

Center for Spiritual Living, Olympia
Council Meeting Minutes
Monday, April 6, 2020
Via Zoom Conferencing

Present: Rev. David Robinson, Buffie Finkel, Karyn Lindberg, Jean Hill-Miller, Larry Gilliam, Teri Echterling, and Doug Pape
Practitioner: Rev. David Robinson
Scribe: Rev. Carrie Masters

The meeting, held virtually using Zoom Conferencing, was called to order by President, Buffie Finkel at 6:36 p.m.

An opening prayer was given by Rev. David Robinson and a roundtable check-in followed.

Approval of minutes from the meeting on 3/23/2020 – Karyn Lindberg motioned to approve the minutes, Rev. David Robinson seconded, and the motion was carried.

Old Business:

- Bank signatories transfer progress – Rev. David sent Council minutes to our contact at Twin Star bank and the new signatories, Buffie, Karyn, Larry and Rev. David, can go to the Twin Star drive up window to complete the new signature procedure.
- New Home Committee report – Rev. David reported that they met recently and after a light discussion, the team felt it best to take a break due to the current world condition and the fact that the center is currently meeting online. There was a check in and prayer with the main focus of holding consciousness for our new home.
- Report on Board Chairs Academy – Rev. David reported that he and Buffie were on the Wednesday call, which was a check in about how nonprofits are being affected by COVID-19. Rev. David expressed his gratitude for our community. The BCA Class, on March 27th, was on leadership succession and our community has had experience with that and have processes already in place.
- CSL Status during COVID – Rev. David reported that attendance is holding steady and so is offering income. At the Wednesday CSL Bunch gathering, there were 12 on the call and all seemed to enjoy the sharing about selfcare. Yesterday after service was our first attempt at having Practitioners available after service for prayer and there were 2 prayer blasts.
 - Jean asked about the status of our rental arrangement with Nova School. Rev. David explained that we have not been billed yet, however, he will contact Barbara Hutton to confirm their decision about that. Even if Nova is closed through the summer, we might be able to meet there. The virus is setting the timeline.

New Business

- How to use your Board Book! — Buffie wanted to share information about the books but opted to skip this item until all Council members have their board books with them at a meeting. Rev David has 2 books and one was spoken for at the meeting. **Teri will assemble a new one.**
- Using our Google Calendars – Rev. David gave a demonstration on using the church calendar and its various features. **Rev. Carrie will be updating info on the calendar and sending out invitations to new board members so they can use it.**
- Nonprofit information and inventory – Teri explained that this is a place to gather all of our viable information. Board Chairs Academy provided a paper copy of a form, but Teri recreated it into an Excel document to be kept on the CSL computer. Teri will email it out to each council member for review and asked all to bring any changes needed to the next meeting. Buffie suggested we take inventory on an annual basis.
 - CSL 'Official Computer' - Jean has a CSL computer that was deemed by Denny to be the Official CSL computer, however it hasn't been used in a long time. The Official CSL computer is now the one that resides at Teri's home, it stores all CSL Olympia information, and some of that information is being shared with Rev. Carrie via Google Docs. The Center's physical inventory is on that computer. Buffie mentioned that she still does not have a current bubble chart and discussion included making sure a new one is drawn up.
- Assignments for each Council Member – Buffie and Rev. David led a discussion that explained various assignments for each Council Member with the following chosen by indicated Council members:
 - Communications – Karyn Lindberg
 - Prosperity – Larry Gilliam
 - Community Development & Membership – Jean Hill-Miller
 - Planning and Outreach – Buffie Finkel and Doug Pape
 - Legal – Teri Echterling
- Endowment proposal – Buffie introduced and presented the following Legacy Circle's proposal:

“April 6, 2020 - Denny Kautzmann and Barbara Yanagimachi, working through the Finance Committee, are provided authority to establish sub-committees for the purpose of creating a "Legacy Circle" for CSL Olympia. The Legacy Circle's purpose is to provide planning and educational tools to our community (CSL and beyond) with the goal of having the means to receive, invest, and manage donated assets (cash, securities, and others) for CSL Olympia's support. The donated assets may be restricted or non-restricted in use (by the donor), and one of the goals is to establish an endowment for CSL Olympia's operation. Denny and/or Barbara will make regular reports to the CSL Olympia Council on their plan of action and timeline for Council's input and guidance. This motion is for the sole purpose of authorizing Denny and Barbara to proceed in this undertaking.”

The endowment that will be created will serve as a container for assets given to or left to the church with the goal of the church benefiting from the interest payments from the endowment. Rev. David made the motion that we accept this proposal authorizing Denny & Barbara to proceed with Legacy Circle's proposal. Teri seconded the motion. After a brief discussion, Buffie called for the question and polled the council, with ayes being unanimous. None opposed. Motion carried.

Notes & Stuff

Calendar review

- 4/11 – Mission/Vision Community Meeting on Zoom
- 4/13 – Financing Committee Meeting
- 4/14 – Spiritual Principles & Practices class begins – new Foundations class. 6-8:30 p.m.
- 4/16 – Mental Equivalents Class, 6 to 8:30 p.m.
- 4/17 – Board Chairs Academy – Fundraising Class

Parking Lot

- Update on Tech Soup Software Upgrade – Rev David & Carrie – Rev. David will send Rev. Carrie a link and get started with this process.
- Progress on hiring Admin. Asst. – Rev. David indicated that he would rather not do face to face interviews or training at this time but wait until the virus has passed.
- Annual Meeting—next steps (see Bylaws section 6.1) – Buffie reported that there is no time restriction in the bylaws. **She will create an annual meeting document that includes all necessary information and send it out to all members.** It will also be on the website and in the next newsletter.

Next meeting – April 20th on Zoom.

Buffie provided a closing prayer and the meeting was adjourned at 8:19 p.m.

Respectfully submitted, Rev. Carrie Masters, Scribe