

**Center for Spiritual Living  
Council Meeting Minutes  
Monday February 6th, 2023  
6:30pm – 8:30pm  
CSL and Zoom**

***Our Mission*** is to be an open, expanding, and welcoming community that learns, lives, and shares 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: Rev. David Robinson, Buffie Finkel, RScP, Lorrie Chase, Laura Farris, Beth Thompson, Teri Echterling  
Practitioner: Susan Einhorn, RScP  
Absent: None  
Scribe: Tiffany Merkel

The meeting, held on Zoom and in-person, was called to order at 6:40 p.m.

An opening prayer was given by Susan Einhorn, RScP.

Laura did a reading from Ernest Holmes.

A roundtable check-in followed, answering the question, “How have I been applying and living our Mission, Purpose & Vision Statement?”

## **Consent Agenda**

### ***Approval of Minutes***

Rev David motioned to approve the January 23, 2023 minutes as amended. Laura seconded the motion, and it was carried by the council.

## **Resource Report (People & Money)**

### ***Sabbatical Tasks and Jobs Calendar***

***Teri, Buffie, David***

Teri added two weeks to the calendar to cover the entire time Rev David will be gone. Each day has its own tasks. Teri would like to add names to each day so that everyone knows what their tasks are while Rev. David is on sabbatical. Tiffany asked to be added to the list for the Order of Service.

Discussion of monthly newsletter tasks. Rev. David will have his articles done before he leaves and provide the birthdays for the month of May to Karyn.

Rev David has a list of the talk titles for the year, an affirmation, and a marketing blurb for each week. This is used in the eNews and on the website.

Buffie will do the Sunday tasks. Buffie will be away on April 28-29<sup>th</sup>. Teri and Laura will do the MC duties when Buffie is away and when Buffie is the Practitioner for the week on April 23<sup>rd</sup>. Susan is also comfortable with doing this task.

Rev David suggested that an addition to Friday, which could be moved to Saturday, would be to let Denny know the Affirmation for the Sunday slides.

Rev David will provide the emails for all the guest speakers.

Teri will do the eNews.

The MC person for Sunday should be the person that contacts the guest speaker on the Wednesday tasks.

Brent provides the music list on Tuesday evenings. This is needed to create the Order of Service.

Order of Service goes to Tiffany, Shani, announcer, the two practioners, Brent, Denny, the guest speaker, Amy, and MC.

Rev. David will send a template of the Order of Service.

Buffie will tease out the duties of the MC that are across the week.

Teri will develop a personal calendar for the person doing each job.

This task is moving along and more changes and volunteers will be added to the list.

Rev. David suggested a practice run for a week sometime prior to his Sabbatical.

### ***Staff Review Procedures***

***Laura***

Laura has some suggestions for the procedure for the staff review. One of the things that we run into doing the staff reviews at the end of the year is that the contracts are also due at the end of the year. If there are raises to be made, it will need to be not only in the contracts but included in the budget process.

Laura's recommendation is to move evaluations earlier in the year, the month of May, and the deadlines will be a little easier with this extra time. Two week turn arounds can be challenging for some of the tasks.

Question: What is the position of Legal Core. The Legal core is a person that does not have to be an attorney but can advise or assist on legal decisions. The bubble chart shows that there is a legal aspect to some duties. It was suggested this position be named Council Legal Liaison.

Laura also discussed the minister's evaluation had said that the council, practitioners and staff be involved in the review. This can be a logistical nightmare. The staff do not need to be part of the formal review. Staff can bring any issues to a Council member. The practitioners should have input, but the Council should do the formal evaluation. The CEO portion of the minister's position could be reviewed separately if we need in the future.

Question: how will raises be handled? Council will decide after evaluations which staff will receive a raise. Council may consult with the Finance committee about the Center's ability to fund a raise. Contracts and letters of call are adjusted accordingly and provided to staff and ??? before December. The raises will occur at the end of the year on the next contract. A raise is not guaranteed at the time of the evaluation, because the budget for the next year and employee's work done prior to the end of the year will be taken into account for the awarding of raises.

