

Center for Spiritual Living
Council Meeting Minutes
Tuesday June 6, 2023 – 6:30pm – 8:30pm
CSL Olympia 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: Buffie Finkel, RScP, Angelina O'Connor, Laura Farris, Teri Echterling, Kathy Gilliam, Rev. David Robinson
Practitioner: Teresa Bielenberg, RScP
Absent: None
Scribe: Tiffany Merkel

The meeting, held on Zoom and in-person, was called to order at 6:30 p.m. by Teri Echterling.

Teresa gave the opening prayer.

Laura did a reading on Parenting.

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

Buffie made the motion to approve the May 23rd minutes as they have been amended in Version 4. Angelina seconded the motion. The council voted to approve the minutes as amended. Laura abstained.

Mobilizing Our Mission

Reunion Celebration

Angelina & Kathy

Angelina has sent a food cost tally to their committee. Estimated cost is \$500. The funds will come from the savings account. We have people bringing food to supplement what is being ordered.

There will be a little white wine and beer available. No red wine at the event due to concern about stains on carpets and furnishings.

Christi has created a CSL History Bingo.

The parking lot has been leveled more and there will be stripes painted in the gravel/grass to increase parking capacity. The men's group has done some groundskeeping work as part of their recent meeting.

Three people have signed up as shuttle drivers.

A concern was raised about using savings. This was not a budgeted event and we do have funds in savings to cover this expense. This usage was approved by the Finance Committee.

Activities for members proposal

Teri

Discussion of group activities for members: Jenn or Carol may be able to carry this idea forward.

There could be two weeks for sign-up for each activity.

Compassionate Care: This was discussed last Sunday by Teresa at the Sunday service.

Women's Circle: Carol has been managing this and will be responsible for handling sign-ups.

Knitting: Is this as a separate group from the Prayer Shawl? We are not sure if that was what was meant when it was brought up to Council

Other Ideas: Spiritual Cinema and Game night.

Perhaps after the reunion, we will have a little more time to work on doing activities.

Buffie was thinking about one night a week having a soup and activity such as games, movies, family activities. It could be a Wednesday or Friday and have a different activity each week. Caroline and Lynn may be able to help with this. Fall would be a good time to start.

Teri will send a reply about activities to Anne

Money for Safety Team

Buffie

There is \$100 in the budget for the Safety team. This may be a good time for looking into training.

We should contact Rob Coleman, as he was involved in the safety team when we were at the NOVA school.

Buffie has the safety manual that was previously created.

The fire department does presentations.

When we have the information about what the Safety Chief position entails, we can put it out there to see who is interested.

We can revise the existing manual and make sure we have the evacuation plan and other components posted where it is needed.

More Space for Youth

Rev. David

Rev David met with Adrienne about finding more space for the youth and family ministry, particularly the teens. Discussion included the possibility of getting a trailer or mobile room like schools use, or a shed. We have people that could possibly build a shed and then we would only need to cover the cost of materials. Nothing was decided for the immediate future.

Membership Process/Member Responsibilities Angelina & Buffie

Discussion of the Membership agreement. Angelina has revised this document and has included the amount the person is pledging. This makes everything on one form instead of separate pledge cards.

Marlisa will be checking the box for the new membership cards. Marlisa keeps track of pledges and the class lists. These records will be important to make sure the interested people have pledged and taken a foundational level class.

Discussion on having a monthly Welcoming of New Members.

This may be too often since foundation classes are only scheduled twice a year.

A new member orientation meeting lasting 1-2 hours could be scheduled after each class series concludes.

It was suggested that we recognize new members and people that have taken classes at Sunday Service. Rev. David noted that we have begun doing that now that we meet in person.

There was discussion of how to categorize people that are interested in becoming members but have not taken a class yet. We thought the title Prospective members would be good.

In September, Rev David and Buffie will be teaching the Spiritual Principles and Practices class. Teresa has also expressed an interest in teaching.

The goal is to be able to move people along in the process of becoming a member and making them feel like a part of the community.

Marlisa can take a picture of the membership form when she receives it and send a copy to Tiffany for the files.

We do have a printer at the Center, but it hasn't been hooked up yet. We may look into having an online form.

Buffie - Member responsibility – Speak with Marlisa about pledge, find a sacred service, to grow. Maybe we can have a recommitment ceremony in the Fall.

Michael Auch had a page that had some of the responsibilities that we could use.

Idea - Recognizing longevity in CSL. We could even put the year the person joined on the name tag.

Closing Checklist

Teri

This came out of a situation last week when two windows were open and some lights were left on.

Teri sent out a closing check list by email. Discussion of the checklist. Buffie's name will be on the bottom to call when closing.

A copy of the checklist will be in the second drawer of the cabinet by the door as well as posted near the kitchen.

Staff Evaluations

Laura

Previously staff evaluations had been done at the end of the year and budget is done at the end of the year. This left no time to budget staff raises into the budget.

It has been just over six months since the last evaluation we could do them now or we could wait until next year.

We are in our first year in the new space and learning about what we need.

Discussion about only doing evaluations on new employees; Holland, Darshan, Sam, based on their current contract. This will also be an opportunity to go over the contracts and make updates.

