**COUNCIL MINUTES: Sunday, July 25, 2021, 1:00 pm via Zoom**

Present: Normale Doyle, Dale Fixsen, Ken Katzen, Ellen King, Don Link, Bea Luzier, Kathy Marshall and Anne Yenchko

Absent: Vanessa Deutschmann, Rebecca Dietz, and Chris Hurley

Guests: Don Benson, and Annora Bailey for the Naming Team

Taking Minutes: Kathy Marshall

**Agenda**

Normale led us in prayer.

Ellen greeted the guests.

Ellen reviewed the Agenda and added a requested Rental item to the Building and Grounds report.

**Affirmations**

Don Link affirmed Bonnie Orrison and Bonnie Personett for heading up the 2021 revisions to KC's Policies and Procedures. Normale affirmed Ellen for ensuring Council gets the Council Meeting reports each month, enough ahead of time to read and review so she (as a new Council member this year) can be prepared for the discussions ahead of time. Ellen affirmed Harriett Katzen and Kathy Marshall for filling in during Amy's absence from the KC office, and affirmed Anne for being the first Leadership Team to submit their revised Policies and Procedures for the year.

**Minutes**

**MOTION was made and approved to accept the Council Minutes for June 20, 2021.**

**MOTION was made and approved to accept the Community Meeting Minutes for June 27, 2021.**

Council Executive Meeting Minutes for July 19, 2021 were accepted. (no motion required)

**Old Business**

**Rolling Ridge Update:**

Marge Goethe is promoting KC's use of the Rolling Ridge Conference Center for a KC activity this coming year. Ellen will discuss with Marge which date should be chosen and report to Council in August. It is reported that the building is now provided with air conditioning but the thought is to avoid choosing the KC week in one of the hot months.

**New Name of The Carriage House:**

Discussion on where and how the name change needs to be noted, legally, financially, and otherwise. FLT suggests a team be put together to create a list of where the change needs to be made, and to coordinate implementing the changes. A good start to the list would be if Council would forward to Ellen suggestions of where they see a change needs to be made. Don Benson noted the large sign in our front yard must be changed, and that he is already working with Allan Lohaus from B&G to find a sign making company to provide us with a replacement.

**Leadership Team Reports**

**Finance Leadership Team: (FLT first so Don L can leave early today)**

Don Link reviewed the Summary report with Council, and indicated that due to the generosity of givers, there are no particular financial concerns for this year. However, a recent substantial donation for which the giver requested applying the specified amount to a specific account was cause for deep discussion. Such direction from a donor is not allowed according to current KC By-Laws and practices, but FLT is willing to pursue a one-time exception. FLT needed to further investigate how to accept these funds, and Council agreed to hear their findings and vote on this proposal via email after today's Council Meeting. After email discussions with Council, FLT recommended the following:

**MOTION was made and approved via email on July 7, 2021, to accept, in this specific case only, the $2,000 donation received on June 17, 2021 to be paid directly into the Outreach Account.**

In addition, FLT proposes the following Motions regarding (1) coverage for Amy Sens as Office Administrator while she is in turn covering for Claire; and (2) rental accounting work done by Kathy:

**MOTION was made and approved (with Ken Katzen and Kathy Marshall abstaining) to pay Kathy Marshall and** Harriett Katzen $65 each per week for up to 8 weeks for the office work they are covering in Amy’s absence as the Office Administrator.

**MOTION was made and approved (with Kathy Marshall abstaining) to pay Kathy Marshall** an additional $15 per week for covering the rental accounting.

**Worship Leadership Team with the Technology Team**:

From their July report, regarding the current suspension of livestreaming our Sunday service on Facebook:

The Technology Team of the Worship Leadership Team recognize that there are three key concerns that need to be considered in our recommendation:

1. We want to protect the privacy of KC community members' personal sharings AND sustain the level of intimacy that makes the KC community a place where we can be "real" about our spiritual journeys and needs.
2. We see our Facebook page as **a KC outreach effort** that not only offers little doses of God's love but highlights the uniqueness of the KC community.
3. We want to continue to offer KC members the ability to view a Worship Service if they are unable to attend the service or if they want to go back to listen to a portion of it.

With these considerations in mind, The Worship Leadership Team (with the Technology Team) recommended the following to be approved by Council:

**MOTION was made and approved to discontinue livestreaming the KC Worship Service on Facebook.**

In lieu of live streaming, KC will post an abridged version of our KC Worship Service on Facebook within 24-48 hours after the Worship Service. Abridged, in that the Zoom recording will be edited to delete the opening 15 minutes of meditative music, Community Response after a Sharing, Breakout Rooms and any other portion of the Service that a Worship Task Group member requests not be included in the recording. Every WTG member will be asked permission to post what has been shared during the Service. If they say, "no," that request will be honored. The Worship Leadership Team will work with Claire to establish the policy around this when she returns.

In addition, Don Benson proposed another way to put the full KC Worship Service on a private website or link. After discussion,

**MOTION was made and approved to have the full KC Worship Service allowed to be posted on a private website, via a link given only to KC worshippers who request it.**

Ellen will send an email to the congregation to let them know of this decision, and she will fill Claire in when she returns.

**Policies and Procedures Update:**

The Human Resources Leadership Team is the first to complete and submit their update of the HRLT Policies and Procedures. Anne noted that Bea set the goal of finishing up the review and report. Salary data was removed from the new version. Normale will be adding a table of contents once all LT updates have been submitted. Bea asked for Council to approve the HRLT submission, and after discussion,

**MOTION was made and approved to accept the 2021 Policies and Procedures update from the Human Resources Leadership Team.**

**Building and Grounds Leadership Team:**

No report was submitted but B&G plans to do a full Barn Work Day with lunch served on September 6, 2021 from 8:00 to 12 noon.

**Rental Team:**

Don Benson reported that one of our vendors, Wedding411, earlier this year did a complete re-design of our website and we are under contract to them to host our site through the end of this year. And now the Rental Team hopes to increase the number of people who view our website by contracting with Wedding 411 to enhance our social media presences for a four-month trial period. The cost of $1,000 can be paid from the Rental budget, and the effectiveness of this contract will be evaluated at the end of this year. After discussion,

**MOTION was made and approved to have the KC Rental team contract with Wedding411 to boost and enhance the social media presence for The Carriage House in Columbia via the rental website** ([www.thecarriagehouseincolumbia.com](about:blank))

**Community Life Leadership Team:**

Normale submitted her report, and there were no questions from Council.

**Human Resources Leadership Team:**

Bea expressed thanks to Harriett Katzen and Kathy Marshall for their work in the KC Office while Amy is off. Normale asked if Amy could write a Procedures Manual for her position. A draft exists already and Amy will be encouraged to finalize the document for future use.

**Spiritual Enrichment Leadership Team:**

SELT is taking a hiatus until September.

**Parking Lot:**

--Ken suggested creating a Community Presence Leadership Team to coordinate KC activities and interests with local action within other community groups, such as the hospital, schools, keeping track of community activities, connecting on social media, etc.

--Bea will follow up with Amy on finalizing an Office Administrator Procedures Manual

Normale gave the closing prayer.

**Assignments for August 22, 2021 Council Meeting**

Facilitator – Ellen Chaplain – Claire or Kathy

Jest – Rebecca Process Observer – Ken or Normale

Timekeeper – Chris Parking Lot - Vanessa

Dates to Remember:

August Executive Meeting - TBD

8-22-21 August Council Meeting, Sunday, via Zoom at 1:00 pm

Respectfully submitted,

Kathy Marshall, Council Secretary