**COUNCIL MINUTES: Sunday, February 28, 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

Guests: Annora Bailey, Don Benson, Jerry Brown, Richard Deutschmann, Theresa Gale, Marlene Jareaux, Mary Jane Okan, Bonnie Orrison, and Anne Yenchko

Taking Minutes: Kathy Marshall

**Agenda**

Normale led us in prayer.

Ellen greeted the guests

Dale provided the jest.

Ellen reviewed the Agenda, and noted several upcoming changes.

**Affirmations**

Normale affirmed Ellen and her assistance getting Normale up to speed with Council duties and responsibilities.

Ellen affirmed the Worship Task Groups for their deeply touching work during Zoom worship, but especially affirmed the February WTG for their engaging approaches.

Ken affirmed Claire, Mary, and the Spiritual Enrichment Leadership Team for their support of the new book study, Ten Essential Strategies for Becoming a Multiracial Congregation, by Jacqui Lewis and John Janka.

Ken also affirmed Annora Bailey's distribution of helpful information regarding Maryland Vaccine Hunters, as many at KC are having a struggle while attempting to schedule a vaccine appointment.

**Minutes**

**MOTION was made and approved to accept the Council Minutes for January 21, 2021.**

**MOTION was made and approved to accept the 2021 Council Goals as created on January 31, 2021.**

**Old Business**

**Building & Grounds Leadership Team Fire Safety Project:**

Rich Deutschmann reported on the status of KC's efforts to comply with current fire safety code requirements, reviewing with Council a proposal BGLT received from ARK Engineering to upgrade Fire Safety within the Carriage House. Inspectors for the Howard County Fire Department have our building grandfathered in on several of the requirements, realizing that KC is willing to do as much as can be done for a building this old. Rich noted that codes can change every 3 years. Because this will be a multi-year project estimated currently to cost approximately $27,000, today's informational presentation will need to be reviewed with the Finance Leadership Team to create a strategic funding plan for the project which will likely not be completed until 2023. Ellen noted that a detailed report will be made available when BGLT presents a Motion to approve the strategic plan.

**Worship Leadership Team Report/Tech Team:**

[inserted into Agenda here since Theresa Gale must leave by 2:00 pm]

With the approach of Holy Week and Easter on April 4, there is considerable conversation around when approval can be issued to hold services inside the building again, since a number of KC attendees have been able to obtain a COVID-19 vaccine. Currently KC is officially closed until April 1, and while alternate plans for outdoor use have been made for Prayers Stations during Holy Week, for holding a Sunrise Service, and/or an outside Easter Breakfast with food delivered to the Sacred Garden, there are questions about whether or not KC is ready for a “baby steps” indoor service of some kind. Knowing that this is a very sensitive issue, Ellen asked Theresa and WLT to conduct another survey to determine how many would be comfortable worshiping inside the building; Theresa agreed and will report back on the results.

Don Benson reported for the Tech Team, updating Council on the progress of the technical installations. Discussion on how and when the installations will be finished and ready to test-drive. Livestream is not something that is just turned on and runs—there must be training and practice beforehand, as it will be expected to run smoothly whenever the first time use occurs. Status reports will be provided by the next Council meeting, which is moved to the third Sunday in March so the fourth Sunday can be used for the quarterly Community Meeting.

**New Business**

**Request from Howard County Lynching Truth and Reconciliation:**

Two of this organizations founders, Annora Bailey and Marlena Jareaux, were preset to present background information on a request by this new organization to use KC as Resident Agent and KC's mailing address as the HCLT&R address of record on the application for Articles of Incorporation with the State of Maryland to obtain 501(c) 3 non-profit status. Both Annora and Ken agreed to pick up what little mail this would engender, if any.

**MOTION was made and approved to allow Kittamaqundi Community Church to serve as Resident Agent and address of record on the application to the State of Maryland for Articles of Incorporation by the Howard County Lynching Truth and Reconciliation.**

**Old Business, continued**

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

Bea is receiving the requests for new KC crosses, and reports that she has received to date 22 requests.

Ellen proposed and it was accepted to move discussion of the Renaming Process Update to the March Council meeting.

**Back to Agenda**:

LEADERSHIP TEAM REPORTS

**Building and Grounds Leadership Team**:

Ellen noted that although BGLT has not met, the tech room has been completed, and a Mini Work Day is scheduled for Saturday, March 20, from 8 am to 12 noon. This will not be a large crowd of workers to maintain COVID-19 distancing practices. There are a few inside jobs that will be done, and the pond will be opened for the season.

**Community Life Leadership Team:**

Normale submitted her report and there was no further discussion.

**Financial Leadership Team:**

Don L reviewed the 2020 Summary, noting that KC pledges ended up 6% over the original amount pledged, and that KC offerings received were 87% more than estimated, actually double the amount budgeted for in 2020.