Teri raised the idea of using Jot Form which is like Survey Monkey and the evaluation surveys could all be electronic, and the data would be gathered automatically. Laura said that is a great idea for the person that will be the next vice president and in charge of the evaluations.

Laura would like to finalize this evaluation process and then it will be added to the policies and procedure in the Council notebooks. Laura will change the term Legal Core.

Council will use the emailed document that they were sent to make changes and send them back to Laura. Laura will make changes and send back out to the council for approval.

### ***Nominating Committee Update***

***Rev David***

We are still looking for one person for the committee. Ross Echterling is one of the committee members from the general membership. Discussion of potential council members. Staff members and spouses of staff may not be on council.

We have two positions to fill on the Council in March.

### **Mobilizing Our Mission**

#### ***Learning from Rentals Last Weekend***

***Rev David***

We had a rental for a celebration of life on Saturday. We learned that we need to add a question about how many people are expected to attend. Some people parked at a private residence without permission. We may want to make sure the parking signs are not available during rentals. The signs were used without permission. Parking at Sequoia is not part of the contract and must be arranged ahead of time by the individual.

Our building can hold 100 people but we only have parking for forty. Carpooling must be strongly encouraged.

Sunday's event was with the special music guest at service and an afternoon concert went well for the parking. Ocean directed the early arrivers to overflow parking at Sequoia before having parking available at the Center.

### ***Update on Rental Packet***

Rev David has received the rental agreement from Unity right before this meeting. We will evaluate it as a template for our own contract.

### ***Shuttle***

***Beth***

We need more shuttle drivers. Please talk to people about doing this one Sunday a month. Discussion about getting a small bus, and parking at the Head Start center.

The owners have received a bid for filling the hole in the dirt parking lot for \$5,000. They are seeking additional bids.

## **Decisions to be Made**

### ***Closing Policy and Procedures***

***Buffie***

We need a person to be the Sunday closer for closing the church and taking the trash cans to the curb. The custodian does not come on Sunday to clean after service. The cleaning is done midweek. The custodian will be asked to be the closer. On Sundays that there are classes in the afternoon we can make different arrangements.

CSL groups and altar decorators are expected to clean up after themselves. Groups that are renting the facility have a built-in cleaning fee in the rental contract.

### ***Supply Procedures***

***Buffie***

The custodian's contract specifies that they let Buffie know when supplies (paper towels, toilet paper, etc.) are low. There was a discussion of the budget for cleaning supplies.

If people donate items that are needed by the center, they can contact Marlisa for a donation receipt.

### ***Geocaching Request***

***Council***

Discussion of problems that may arise from people on the grounds for doing geocaching.

Rev David made the motion to allow the geocache site be allowed to be placed on the property. Teri seconded the motion. In Favor: Buffie, Teri, and Rev David. Opposed: Beth and Laura. Abstained: Lorrie.

The motion passed and the owners will be notified of the Council's agreement to host a geocaching site. The owners are researching this with their Liability insurance before making a decision.

### ***Brochure and giftshop***

***Buffie***

Buffie sent a brochure she found at CSL Oakland. They also have a giftshop. Discussion of having swag to sell. Selling T-shirts, bumper sticks, coffee cups, and books as well as having a coffeeshop is a larger undertaking than the Center may be prepared to due at the moment.

### ***Open House***

***Buffie***

Saturday, June 10<sup>th</sup> is the date for the Open House/Grand Opening for the Center. It will be mentioned at the annual meeting to get volunteers.

## **Council Learning Opportunity**

### **Calendar review**

2/7/ Prayer Shawl Ministry meeting at CSL  
2/13 Finance Committee  
2/18 Women's Circle  
2/19 World Peace Meditation  
2/20 Buffie's birthday  
2/20 Council Meeting (Rev. David will be in Phoenix)

### **Parking Lot**

Legacy Circle  
Policy & Procedure changes/updates  
Employee handbook  
Minister's Retirement Plan

### **Next meeting – Feb 20, 2023, 6:30pm-8:30 pm by Zoom**

Susan Einhorn, RScP gave the closing prayer.

Buffie adjourned the meeting at 8:35 pm.

Respectfully submitted,  
Tiffany Merkel, Scribe