Buffie is the Council liaison for Darshan.

Beth is the liaison for Sam.

Newsletter Status

Sandy Dell will be the new editor of the newsletter and her contract will need to be updated. She estimates she will be able to do the newsletter for the same amount as it had been previously done. Karyn will do graphics and Sandy will receive content and put it together with the graphics and edit.

Center Sign

Rev David

Rev David showed council a sample of the material that will be used for the sign.

Center Rental Process

Buffie

The Center rental contracts will be put on the website. We can do PDFs if we need to but an online, a fillable form would be nice.

Buffie talked to Adrienne this week and they have an agreement about rental use of the youth classrooms. Only the table and chairs in the classrooms can be used when the facility is rented. Buffie has updated the rental form.

A smoking area has not been designated yet, but it will follow the regulations of no less than 25 feet away from the door. The rental forms state it is a designated area.

Remove the Center phone number from the form and use the Gmail. Tiffany will provide her personal phone number after initial contact.

The documents will be signed by the minister or designated agent.

Holistic Fair

Teri & Tiffany

Discussion of the Holistic Fair meeting held on June 4th after service.

Kathy had copies of the seating charts of the different configurations of chairs in the sanctuary. We discussed the number of tables we could get in the space.

The tables are 6 feet long. The tables cost \$13 to rent. Vendors will pay \$100 for rental

Teri has secured the banner space over College street by Huntamer Park for the week prior to the Holistic Fair. Teri added that we will need to remove old lettering from previous sponsors to add new sponsors on the banner. She researched this and the areas can be steamed and the lettering peeled off. The lettering will not be reusable but the area on the sign can then have a new sponsor applied there.

No admission charge to attend the Holistic fair.

Teri researched food trucks and they want a minimum amount guaranteed for the day. This amount is more than we can guarantee, \$800-\$1600.

Kathy is going to talk Sparrow Designs, owned by people that attend. They are starting a restaurant and may want to provide food. We could also talk to other restaurants: Wayside Café and San Francisco Street bakery were mentioned. The other option would be to buy prepackaged snacks to sell.

We will have a raffle and ask local practitioners and businesses to donate items to go into raffle baskets. Adrienne has agreed to contact businesses and collect donations.

We will not have booths outdoors due to unpredictable weather in mid-October. There may be some kids' activities outside if the weather permits.

Teri and Adrienne spoke after the meeting. Adrienne had found a 13x13 canopy for sale for about the same cost as renting it (\$115). Teri offered to reimburse Adrienne if she wanted to buy it. Teri will follow up with Adrienne. It's possible Adrienne will want to keep this just for the youth program

Kids activities will be provided for a love offering. Parents will be able to leave their kids in the youth room while attending the Fair.

A youth room will be available for small presentations.

Sandy is doing the meme.

Sponsors: We should ask the Olympia Food Co-op as they are already on the banner. Firefly Yoga was also a sponsor last year. Sponsorships will cost \$200 or \$250 and include the use of a table and have their business listed on the street banner and any paper documents we produce with a list of sponsors.

New Business Cards

Angelina

We looked at the business card that has the Center's old address and the map showing where NOVA is located. Discussion on if we need to make some new cards and who uses them. It was decided we do not need to print new business cards.

Rev. David mentioned we may want a few business cards for the minister or practitioners attending the Northwest New Thought conference in October. Rev David already has his set up and can get cards printed.

Practitioner business cards may be printed but we don't have a budget for them right now. Tiffany has the template in the online files. If a Practitioner wants to send a new headshot to Tiffany, she can set up the business card and send back a file to the Practitioner that they can have printed.

Online Forms

All

Teri and Tiffany would like to have most forms available online and have them electronic. Teri would like to have online forms for the Holistic fair.

Buffie mentioned that in almost every section of the policy and procedures manual there are statements that we need forms for this. Forms will need to be developed.

Teri has looked at the free programs that have a limit of how many forms can be created for free. JotForm is one that Teri has used.

For forms that aren't used often, PDFs are fine. For the building rental, volunteers for events, and other forms that contain a lot of data, we will want the form to dump data into a spreadsheet.

Teri and Tiffany will do some research.

Community Directory Update

Tiffany

Tiffany provided the template of the new directory. This version has removed solid dark colors which use a lot of ink when people print them.

Tiffany would like to have the drawing of the church that Buffie did for the front. She also needs a new picture of Rev. David.

There will also be a version that will be a simple full-page version that will be easy to print and easier to read.

Other topics

Buffie and Rev. David are invited to a clergy event with Interfaith Works.

NW New Thought Conference on Oct. 7th in Eugene, OR.

Add the Benevolence fund as a topic for future meeting.

Calendar review

6/10 – Reunion Celebration

6/18 – World Peace Meditation

7/9 – Community Meeting

Next meeting June 20, 2023, from 6:30 pm-8:30 pm

Teresa provided the closing prayer.

Teri adjourned the meeting at 9:00pm.

Parking Lot

Connecting Pledgers event

Legacy Circle, Benevolence Fund

Policy & Procedure changes/updates

Include an employee handbook

Retirement plan

Financial Audit