

Center for Spiritual Living
Council Meeting Minutes
Monday, October 5th, 2020 – 7:00-9:00
Zoom ID 647-238-9585

Our Mission is to be an open, expanding and welcoming community that learns, shares and lives spiritual principles.

Our Purpose is to reveal our wholeness and connection with all that is.

Our Vision is to live as Love in a world of Love.

Present: Buffie Finkel, RScP, Larry Gilliam, Jean Hill-Miller, Teri Echterling, Barbara Yanagimachi, Rev. David Robinson, Christi Johnson

Absent: None

Practitioner: None

Scribe: Tiffany Merkel

The meeting, held virtually on Zoom, was called to order by President, Buffie Finkel at 7:00 p.m.

An opening prayer was given by Buffie. A roundtable check-in followed, answering the question, “How have I been applying and living our Mission, Purpose & Vision Statement?”

Consent Agenda

Approve Minutes

- Motions to approve the minutes of 8/17 made by Rev. David Robinson, Larry seconded the motion. Motion carried. Christi, Barbara and Jean abstained.
- Motions to approve the minutes of 9/7 made by Rev. David Robinson, Larry seconded the motion. Motion carried. Christi, Barbara abstained.
- Motion to approve the minutes of 9/21 as corrected made by Rev. David Robinson, Larry seconded the motion. Motion carried. Christi abstained.

Core Council moved **Decisions to be Made: *Staff reviews timeline*** prior to the Resource Report

- Teri discussed the staff reviews. Tiffany elected to have a review. Rev. David will have a review. Sandy will not have a review this year. The Council will meet on October 22nd to discuss the reviews.
- The self-evaluations completed by staff will be due Oct. 20th, prior to the Council meeting.

Resource Report (People & Money)

- Report from the Finance Committee—Denny Kautzmann
- ***Proposed by Finance Committee (from Finance Committee August meeting):***
Core Council appoints a focus group to explore how the WSU Foundation website may be used as a template for a page on our website, modified for our specific use.

Finance committee requests that the Council select a focus group and instruct them to review the Washington State University Foundation website for ideas of how to include fundraising on the website.

Barb requested more information and Denny shared a screen of the WSU Foundation website (Foundation.wsu.edu). Site shows different ways for estate planning, gifts of stocks and real estate to the church.

The church website on giving, printed materials and presentations would be developed to support each other.

Discussion was had on recognizing these gifts as part of the Legacy Circle and ways to show appreciation with gestures such as plaques or dinners.

- ***Proposed by Finance Committee (finalized through email following Finance Committee September meeting):***

Core Council approves the application for an increase in the trading level within our TD Ameritrade investment account in order to accommodate the ability to receive gifts of options securities, and to authorize a focus group comprised of Denny Kautzmann, Rev. David Robinson, and Buffie Finkel to draft language for the Policies and Procedures.

Finance committee requests a focus group with membership consisting of at a minimum; Buffie, Denny, Rev. David and Larry to form policies and procedures surrounding any gifts or bequests that the church receives.

Barb asked if the policies and procedures work needs to be done before the WSU website focus group's work.

Discussion on the types of giving on the WSU Foundation website and the CSL Olympia web page.

There could be some concurrent work for these groups and membership of the two groups may overlap.

Rev, David suggested that Sandy Dell be included on the website focus group.

- Finance committee requests an increase in the trading level in the CSL TD Ameritrade account. Without having trading authority to trade in options securities, the church cannot receive options as gifts.
Barb asked who would have trading authority. Denny explained that currently the trading authority rests with the three officers; President, Vice President and Treasurer. In addition, Denny has been given limited authority to buy/sell securities but not authority to move funds to or from the bank account and TD Ameritrade account. Only the officers can move funds to and from TD Ameritrade and bank account.
- Denny will have a distribution list linked to an Endowment email at csllolympia.org. Notices about trading will go to this account and then to the distribution list of Rev. David, Buffie, Jean, Teri, and Denny for transparency.
- Buffie asks about risks for having options. Denny explained that options can be riskier investments. However, if we don't have ability to trade options then we cannot receive gifts of options to our portfolio. Policies and procedures can make rules around not purchasing options or that gifts of options would be sold/cashed-in as a safeguard.

Proposed by Finance Committee:

Core Council approves the transfer of \$78,200 from Twin Star Checking into our newly established TD Ameritrade investment account.

Proposed by Finance Committee:

Core Council instructs our bookkeeper to include a checkbox option for online donors to be able to cover the processing fees associated with their online donation. The instructions will let them know that it is an option, that it is not required, and it will give them clear information as to the amount or percentage that will be added to their donation.

This proposal was approved unanimously by Council.

There was discussion about creating an online pledge “card.”

Sandy should be involved in this activity. Barb had questions about security to make sure that the donation is being made by the person with authority to donate under that name. Denny discussed possibilities of having a code generated and sent back to the email of the donor. Marlisa should also be involved as Vanco may have an online form to use

Proposed by Finance Committee: Benevolence Fund –Denny shared the Benevolence Fund document on the screen.

The CSL Olympia Finance Committee recommends to the Core Council that CSL Olympia considers establishing a Benevolence Fund, and that a focus group be appointed to make a recommendation as to its oversight, operation, and management (the “benevolence policy” contained within the Policies and Procedures manual). If adopted, the Finance Committee would appreciate reviewing the materials so that it can provide input to the Core Council prior to implementation.

Barb asked about the function of the Benevolence fund with the example of a church member recently losing their home in a fire. Denny explained that donations to a specific person were not tax deductible. However, donations to a Benevolence fund are tax deductible as they are not connected to individuals. The funds in the Benevolence fund would be used in a manner subject to policies and procedures for that fund to support individuals or community causes, i.e. homelessness.

