**COUNCIL MINUTES: Sunday, Aug. 23, 2020, 1:00pm via Zoom**

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

Absent: Vanessa Deutschmann

Guests: Don Benson, Normale Doyle, Don Link, Bonnie Orrison, Sandy Queen, and Art Spilkia

Taking Minutes: Kathy Marshall

**AGENDA**

Claire led us in prayer.

Ellen welcomed and thanked the guests for attending.

Claire provided a jest until Ken arrived and provided the one he prepared.

**Affirmations**:

Vicki thanked the Tech Team for keeping us going, and Normale for the tech help during Zoom. Ellen thanked Normale for keeping us all in touch. Anne commended the August Worship Task Group for an excellent and heart-warming month of services. Dale thanked Don Link for the projections he has created for this meeting today. Ken also thanked Don L for all the good work for the re-naming Process Team.

**Minutes**:

There being no corrections,

**MOTION was made and approved to accept the Council Minutes for July 19, 2020.**

**COVID-19**

**Re-Entry Team:**

Theresa sent report by email. Building is closed until end of October.

**Tech Team:**

Changes to team member's list were noted, removing Don Link and adding both Claire Matheny and Michael Cleveland.

Don Benson provided an update. Both wifi extenders have been ordered. The check was sent. Due to KC's non-profit status, ordering, payment and delivery required special processes. A special email account was set up due to our non-profit status, and arrangements were made since delivery must be made to KC. Don B will be checking on the status of order, and once a delivery date is available, he and Claire will watch for the delivery of the extenders and cords so any delivery can be put inside as soon as possible. Ellen and Sandy also volunteered to be available to accept any deliveries. Don noted that since Michael is still finalizing our bid with the provider, only the extenders and cords have been ordered already.

**Rental Update:**

The small wedding scheduled for this month was postponed because of illness in the family, and will be re-scheduled. Sandy reported on an unexpected and delightful 60th birthday party that popped up and took place at our venue with one day’s notice.  There were 10 guests, using the garden and the downstairs middle room, along with a drive-by in the parking lot for guests who wished to acknowledge the honoree but did not feel comfortable in an in-person gathering.  Sandy noted that one of KC’s Agape alumnae, Ashley Hawkins, will have a memorial service for her father Vernon in the Sacred Garden on Sunday afternoon, September 20, to be finished by 4 pm.  They plan to have 15 guests at a reception in the downstairs middle room, after the garden gathering.  Ashley’s son Vernon is attending our Zoom Sunday School, and he let his mother know he is praying for KC. Don B is taking care of cleaning and sanitizing after these events, and let us know that he will again have help from Kaleb Afework as he will now be home for the first semester of school, doing online classes at University of Maryland College Park, and so is willing and able to return to his job at KC for the duration.

Claire reported that John Hamilton would like to have a small interment service in the Sacred Garden for his parents on September 27, 2020.

**Leadership Teams**

**Building & Grounds Leadership Team:**

BGLT plans an in-person socially distanced meeting at KC on Monday, September 14 at 5:00 pm, at which time they will schedule a mini Barn Work Day, sometime in early October. Our building requires constant attention, and the regular Labor Day Barn Work Day is cancelled due to the pandemic. They will welcome the Team’s newest member, George Gonzales, who will be attending a B&G meeting for the first time, He comes highly recommended for his skills and talents.

Sandy announced a grant received for Sunday School furniture must be spent by the end of 2020, so Sandy and Maria Garcia will be meeting to determine which items should be purchased.

Elaine Buderer and Martha Lohaus have proposed updating the downstairs bathrooms and the Meditation Room. They would like to refurbish and beautify the spaces by painting the walls, and installing new flooring and additional mirrors. These areas are heavily used not just for KC but for the wedding parties and other renters who are using the rooms for staging purposes, dressing rooms, etc. B& G will discuss and advise Council at a future date.

**Sacred Garden:**

Ellen today received a Sacred Garden report from Elaine which she will forward to Council after this meeting. The irrigation system is installed and waters automatically every odd day, but the labyrinth installation is still on hold.

**Community Life Leadership Team:**

Ken had circulated the new design for KC’s letterhead, proposing to add the Black Lives Matter graphic to the KC logo. After discussion,

**MOTION was made and approved to accept the plan to add the Black Lives Matter logo to the KC letterhead.**

Ken reminded Council that the building will be used on Saturday evening, August 29 by the local NAACP office for a filming project for their annual fundraiser. Ken has instructed the Finance Leadership Team to transfer $50 from the CLLT funds to Rental to cover the rental cost.

