that there is currently $13,000 in the Capital Improvements fund, which is more than enough to cover the $8,000 tech costs, and that $1,000 will be added to that total each month remaining in 2020. A discussion of the need for Claire to have a newer faster laptop was held and whether to include that purchase in the tech package or not. As it was decided that B&G will work with Dale to find a different expense category for the laptop purchase,

**MOTION was made and approved to accept the Tech Team's recommendations to purchase and install new equipment in the KC building for enhanced audio and video feed, and to approve the amount of up to $8,000 from the Capital Improvement fund to be spent on the project.**

**Rental Team:**

The team recommended offering potential renters a new wedding package for the balance of the COVID-19 crisis as follows:

1) The KC Rental Team will offer wedding couples an **$1,800** package for up to 25 people that includes: access to the garden and the upstairs only. They will be allowed to use 25 of the white folding chairs, either outside or upstairs or both. There also will be a **$500** refundable deposit required.

The couples also will be offered a second date of their choosing (subject to availability) for a larger event at an additional **$1,800**, once the COVID-19 crisis is over.

2) For couples who do not need use of the upstairs, the charges will be as follows: **$100** for use of the garden, or **$250** for use of the garden, downstairs restrooms and white folding chairs, or **$500** for use of the downstairs middle room for an indoor ceremony or reception area after outdoor ceremony (includes use of restrooms and white folding chairs).

**MOTION was made and approved to accept the Rental Team proposal for a new wedding package to be offered for the balance of the pandemic.**

After discussion regarding when the building might re-open for live indoor worship,

**MOTION was made and approved to postpone holding indoor live worship in the building until possibly November 1, 2020.**

Don B will contact Pioneer Cleaning to discuss hiring them to provide a cleaning and sanitizing schedule for our building, due to Kaleb going away to college soon.

Because the sign on the KC front door is out of date, Ken will provide a new accurate sign.

The Re-Entry Team is commended for their work on the report presented today, but the report is being taken under advisement due to its fluid nature. It will be re-considered at each monthly Council meeting as new information becomes available.

**Leadership Teams**:

**Building & Grounds Leadership Team**:

The labyrinth is now scheduled to be installed July 27 through 31, weather permitting. Garden volunteers will do any cosmetic repairs to the lawn that may be necessary after the installation is complete. Elaine Buderer is in need of volunteers to assist in creating and installing signage and instructions on using the labyrinth to be posted for visitors.

Don B indicated he will be discussing the KC needs with Jim Engelbach at Pioneer Cleaning, who formerly cleaned the building twice a month. Since the building is currently closed, Don will investigate using Pioneer on a spot basis only, asking for cleaning and disinfecting the building after any inside use that arises, notably with the use by a small wedding party such as occurred July 11.

**Community Life Leadership Team**:

Ellen indicated that she had connected with Vicki, who was not present at the meeting. Ellen reported Vicki’s ongoing frustration at not knowing what she is to report. C;aore reminded Council that this has happened most moths with Vicki's wanting to report in for the CLLT, but that there has not been a lot to report as individuals engage in different ministries (i.e. Don B with social media, and Normale with emailing.) The CLLT has not met on a regular basis for some time. It was acknowledged that especially now, we do not have pre-COVID types of activities that would normally be sponsored by Community Life Leadership Team. It was suggested that the following CLLT members who maintain activity check in with Vicki once a month so she will know that there is activity in these categories: Ken for the Vitality, Diversity, and Inclusion sub-group, Don B for his activities managing social media, and Normale handling computer and email activities.

Vanessa suggested CLLT be allowed to be on hiatus for now, with the goal of re-constituting the team when necessary to go forward with post-COVID plans. Ellen agreed to call Vicki to discuss the suggestion, and Normale will check with Margie Morales, the prior chair of CLLT, to find out who was active when she was team leader, to ensure no one with a CLLT ongoing task has been overlooked. Claire offered that an overall goal would be to reduce stress for Vicki as she feels that she is supposed to be reporting something, by letting Vicki know that, beyond V D & I, there may be limited or no updates, and this is okay for now.

Ken emphasized that he would like Council and Vicki to know that his sub-group V D & I is NOT on hiatus.

**Finance Leadership Team**:

Dale reviewed the Treasurer's Summary through June 2020 – KC finances are still in good shape for now, and shortly $12,000 will be disbursed for Outreach.

**Human Resources Leadership Team**:

Anne noted employee relationships are working well. Amy works under the supervision of Claire, and Hadda is reporting to Sandy. HR is aware of Claire’s need to balance parenting and pastoring while the schools are closed for the pandemic, and they have encouraged Claire to take some more time off to ease the stress. HR will meet with Claire in August and in September. There has yet been no replacement found for Kaleb.

