

Center for Spiritual Living
Council Meeting Minutes
Monday, February 3, 2020

Present: Rev. David Robinson, Scott Kissel, Rob Coleman, Jean Hill-Miller, Laura Farris, and Larry Gilliam
Practitioner: None
Scribe: Teri Echterling

The meeting was held at Rev. David's home. Scott opened the meeting at 6:15 p.m. and Rev. David led us in an opening prayer. This was followed by a roundtable check in.

Approval of minutes from 1/20 – Rev. David made a motion to approve minutes as submitted and Rob seconded the motion. Minutes were approved with all in favor.

Old Business:

Errors & Omissions Insurance – At last month's Council meeting, Scott reported receiving an electronic signature document. This was actually not the case, and no signature document has been received. Laura offered to take over the process from him and he agreed. Rev. David will review the document once received and Laura will be the signatory.

Council Member Search Committee and Candidate List – Rev. David reported that after Sunday service on February 2, more members have expressed interest in being Council members. Doug Pape is interested, and Rev. David has asked James Lorenz. Laura questioned his serving on Council as he is an employee. The bylaws state that Council members may not be reimbursed for being on Council, but they may be paid for other services. Karyn Lindberg may also be interested. In the matter of Greg Laura's interest, Buffie had previously brought up that the bylaws prohibit spouses of employees serving on Council. Teri has also expressed interest. If Teri is not ultimately a council member, she has agreed to continue to do council minutes as needed. Jean has asked Susan Kibbey and Christi Johnson to be on the nominating committee, (currently Jean, Larry and Rev. David). This will complete the committee as outlined in the bylaws. **Jean will send the application for nominating committee to Susan and Christi. Jean will also send applications to those who have expressed interest.**

Marketing Team Update – Rob reported on the January 26th team meeting, at which Rev. David and Scott were both present. The meeting went well, with discussion about the Lacey Spring Fun Fair. Rob expressed that there is not a lot for the marketing team to do at this time. Rob asked Rev. David if he could lead Adrienne and the Youth in a visioning process on February 9 in preparation for the Fair. . Rob and the marketing team will develop materials following that process. Adrienne will give input for brochures as needed. It is unknown if Adrienne has put in the application for the fair yet. Rob also brought up the need for funding, and where funds would come from. Adrienne mentioned that the Youth budget can cover some of the expense, and Rev. David mentioned there is a small marketing budget available.

The cost of a 10x12 booth is \$25, and the 10x20 booth is \$50. The size will depend on what activities are arranged. Rev. David mentioned that Rob and Adrienne should create a budget and bring it to Council for approval.

Rob mentioned Thurston Co. Media (TCM) as a resource for tools and broadcasting. Robin Lee is interested in using TCM to further our community outreach capability on Facebook, YouTube, etc. Robin planned to use her personal TCM account, and Karyn Lindberg covered the \$45 renewal fee. Afterward, it was decided that CSL should have a business account with TCM. We can move the \$45 into the CSL account, and CSL will come up with an additional \$55 to facilitate the change. Scott donated another \$20 to fund the TCM membership fee. Rev. David mentioned CSL had an account, but let it lapse last year. It was used to create public service announcements, which seemed to have no marketing impact. Robin plans to use TCM editing tools to do an intro and exit video for Sunday service videos. The Youth program can also make use of TCM. Laura asked if we received anything out of using our past TCM account. Rev. David explained that it will now be used differently to put CSL videos up on YouTube.

Rob motioned to approve \$35 from the marketing budget to join TCM. Larry seconded, and the motion passed unanimously.

Mission & Vision Statement - Rev. David said he has not yet seen the content of the input sheets from Sunday. Barb Y. has them and she has reported that most of what was written was definitions, and not much to use as a mission statement. The Vision team will meet February 15 to reassess the process. At this time, CSL is moving from creating three different statements to just one short statement – What are we about? Susan Kibbey has given Rev. David a CD for reference prior to redoing the input process. At least a semi-final statement will be presented at the Annual Meeting.

CSL Olympia 15th Anniversary Party - Kathy Gilliam is in charge of the party and may not have begun the planning process yet. Rev. David has contacted Rev. Libby, and she is going to reschedule an engagement in order to attend. Rev. David will contact other prior ministers to invite them. No decision has been made on the day, whether Sunday, or Saturday evening. It may be a mini-version of Rev. David's installation with past members also invited. Laura asked if Nova school will be done with their theater season at that time. Rev. David thinks they will be done by then, or we could have it elsewhere. All of this should be addressed by Kathy G.