**Finance Leadership Team:**

Dale shared the Treasurer’s Summary as of July 31. Pledges and offerings are up for now so the KC financial picture still looks on target. The Howard Community College Endowment Scholarship Fund has reached $28,000, so now for the first time a scholarship can be awarded this semester in KC’s name.

As there can be no Agape Girls’ Camp this year, the funds will be carried over to 2021. Sandy suggested a $500 reimbursement from this fund to Harriett and Ken Katzen for their ongoing efforts providing to a former Agape girl, Jada Williams, transportation from her apartment in Catonsville to her job in Glen Burnie. Ken voiced his appreciation for the offer but also let Council know that he and Harriett have set up a separate account through which they fund Jada’s expenses, and that there have been many people generously contributing to the costs. If the Agape team approves, no motion is needed for this $500 to be transferred and the funds will be welcome. Jada will soon take her driver’s test, and once she passes, she will receive a car that will be donated to her, and will have this $500 to help pay her car insurance.

**Finance projections for 2020:**

Don Link has provided a spreadsheet and information on projections for the 3 scenarios that he and Ann Ivester prepared to try to project KC’s financial position for the balance of 2020: a best case, a middle case, and a worst case for each of our major categories.

Some pledges are typically always prepaid during the early part of a fiscal year, so the current high pledge payment rate would ordinarily decline as the months go by, but several pledges have been generously overpaid.

Offerings have been far above what was budgeted—will it continue that way?

Rental cancellations and postponements have heartily downsized the budgeted 2020 income projections to an estimated $2,000 for the rest of the year, all from small events.

Outreach payments will decline as income goes down.

These figures are projections and no one knows for sure what income the next few months will bring. Discussion on whether and how to communicate these projections to the community without worrying them needlessly. Don will present these projections in a simple form at the Community Meeting which is scheduled for Sunday August 30.

**Human Resources Leadership Team:**

Anne reported the team looks forward to moving ahead, and will meet by Zoom with Claire on Thursday, September 17, at 7:00 pm.

**Spiritual Enrichment Leadership Team:**

Claire reported for the team the following ongoing activities:

Tuesdays at Two, hosted by Normale Doyle

Thursday’s Prose and Poetry, hosted by Mary Brandenburg

Stamped from the Beginning, the Zoom book club hosted by Annora Bailey, will be finishing next week.

Vision Team is meeting and exploring new and different ways to make the Retreat and Commitment process satisfying.

Art Spilkia reminded us of the monthly Second Wednesday spiritual films he is presenting with Mary Brandenburg. There is no film in August so that the Stamped book club can use the date, but the films will return in September.

**Worship Leadership Team:**

Worship Leadership Team is working on an Excel spreadsheet to allow Worship Task Group signups. Claire said the WTGs are in good shape going forward, with at least 3 members signed up for each month.

**Enabling Minister’s Report:**

For the first time in many months, there will be an in-person worship service! Today at 4:00 pm we will have a worship service in the Sacred Garden. Bring your own chair, wear a mask, and stay socially distanced. Claire expressed her many thanks to Don Benson for being present in unexpected ways to make this happen.

Claire continues to pastor and parent, and is pastoring in ways that she can—very limited in this time of pandemic to prayers and phone calls, and missing the in-person contacts that mean so much, especially no hospital visits. She gives special thanks to Normale for keeping her informed of those she hears of who need pastoral care. Currently those of the KC community who need prayers include John Hamilton, Roger Blair, Marc Anderson, and Bob and Pat Engelbach. Claire wishes to be told of any others who need lifted up so that she can respond readily. There will be more time for pastoring in her days once her children begin attending in-person classes at St. John’s Episcopal School. In the meantime, she is exploring the new music database she has found, a site with more modern wording. All things considered, she’s in a pretty good place, and keeps going forward as best she can. She is very grateful for the week away at Chincoteague with her family. Zoom fatigue is a real thing, but that is our mode of communication for the time being. Please give Claire feedback on anything you feel is going well, or anything that is not. She continues to hang in, and gives thanks to all for their understanding in the complexities of her life. She shares that grace from the community helps keep the anxiety down, gives her flexibility, and helps her become aware of the spiritual growth happening as she balances pastoring and parenting.

