**COUNCIL MINUTES: Sunday, November 22, 2020, 1:00 pm via Zoom**

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

Absent: Dale Fixsen

Guests: Don Benson, Normale Doyle, Bob Kraus, Don Link, Bonnie Orrison, and Sandy Queen

Taking Minutes: Kathy Marshall

**AGENDA**

Kathy led us in prayer.

Ellen reviewed the Agenda and noted that Sandy has requested being heard first today.

Ellen welcomed and thanked the guests for attending.

Vicki provided the jest.

**Affirmations**:

Vicki affirmed the creativity and energy of our excellent Worship Task Groups. Ellen affirmed Don Benson's technical help throughout the pandemic. Anne affirmed this year's Retreat Committee and commended them especially for the breakout room sharing. Ellen agreed that she was especially moved by this year's Retreat. Claire affirmed and thanked this year's Nominating Committee. Ken affirmed Annora's dedicated and successful work with the book studies she has planned and offered, not just to KC, but to other interested parties.

**Minutes**:

**MOTION was made and approved to accept the Council Minutes for October 18, 2020.**

**Rental Team/Building and Grounds Leadership Team**:

Since the processes for renting the building are constantly changing due to the COVID-19 restrictions, the Rental Team revised and updated their procedures. Don B had submitted to Council via email the latest proposal from the Rental Team for updating their procedures, and after discussion.

**MOTION was made and approved to accept the Rental Team's updated procedures dated November 19, 2020, which include closing the building to outside rentals until April 1, 2021, with exceptions allowed to be made at the discretion of Council.**

**COVID-19**

**Tech Team/Re-Entry Team:**

Don B reported that Michael Cleveland is ready to start the installation of the updated electronic equipment. Building and Grounds LT has found a good solution to secure the new equipment upstairs in the west loft space, and will go forward with the work. Don B recommends discontinuing in-person Sunday worship.

**Leadership Teams**

**Building & Grounds Leadership Team:**

The roof for the shed was approved by email, and the work will be done soon.

The Dunlaveys have requested that a visiting family member be allowed to park their RV in the KC parking lot for the few days they will be here. The Columbia Town Center Village Board rules do allow the parking, but state that the owners may not live in it while it is parked there.

**MOTION was made and approved to allow the parking of the RV of the Dunlavey relatives in the KC parking lot for 3 to 4 days maximum in December, provided the owners agree to live elsewhere while the RV is parked.**

Ellen praised our amazing BGLT members for keeping up the maintenance of our KC building throughout the pandemic.

**Community Life Leadership Team:**

A new addition to the Sacred Garden is a Gratitude Tree, where messages of gratefulness and gratitude can be placed on the branches. The Caritas CARE group has volunteered to keep an eye on the tree and the supplies provided for the messages, to make sure the grounds around the tree stay tidy. The Gardener's Group and Sandy Queen are also often in the Sacred Garden and they will remain aware of any need to clean any litter left there.

In memory of her father, longtime KC Member Marc Anderson, his daughter Kirsten Ancona, is spearheading a new plan for a portion of the Sacred Garden, initiated by her generous donation. Community Life will inform Council and the community of the ongoing project which will include 3 benches, new plantings, and the aforementioned Gratitude Tree.

**Finance Leadership Team:**

Don Link presented the latest reports on the 2020 budget status, and the 2021 interim budget. It is amazingly good news that pledges are being OVERpaid, and the offering income is also over budget. Expenses are significantly under budget due to the limitations of the pandemic, so the FLT expectation is that 2020 will end without a loss. Bonnie O asked that FLT share the good news with KC, and Claire suggested the December Worship Task Group can certainly help spread the word.

Don L then shared the 2021 draft budget on-screen. This is a first draft, looking to anticipate 2021 expenses. KC does zero-based budgeting, and Don asked that each leadership team provide FLT a minimum 2021 expense budget that includes only those items that are absolutely needed. With this information, FLT will provide this 2020 Council an Interim Budget to be approved next month. The Final 2021 Budget will be approved by the 2021 Council, typically in February.

It was noted that cash payments can be accepted. Marion and Don Link have volunteered to take the cash to the bank. Bonnie Personett continues making KC deposits for the Finance Team.

Claire informed Council of a recent leak into the records storage area. Amy Sens, Bonnie O, and Don B came to the rescue of the wet documents with quick actions to dry out the papers that were affected, with no loss of anything important.

Don L then provided a 2020 chart of cumulative net income via screen-sharing on Zoom for Council to review with him.

**Human Resources Leadership Team:**

Anne stated that staff performance reviews have been scheduled and will happen before the end of this year. Also, Anne and Bea Luzier will be meeting to update the HRLT section of KC's Policy and Procedures manual.

**Spiritual Enrichment Leadership Team:**

Vanessa reported that SELT has not yet met, but spiritual enrichment continues to happen in the various projects continuing to go forward.

**Worship:**

Theresa's report was submitted for this Council meeting. Kathy noted that as of today there be no more indoor in-person worship services until further notice, but that there will be an outdoor candlelight Christmas Eve service planned, weather permitting.