Rob added thoughts about an email he sent regarding the budget for the party. Musicians and a venue may be upward of \$400-500, and while we don't have anything in the current budget, there is wiggle room. He asked for a discussion about the budget before he is comfortable planning the celebration. He would like to keep it inexpensive. Jean said we should see what Kathy comes up with. Rev. David was concerned that the email in question was sent to the finance committee rather than Council, and they had no background information to address it. There was much discussion regarding communicating information with the appropriate group. Rob agreed to send questions to the originating body in future.

Rev. David recommended we invite Kathy to prepare a budget with both high and low amounts, and submit it to Council so we know what the options are prior to discussing budget. Rob said he has been watching weekly contributions and they are on track. If the budget goes as it is supposed to, we will have spent everything we have. The \$14K in checking is reserves. He mentioned issues with cash flow in the past and doesn't want to repeat that. He would like to carry higher balances in our savings and checking.

Holistic Fair Status - Jean thanked Rob, Larry, and Kathy for investigating event venues. Rev. David said Camille sent out an email that she is in support of having the Holistic Fair at the Church of the Good Shepherd. It is newer, brighter, and centrally located near 9th and Henderson, and more visible than the Land Yacht Harbor. The price is comparable. Larry supported putting down the \$35 deposit. Rev. David made a motion to make available \$35 for the deposit to The Church of the Good Shepherd for the CSL Holistic Fair on November 14, 2020 subject to Camille approving the event. Larry seconded the motion. The motion carried unanimously. **Rev. David will email Camille for the approval and facilitate Marlisa cutting a check.**

New Business:

Administrative Assistant Replacement – Rev. David reported that Rev. Carrie would be amenable to doing distance support as an interim step. Also, Denny has talked with Sherry Hough, who may be interested. There followed discussion regarding candidate knowledge of CSL teachings, and Rev. David said that is not a requirement. Laura asked if we should post the job information elsewhere. Rev. David asked if anybody was interested in posting to Craigslist, though not yet necessary.

Board Chairs Academy – New Board Welcome Manual – Barb Y. and Rev. David attended a Board Chairs Academy session for information on how best to on-board new Council members. The next session is the last Friday of February at Red Lion on the West side from 8:30-12. Current and possible new Council members are encouraged to attend. Barb Y. has offered to donate the money required to facilitate this.

Announcement of Annual Meeting – March 15 – CSL bylaws state that the annual meeting should be announced at least 2 consecutive Sundays, and appear in the newsletter or through email at least 21 days prior. **Rev. David will send out the email with place, date, time and business to be transacted.**

Jean said it was brought to her attention that a couple with a baby is often in the lobby. Can we take another look at childcare for younger children, and babies? Rev. David said he believes the parents are fine with the current arrangement.

Scott asked again about keys for Brent and himself. Laura mentioned that Rev. David had offered to get copies made, and Nova school has approved. Scott offered to make the key copies himself.

Larry asked about business cards for CSL. Rev. David believes we have some and encouraged Larry to ask Caroline.

Rob brought up the Legacy Circle presentation from the last Council meeting, and asked how we plan to support their request. Jean has asked Denny and Barb Y. to present at a general membership meeting. Rev. David mentioned their plans to develop a brochure to share out. Jean said Council doesn't have the tools to take it forward and explain it to people. Rev. David would like Denny and Barb to present it at the annual meeting. **Jean will follow up with Denny and Barb Y. as to what role they want Council to play.**

Scott mentioned that the agenda should be created by the Council President with input from the Senior Minister. Laura requested she get no more emails regarding the location of the Holistic Fair. This is now complete, so Council should not receive any more emails about this.

Calendar review

2/10 – Finance Committee Meeting

2/15 – Vision statement Team

2/17 – 21 - CSL Leadership Convention (Denver) – Rev. David will be attending.

3/2 – Last Core Council meeting before the annual meeting on 3/15.

Parking Lot

Update on Tech Soup Software Upgrade – Rev David & Teri

Next meeting – February 24th at Rev. David's

Rev. David led the closing prayer and the meeting adjourned at 8:10 p.m.

Respectfully submitted,

Teri Echterling