The 2021 Budget was presented at the Community Budget Meeting, via Zoom on Sunday, February 21, 2021, and is ready for Council approval today. In the meantime, the Spiritual Education Leadership Team requested an increase in the monthly salary of the Sunday School teacher from $550 to $600, retroactive to January 2021, and Ellen requested a Council vote on the motion via email on February 24, 2021 as follows:

**MOTION was made and approved via email to increase the monthly salary of the Sunday School teacher from $550 to $600, retroactive to January 2021.**

Funding is available to cover the cost of this change. Budget line item 19, 4800 Carry Forward from Prior Years, will increase by $600, again balancing the budget.

**MOTION was made and approved to accept the 2021 Final Budget.**

Don L reported that the KC Investment Team met and made the recommendation to take out $8,000 (about 5.1%) from the Blue-chip Fund to allocate to the 2021 Mission/Scholarship Fund. FLT affirmed the recommendation.

**MOTION was made and approved via email on February 15, 2021, to approve the Investment Team's 2021 recommendations.**

Each year Council must approve KC's Corporate Missions.

**MOTION was made to designate the following groups as KC Corporate Missions for 2021:**

* **Agape FOCUS Group**
* **Cold Weather Shelter FOCUS Group**
* **Day Resource Center (under Hearts & Hands CARE Group**
* **Sacred Garden FOCUS Group**
* **The New Area for the Sacred Garden**
* **Seeking Refuge FOCUS Group**

**Human Resources Leadership Team:**

Bea announced that Anne Yenchko is working on updating the HRLT portion of the Policies and Procedures manual.

Bea brought the recommendations regarding the salary issues with Amy and Hadda. After discussion, and the agreement to re-visit these decisions again before the March 2021 payroll is due out,

**MOTION was made and approved for Hadda Morsi to return to her duties assisting with Sunday School and be paid for January and February 2021.**

**MOTION was made and approved for Amy Sens to receive her full budgeted amount of salary for January and February 2021.**

**Spiritual Enrichment Leadership Team:**

Vanessa noted that Mary Brandenburg continues to work on this team, and has submitted her report for the month.

Ken let Council know to watch for an email announcement containing details about the new book study he and Claire will be holding every other Tuesday.

**Community Life Leadership Team:**

**Request for Member Emeritus Status from Dunlaveys and Millers**

Normale asked that considering these requests be put on the March agenda, so the Community Life Leadership Team can discuss the issue with those requesting it.

**By-Law Change:**

**MOTION was made and approved to present the following By-Law change to the Members at the Community Meeting to be held on March 28, 2021:**

* **Article III, Section 1, to be amended to read: The Members of the Community shall be persons who have fulfilled the following requirements for Membership, and are affirmed (previously said “approved”) in accordance with Section 2 of this Article.**
* **Article III, Section 2, to be amended to read: New Members shall be affirmed (previously said “approved”) for Membership by a majority vote of the Council present and constituting a quorum, at any regular meeting or at a special meeting duly called for that purpose.**

**Set March Community Meeting Date and Agenda:**

Community Meeting will be held via Zoom on Sunday, March 28, 2021 at 1:00 pm The following are suggested for an agenda, and Ellen asks for any additional items Council may wish to suggest to be emailed to her:

* President's Report – Ellen
* Enabling Minister's Report – Claire
* Finance LT Report – Don L
* Worship LT Report – Theresa
* Re-Naming Project Report – Don L and Rebecca Dietz
* By-Law Vote
* Showing of video from Worship Leadership Team

**Goals Update:**

Ellen reviewed the status of each of the 2021 Council Goals that were set. She will be responsible for communicating the Council Goals to the community, and updating the progress on each Goal.

**Enabling Minister Report**

Claire submitted her report, and noted the good news that she has received her first COVID-19 vaccination. She will be working with Don B on a 4-week Worship workshop on teaching tech tips to those who will be involved with the technical challenges of using our new equipment.

Claire gave thanks for Vanessa's January suggestion about a Worship Task Group sharing about the KC cross. It was a gift to hear bout the crosses in worship today. Bea continues to collect names to receive membership crosses from Jack Dunlavey.

**Discussion on Unified Date Base:**

Discussion on the central unified data base issue for the KC community and their various activities. KC has no Communications Leadership Team or FOCUS Group, Jerry Brown has experience around the issue and is willing to review the various programs we have in place already and make recommendations on what is still needed to have an efficient and easy-to-use process.

**Assignments for March 28, 2021 Council Meeting**

Facilitator – Ellen Chaplain – Don L

Jest – Process Observer – Ken

Timekeeper – Normale Parking Lot - Vanessa

Dates to Remember:

Cold Weather Shelter, March 8 through 15, 2021

3-14-21 Eventide Service, via Zoom at 4:00 pm

3-16-21 Executive Meeting, Tuesday via Zoom at 7:00 pm

3-21-21 Next Council Meeting, Sunday via Zoom at 1:00 pm

3-28-21 Quarterly Community Meeting, Sunday, via Zoom at 1:00 pm

Respectfully submitted,

Kathy Marshall, Council Secretary