**COUNCIL MINUTES: Sunday, January 24, 2021, 1:00 pm via Zoom**

Present: Vanessa Deutschmann, Rebecca Dietz, Normale Doyle, Dale Fixsen, Christian Hurley, Ken Katzen, Ellen King, Don Link, Bea Luzier, Kathy Marshall, and Claire Matheny

Absent: Sandy Gillen

Guests: John Brandenburg, Mary Brandenburg, Richard Deutschmann, Harriett Katzen, Bonnie Orrison, and Sandy Queen

Taking Minutes: Kathy Marshall

**Agenda**

Don Link led us in prayer.

Ellen greeted the guests

Normale provided the jest.

Ellen reviewed the Agenda and announced an addition.

The Agenda was amended to allow a presentation by Richard Deutschmann who attended today with news and a request for action from the Environmental Focus Group. Ellen as Council President asked Vanessa as Vice-President to preside in her stead while Ellen presented the Motion that was requested. Richard gave an explanation of the issue, and after discussion,

**MOTION was made and approved to allow the addition of the Kittamaqundi Community Church name to The Climate Solutions Now Act.**

Richard presented first so that he could leave to attend a family memorial service. He indicated he would provide Council more detailed information on the issue, and asked that the issue be added to the Agenda for February's Council meeting for further discussion and possible additional action.

Ellen returned to presiding at today's meeting and continued with the Agenda.

**Affirmations**

Ellen affirmed Vanessa and others on the team who planned and executed the Candles of Love Vigil Service on Tuesday evening.

Normale affirmed Dale for presenting the Genesis Bible study on Thursday evenings.

Vanessa affirmed Don L and Theresa for helping her understand how an activity correlates to answering a Call.

**Minutes**

**MOTION was made and approved to accept the Community Meeting Minutes for December 13, 2020.**

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

**MOTION was made and approved to accept the Council Retreat Minutes for January 16, 2021.**

**Old Business**

**Tech Team Update:**

The Tech Team will have a report next month. In the meantime the work is in process to build the audio-visual cage planned for the west loft.

**KC Cross Inventory, and Creation for New Members:**

In the beginning, it was the custom to give a metal cross made from old nails retrieved from the building renovation to each new Member of KC, but the practice disappeared along the way. Now that Jack Dunlavey has located materials to re-instate this practice, and is willing to make more crosses, an inventory needs to be made of the Members who have a cross and who do not. Vanessa suggested asking for information during the worship services. Claire will ask the February Worship Task Group to include the query in their presentations. Bea is willing to make phone calls, texts, or emails to finalize the lists. The hope is that the lists can be created by the end of February and given to Jack to proceed.

**Revision of By-Laws**:

By-Laws revisions are in process and will be presented at the February Council meeting.

**New Business**:

LEADERSHIP TEAM REPORTS

**Building and Grounds Leadership Team**:

Ellen as Council President also reports to Council on behalf of the BGLT. She again asked Vanessa as Vice-President to preside in her stead while Ellen presented the Motions requested as a result of the BGLT meetings.

The funds for the Audio-Visual Cage come from the Capital Improvements Fund section of the budget, and such expenditures must be approved by Council. Don L noted that the amount for the cage is within the current available amount in the Capital Improvements Fund. John agreed, but noted that BGLT will need to also consider the recent request for replacement of the carpet on the first floor which will also need be paid for from the CIF.

**MOTION was made and approved to pay $2,745.00 from the Capital Improvements Fund for the Audio-Visual cage to be installed in the west loft.**

Each month the Capital Improvements Fund budget is increased by $1,000 per month. These funds accumulate until needed for a capital expenditure. BGLT's recent Reserve Study which plans for future capital expenditures calls for an increase of the monthly allocation each year going forward. The 2021 allocation is slated to be $1,125.00 per month, and this increase requires Council's approval.

**MOTION was made and approved to raise the monthly Capital Improvements fund allocation for 2021 from $1000.00 per month to $1,125.00 per month.**

**Community Life Leadership Team:**

Normale now leads this team and has submitted a report. At their next meeting, CLLT will discuss defining what issues fall under CLLT, and report back to Council. Council discussed the various functions of CLLT in the past and currently. Don L noted that in the past CLLT was assigned to approve any Calls by KC members, but that function has been taken over by the Caller's Group who meet quarterly. Bonnie O stated that CLLT vets any new Focus Groups. Vanessa asked who tends to the onboarding of new Members, and Bea noted that there was an onboarding plan which was paused due to the pandemic. Council looks forward to hearing about the planned CLLT discussions, and agreed to have further Council discussion on CLLT at next month's meeting under Old Business.

**Financial Leadership Team:**

Don L reviewed the Summary, noting that it and the other FLT reports submitted are drafts, not finalized, but are close enough to give an idea of KC's 2020 financial status, which is amazing. December was an awesome month, offerings have been generous, and many pledges have been overpaid, which puts KC in a very positive financial position going forward. FLT is working on the final KC 2021 budget and will present it to the congregation at a special community-wide meeting in February.

**KC's First HCC Scholarship Awarded**:

Over the past few years, KC through Outreach has contributed to an endowment fund at Howard Community College to be awarded by HCC to a deserving student. Because the scholarship is to be funded from the interest income from an endowment fund, set up for that purpose, the money had to accumulate to $25,000 before the interest income would reach a level that permitted an award. Harriett Katzen announced that the level has been reached, and that the college had selected their first recipient of KC's scholarship. Ellen, Claire, and Ann Ivester will soon get to meet and congratulate Nellie Tranam who will receive $546.00 for each of 2 semesters.