Question: Is there any follow up to those who join the KC Zoom worship services? Could there be a way to capture their contact information so they can be added to the Phone Tree? Is there a software program that could help? This is an ongoing question and some Kcers are beginning to explore some answers. Normale noted that she keeps a very good spreadsheet list of who attends Sunday worship Zoom. Theresa is doing some tracking. Art mentioned he does some reaching out that probably overlaps with Normale’s data gathering.

Ellen offered a moment of thanks to Claire, for all she can accomplish despite the pandemic restrictions on our lives together. Congratulations on a job well done!

**Parking Lot:**

**Re-naming the Building:**

Ken and the Process Team presented a proposed process for discussing the re-naming of Oliver's Carriage House. Is KC called to re-name OCH? If the answer is yes, what is the process to be used? Lengthy discussion of how to proceed, with the Process Team recommending that Council vote on whether or not to discuss changing the name of the building. Suggestion to have informational meetings on Part A of the proposal, postponing the consideration of Part B until, and if, there is a Yes to the question of considering re-naming. Ellen noted this can be done at the upcoming Community Meeting. Suggestion was made to hold 3 informational meetings, at different times and days, and to not record the informational meetings. Others expressed a wish to have it recorded, though the concern was stated that people may not be as forthright in their statements, knowing they are being recorded. Vicki recalled that during the discernment from which Claire was hired, Vicki attended all three discernment opportunities and found it very valuable to her decision to have heard all the questions and statements. Council voted to not have the informational meetings recorded.

**MOTION was made and approved to acce**pt and approve Part A of the recommended re-naming process provided by the Process Team, and for Ken to present Part A1, as written, at the Community Meeting on Sunday, August 30, 2020, by (1) sharing the re-naming survey results, (2) announcing the question to be considered, (3) summarizing the process that will be used if the re-naming is approved, and (4) taking questions from the floor.

Prior to the Community Meeting, Ellen and Ken will collaboratively prepare a succinct summary of the other parts of the proposal prior to the Community Meeting. The plan is for Ken to present Part A1 and the summary of the other parts of the proposal, and then take questions from the floor.

As soon as possible after the Community Meeting, three informational meeting dates will be set, to be during the first 2 weeks of September. The discernment is proposed to be held on Sunday, October 4 at 2 pm via Zoom.

**Cold Weather Shelter:**

Ellen reported on the meeting she attended with Juls, Marsha, and Normale. As is usual this year, the pandemic has caused many changes in the CWS. The guests will be housed only in one hotel for the duration, not in community houses of worship, and KC’s main responsibility will be to provide food. Breakfasts and lunches are the same format as previous years, but dinners must be plated. Ellen proposes conducting a survey of the KC volunteers to ask if and how they are willing to participate in this new format, but the survey, and any final decisions will be on hold until the Cold Weather Shelter committee first finalizes its plans.

**Poetry and Prose Book Project:**  – to be addressed next month

**Donating to Individual Financial Needs:**

Discussion of email Ellen sent to inform KC of the possibility of giving funds to individuals identified as being in need of personal financial assistance. Concern was expressed by one KCer about the language in the email being too harsh, rather than being compassionate. Though private donations have happened sometimes in KC's past, Ellen did not give details in her email about the occasional donations that have in the past been made by private individuals to private individuals, that can only be made completely outside of KC budget structures, and for which such donations cannot be tax deductible. Ellen will prepare a new informational email and have Council review the draft for accuracy and tone prior to sending it out.

**Community Meeting Agenda Preparation:**

President’s report by Ellen

Finance to present “best-medium-worst” end of year scenarios

Outreach report and HCC Endowment news by Harriett Katzen

--Announcement of new Outreach Category, Peace and Social Justice

Enabling Minister’s Report

Re-naming Process Team Report by Ken

Tech Team report by Don B

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 – Vicki Process Observer – Ken

Timekeeper – Anne Parking Lot – Ellen

Dates to Remember:

Worship in the Sacred Garden, today at 4:00 pm

Executive meeting – TBD if necessary via Zoom

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

Next Council meeting – Sunday, September 20, at 1:00pm via Zoom

Discernment - Sunday, October 4, 2020 at 2:00 pm via Zoom

Respectfully submitted,

Kathy Marshall, Council Secretary