**Spiritual Education Leadership Team**:

Vanessa submitted her report, and highlighted for discussion the possibility of a fund-raising project that could arise from the creative writing class Mary Brandenburg has been holding. It has been suggested that the creative works be compiled into a book whose profits could be funneled to a KC project, such as Agape or possibly Outreach. Claire suggests also using it as a worship planning resource. Discussion of KC fund-raising policy. In order to safely follow KC’s Policies and Procedures, Bonnie O will take the suggestion to FLT to explore and advise Council at their next at next meeting.

Normale let Council know that Help End Homelessness in Howard County is about to purchase another house in July and would be happy to accept the fund raising proceeds if selected. Normale also mentioned Agape as a possible recipient of funds. Claire will report back options to Mary, and ask Mary to be in touch with Bonnie O of FLT.

**Worship Leadership Team:**

Nothing further to report in addition to what has already been discussed in the WLT/Re-Entry Team report.

**Enabling Minister**:

With all the technical upgrading being brought to KC, it has come to Council’s attention that Claire needs to be provided with a newer, faster laptop, and it was agreed to purchase one immediately. She will work with Michael Cleveland of B&G to determine the appropriate model to purchase, and FLT will determine the proper budget category by which this purchase will be covered.

**MOTION was made and approved to purchase a new computer for Claire. Up to $2,000 is approved for the purchase, and Finance Leadership Team will determine into which budget category the purchase should be assigned.**

Claire covets our prayers as her family investigates a possible private option for the children’s schooling in the Fall. The pandemic has made many school systems question the safety of face to face classes, and, given that Howard County public schools are planning to have virtual classes until at least January 2021, Claire and Adam are searching for something that will give the children an experience that is best for their needs, especially hoping to avoid them being on a computer screen 6 hours a day. She hopes KC will be in touch with Running Brook Elementary School, hoping to find ways for KC to be supportive of parents in our community in this ongoingly stressful season. Ken has been connecting with Running Brook in the last months.

FLT has discovered that the KC corporation Resident Agent has not been updated since its inception. As Theresa Gale agreed to serve as Resident Agent going forward,

**MOTION was made and approved to (1) appoint Theresa Gale as the KC corporation Resident Agent per the State of Maryland requirements, (2) to submit as her address 5239 W. Running Brook Rd, Apt 301, Columbia, MD 21044, and (3) to change the Kittamaqundi Community Church's corporate address to 5410 Leaf Treader Way, Columbia, MD 21044.**

**Parking Lot**:

Renaming the Building

Don L sent out a survey to the community to determine whether or not it is agreeable to KC worshippers to discuss re-naming during this time of pandemic, or whether such discussion should be postponed until a time when KC can again meet face to face, for discussions, or possibly for holding a discernment. While there have been 79 responses of the approximately 109 surveys, 60% said yes it is a good time to discuss how to proceed, but 40% responded they would rather wait until we are free to discuss face to face. The issue will be tabled until next month’s Council meeting when Don L’s team will make specific recommendations on how to proceed.

Records Management

Bonnie O asked for assistance in a records review project, as she is trying to locate some of the missing backup documents of the KC Council records. Vanessa agreed to assist. The project will also include determining the best method of storage for these digital files. Carbonite is being used to back up the office computer, but perhaps iCloud is a more up to date and safe repository for our records.

Cold Weather Shelter

Ellen and JULS will participate on Tuesday in a Zoom meeting of the worship communities involved in the Cold Weather Shelter project, but will not make a commitment for KC at that meeting. Ellen, Normale, and Marsha are willing again to work with Juls, but only Juls is prepared to be in the building on-site. Ellen will bring a recommendation to next month’s Council meeting.

Poetry and Prose Book Project

FLT to explore and advise Council at their next at next meeting.

Ken noted his appreciation for receiving the Council packet of reports and documents so far ahead of the meeting time this month.

Claire led us in the closing prayer.

Facilitator – Ellen Chaplain – Vanessa

Jest – Ken Process Observer – Vicki

Timekeeper – Anne Parking Lot – Ellen

Dates to Remember:

Executive meeting – TBD if necessary via Zoom

Next Council meeting – Sunday, August 23, at 1:00pm via Zoom

Community Meeting – August 30, 2020 at 1:00 pm via Zoom

Claire gave the closing prayer.

Respectfully submitted,

Kathy Marshall, Council Secretary