Since donations can be added to the fund at any time to help it grow further, FLT wishes to add an additional $1,500 to the endowment. This amount is the balance that remains after the 5% of the interest income is assigned to the Mission/Scholarship Fund. Don L corrected the dollar figure remaining to $2,000.00, therefore,

**MOTION was made and approved with 2 abstentions to transfer the $2,000 remaining in the 2020 Mission/Scholarship Fund to KC's HCC Endowment Fund.**

As Council is required to affirm the members of each year's Finance Leadership Team, even though the team consists of the same members as last year,

**MOTION was made and approved with 2 abstentions to affirm that the 2021 Finance Leadership Team shall consist of: Dale Fixsen, Marion Hemmerly, Ann Ivester, Don Link, Bonnie Orrison, and Bonnie Personnett.**

Ellen noted that one not need to be a KC Member to serve on the FLT, and Bonnie O assented, per the Policy & Procedures handbook.

FLT noted that when the pandemic arose, it was decided to continue paying our hourly employees through 2020 the maximum amount allowed by their contracts, regardless of the hours they actually worked. They asked Council if this procedure should continue for 2021. By consensus, Council agreed to continue the policy for the month of January 2021. After discussion, the salary issues were referred to the Human Resources Leadership Team. Vanessa will take this up with HRLT, and she or Bea will bring the recommendation to the next Council meeting**.**

Discussion on under which Leadership Team the KC Booklets should fall. Should they be part of the VD&I sub-group or CLLT in general? Normale will work with Vanessa on revising the Policies and Procedures that pertain to this issue.

It would be helpful if VD&I were able to connect with other Howard County organizations that exist to address these kinds of issues. Rebecca hosts the two high schools groups who discuss VD&I issues—Speak Up HoCo! and Sources of Strength. Ken will email the Council some information he has regarding connectivity with some local organizations.

**Human Resources Leadership Team:**

Bea announced that the team will be meeting in February, and will bring a recommendation to the March Council meeting regarding the salary issues with Amy and Hadda.

**Spiritual Enrichment Leadership Team:**

Vanessa noted that Martha Lohaus and Normale Doyle will be joining the team and will be making plans to re-activate the SELT team in 2021. They have not formally met since last February, although many activities have still been held. For instance, Dale is hosting a Zoom Bible study on Genesis on Thursday nights and has 18 participants. Vanessa will be SELT's Council representative and Mary Brandenburg as chair of SELT will be forwarding her reports to Ellen for inclusion in the Council Packet each month.

**Worship Leadership Team:**

Theresa submitted her report to Ellen. Theresa's team will meet again in February after a respite month.

REQUEST TO BE MEMBER EMERITUS FROM ANNA NISSEN

**MOTION was made and approved to grant Anna Nissen's request to move her current active membership to that of Member Emeritus.**

BEGINNING THE RENAMING PROCESS

Don Link stated that last year, the Renaming Process Team recommended to Council a process for deciding on a new name for our building. The first step is to form a Renaming Team, which will work with the Community to develop a short list of possible new names. Vanessa stated she would like KC people to feel included in the process. When Ellen suggested that 2 Council members volunteer to build a team, Don and Rebecca volunteered and will seek out a team to define the remaining steps. [See “Recommended Decision Process for KC to Consider Renaming Oliver's Carriage House,” attached as Exhibit A.]

REVIEW OF LEADERSHIP TEAM LISTS OF MEMBERS

Discussion on investigating best way to keep this kind of data accurate. No resolution, but Claire will send Council the latest list iteration that exists in the office, and there will be further discussions at the next Council meeting.

**Enabling Minister Report**

Claire submitted her report, and wanted to highlight 2 additional issues with Council that have arisen. Because KC is using the Zoom accounts heavily, Claire sees a need to keep better track of the Zoom schedule. There have been instances of scheduled Zoom calls overlapping, causing one or the other to get bumped off the program, so she will consult with Ellen to find a better way of keeping of track of the various users so this will not happen going forward. The other issue is the KC newsletter communication. Claire and Amy are exploring moving the newsletter to a new format, and investigating whether or not it will improve our process. Claire and Amy will collaborate with Normale who creates and distributes the newsletter in its current format. When asked if the January sabbatical was helpful, Claire answered with an unqualified YES, that it was a blessing to not have evening meetings. Council is well aware of Claire needing to balance pastoring with parenting, and will explore how to maintain some of that evening freedom going forward.

Ellen commended the 2020 Council for the extreme efforts it took to survive 2020. Now that we have the pandemic processes and programs in place virtually, and are looking forward to the future, Ellen would like to bring back monthly Executive Team meetings which were paused during the past year due to the formidable amount of work required from Council. Policies & Procedures states that Executive Team meetings should be held 10 days prior to the monthly Council meetings. It was agreed that the return would be helpful to streamline each month's agenda, but having just heard from Claire how restful it has been to not have evening meetings, there was discussion about how and when to schedule the additional Executive Team to meet.

Rebecca as a new Council member asked for suggestions as to how to keep up with all the various emails pertaining to Council business, and several experienced Council members agreed to email her their ways of organizing and keeping track of all the various KC issues.

An additional Zoom meeting specifically to address Council goal-setting will be held on Sunday, January 31 at 1:00 pm.

**Assignments for February 2021 Council Meeting**

Facilitator – Ellen Chaplain – Normale

Jest – Dale Process Observer – Ken

Timekeeper – Don L

Dates to Remember:

1-31-21 Council Goal Setting, meeting #2 via Zoom at 1:00 pm

2-21-21 Community Budget Meeting, Sunday via Zoom at 1:00 pm

2-22-21 Executive Meeting, Monday via Zoom at 7 pm

2-28-21 Next Council Meeting, Sunday via Zoom at 1:00 pm

Respectfully submitted,

Kathy Marshall, Council Secretary