Buffie asked about amount of maintenance for the fund annually. Barb suggested it would be a line item and require little maintenance. Barb asked about seed money for the fund. Rev David replied that it could be seeded; also members may make separate monthly or quarterly donations for the fund. Buffie thinks this fund will be appealing to membership with a desire to support the community. The focus group would need to also address promotion of the fund to membership in a clear way. Rev. David elaborated that it be important that the difference between supporting the center vs. the Benevolence fund be clear so that the funding for the center isn't transferred to the fund by donors.

Denny suggested that there be separate emails for officers, minister and a finance chair @cslolympia.org.

Denny left the meeting prior to voting.

Decisions to be Made

1. Finance recommendations --Council

1. *Core Council instructs our bookkeeper to include a checkbox option for online donors to be able to cover the processing fees associated with their online donation.*
 - Motion made by Rev. David, second by Barb and motion carried by membership.

2. *Core Council approves the transfer of \$78,200 from Twin Star Checking into our newly established TD Ameritrade investment account.*
 - Motion made by Jean, second by Barb and motion carried by membership.
3. *Core Council approves the application for an increase in the trading level within our TD Ameritrade investment account in order to accommodate the ability to receive gifts of options securities.*
 - Motion made by Rev. David, second by Larry and motion carried by membership.

4. *Core Council authorizes a focus group comprised of Denny Kautzmann, Rev. David Robinson, Buffie Finkel, and Larry Gilliam to draft language for the Policies and Procedures to govern the oversight strategy for the investment account.*
 - Motion made by Rev. David, second by Barb and motion carried by membership.

5. *Core Council approves a focus group to explore how the WSU Foundation website may be used as a template for a page on our website, modified for our specific use.*
 - *Action Item: This becomes an action item.*
 - Motion made by Rev. David, “Motion to make an action step to appoint this committee to explore adapting the WSU foundation website material or any other material such as that, to be used for our website.” Second by Larry. Barb had a question of clarification. Buffie clarified that this work will follow after the policies and procedures work for the investment account. The motion carried by membership.

6. *The CSL Olympia Finance Committee recommends to the Core Council that CSLOlympia considers establishing a Benevolence Fund, and that a focus group be appointed to make a recommendation as to its oversight, operation, and management (the “benevolence policy” contained within the Policies and Procedures manual). If adopted, the Finance Committee would appreciate reviewing the materials so that it can provide input to the Core Council prior to implementation.*
 - Jean makes a motion that the Core council creates a Benevolence fund. Barb seconded the motion. Discussion- Buffie suggests it become another action item as the Benevolence fund be part of the policies and procedures. Clarification was made that there will be two committees: one for the Foundation (investments) and the other for the Benevolence fund (giving for community needs).
 - Motion made by Jean was carried.
 - Committee membership for Benevolence fund was tabled due to the time restriction of the meeting.

2. Staff review timeline—Teri - Discussed this earlier in the meeting.
3. Delegate selection - Rev. David
Every year an annual report is submitted to Home Office with our giving amounts for the year, and attendance. We need five delegates for the business meeting held in late Jan or early Feb. Delegates usually come from the Council, practitioners or leaders in the church. Delegates get emails from home office regarding changes to bylaws or things that impact the overall organization, and candidates for the leadership positions in the overall organization. The delegates vote for these items. The Annual report is due at the end of October and must list the delegates.
Volunteers: Buffie, Christi, Barb, Rev. David.
Rev. David will check-in with the practitioners and Denny to fill the additional delegate spots.

Council Learning Opportunity

- Our church's timeline—Buffie has been gathering documents and researching the church's timeline. Discussion of this will be postponed

Mobilizing Our Mission

- Ideas?--All
 - Benevolence Fund
 - Suggestion for Sunday Service-During passing the plate, have music (Reflections) and a few minutes to pause for people to respond to the text to give.
 - Enews will have a request to share stories of how the CSL community has changed their lives.
 - Concern for technical difficulty of hearing the video of the speaker during these testimonials. Rev David will check on the video and computer settings this week to see if there is anything that can be done to increase volume.

Additional Discussion Items Not on the Agenda- Buffie

Gift for Rev. Carrie. - Discussion of photo for Rev. Carrie. Rev. David will check with Dee to see what she would like.

Cards were sent to Doug and Karyn for their service on the Core Council.

Sacred Circle – Rev. David will send out an email on 10/6 regarding starting the Sacred Circles again.

Budget forms for Committees – Tiffany did not find forms in her files. Carrie may have them. If forms cannot be found we must recreate it by next meeting. Forms may be on the Finance computer. The team leads should present their budget requests.

Calendar review

- Budget approval--12/21 Rev David added details to the Budget process. After the pledge drive Larry, Barb, Marlisa and Rev David will draft the proposed budget to send to Finance committee for their Nov. meeting. The Finance committee will review the proposed budget and send to council for approval. We don't know right now what our pledge level is. Rev. David is sending a reminder in the eNews for people to complete their pledge cards and return them.
- Employee review completion deadline Nov 30
- Visioning - Nov. 7th

Parking Lot

- Identifying a Membership Team Coordinator

Next meeting – October 19th on Zoom, 7:00 p.m.-9:00 p.m.

Following meetings will be Nov. 2nd and 23rd. on Zoom, 7:00 p.m.-9:00 p.m.

Closing Prayer was conducted by Rev. David Robinson and the meeting was adjourned at 9:00p.m.

Respectfully submitted,
Tiffany Merkel -scribe