**Enabling Minister:**

Claire submitted her monthly report, and called attention to the following items. The Retreat was a great one, well-planned and well-executed, a blessing to all who participated on Zoom. She plans to get together with the CARE group callers to determine what else KC might do to amplify connections among those of us who are feeling the isolation brought on by the separation required during this pandemic. What more can be done to meet people where they are in their lives? Zoom works as best it can, and KC has Sunday worshippers who tune in from far and near. But those who are on Zoom during the week for employment purposes tire of the process and often don't participate on Sunday. Perhaps some tweaking of the Phone Vine project can be made to assist connectivity among KC's participants. Claire also reminded Council of the worship in the Sacred Garden today at 4:00 pm. The December WTG will be preparing for the outdoor Christmas Eve service which will include prayers stations and candlelight. Sandy Queen delivered the 2020 Advent booklets which Theresa Gale will mail out this coming week. Many of the poetry and prose contributions in the booklet have come from Mary Brandenburg's classes. Claire is working on a new project connecting Mystery Advent Prayer Partners, soon to be announced.

Claire reached out to the Howard County non-profit, Columbia Community Care, which distributes food and other items to needy families. She will be soliciting ideas for other ways in which KC can be present with them.

Claire's blog this past week has a description of her fun and inspirational family visit to Freetown Farm. Ken and Vanessa encouraged Council to find ways to tell the KC network about the work and history of this farm, perhaps even inserting a small informational clip in our Sunday worship Zoom. With the children off school again, Claire's work hours are being affected as before. As she goes between being parent and being pastor, she asks for our prayers.

**Rolling Ridge contract approval**:

It being noted that Council's approval was needed to extend the Rolling Ridge contract ending date from December 31, 2020,

**MOTION was made and approved to extend the KC contract with Rolling Ridge Retreat Center, at their request, for one additional year to December 31, 2021.**

**Annual Meeting Planning**:

Ellen will draft the Annual Meeting letter for Vanessa to review before it is sent out. It will include instructions on how to vote electronically by email to Anne Yenchko, or by providing a paper ballot via drop-off in the mail slot at KC, or by U.S. mail.

**MOTION was made and approved to change the Annual Meeting date from December 6 to December 13, 2020 in order to comply with the requirement of notice to be sent 14 days prior to the Meeting.**

The Agenda will include:

* President's Report (Ellen)
* Enabling Minister's Report (Claire)
* Visioning Team Report (Vanessa)
* Finance Report (Dale)
* Cold Weather Shelter Report (Ellen)
* Introduction of New Members (Ellen)
* Affirmations (Ellen—send your suggestions to her)

**Cold Weather Shelter 2020**:

Ellen gave an update on the Cold Weather Shelter procedures for this year. Guests will be housed in a facility instead of rotating houses of worship. CWS has asked for donations and KC's Frank Turban has volunteered to cook the dinners over the span of time the shelter is in effect, and estimates that $2000 should cover buying food and paying for laundry. Since KC will work in partnership with 2 others of the participating volunteer institutions, the KC share will be approximately $700.

**Affirmation of new Members**:

**MOTION was made and approved to affirm three new 2020 KC Members: Jerry Brown, Liz Fixsen, and Shelby Williams.**

Vicki asked that the membership status of her husband, Gene Long, be changed from Member to Member Emeritus.

**MOTION was made and approved to change the membership status of Member Gene Long to Member Emeritus, effective today, November 22, 2020.**

Ken recommended that going forward, the Agenda include the item titled New Business, immediately after the Enabling Minister's report.

Don Link was commended for his elegant and clear presentation of detailed financial matters today.

**Nominating Committee:**

The committee is comprised of Marge Goethe, Mary Jane Okan, Bea Luzier, and Anne Yenchko, who is chair this year. She reports that the phone calls this year were very effective and she so far has 11 volunteers to run for 2021 Council. The rules allow up to 11 Council members, and each Leadership Team is allowed 1 or 2 members from their team to serve as Council representatives. Anne and Claire will follow up to ensure a proper allocation of participants from Leadership Team to Council.

**Parking Lot:**

**Amend Policies & Procedures** to allow electronic voting

**Revision of By-Laws** to say approve “and affirm” for Membership (March Community meeting)

**Investigate upgrading and using** church data base software for KC

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

**Inventory of KC cross holders** and obtaining new crosses for new Members (Don B will discuss sources with Rick Miller)

Kathy led us in the closing prayer.

Next Month:

Facilitator – Ellen Chaplain – Vicki

Jest – Anne Process Observer – Ken

Timekeeper – Vanessa Parking Lot – Ellen

Dates to Remember:

12-13-20 Annual KC Community Meeting, after Worship

12-20-20 Next Council Meeting, at 1:00 pm after Worship via Zoom

12-24-20 Candlelight Christmas Eve Worship Service in the Sacred Garden

Respectfully submitted,

Kathy Marshall, Council Secretary