

Center for Spiritual Living  
Council Meeting Minutes  
Tuesday, Sept 5, 2023 – 6:30 – 8:30  
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: Angelina O'Connor, Laura Farris, Teri Echterling, Buffie Finkel, RScP, Rev. David Robinson  
Practitioner: none  
Absent: Kathy Gilliam, Beth Thompson  
Scribe: Tiffany Merkel

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

Rev David gave the opening prayer.

Rev. David did a reading from "Ernest Holmes at Asilomar: Lectures and Classes from the 1950s."

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 made the motion to approve the August 22nd minutes version 3. Buffie seconded the motion. The Council members present approve the minutes.

## **Mobilizing Our Mission**

### **'Bubble' Chart Review**

**All**

Review of the duties on the "Bubble" (Organizational) chart.

Laura stated she no longer wanted to take on the Legal Liaison duties. The Bylaws do not designate those duties to the Vice -President but the Bubble chart, part of the Policies and Procedures does. The question was raised, what do we do with those duties?

Clarification that the VP does not need to be a Lawyer with an active license and is covered under the center's Omission and Errors insurance.

There are multiple versions of the Bubble chart in circulation. Rev David shared the June 2022 version of the Bubble chart.

Discussion of assigning duties to individuals by their personal strengths.

Every aspect of the Center needs to have a liaison on the Council. It doesn't mean that the Council member does the work but they need to be in contact with the person managing that work for the Center.

Teri suggests that Council members take some time to list what they do so that they can come back together later to see what duties are covered, not covered, or shared.

The Bubble chart may need to transform into another format to present these duties more clearly. Angelina will put the Bubble chart into a different format with main topics and subcategories (table format).

We can look at the table as an index of the Policies and Procedures. Then it becomes less dependent on which position does these. An alternate approach is to have these duties attached to a position, and then when Council members are looking at what position/office they have on Council, they will ask to be nominated for the position that matches their interest and skills.

Rev. David recommends that we work on the Bubble Chart's new format and division of duties with a target of having it ready for the new Council in March.

Next staff evaluations are due in May.

Changes in Duties:

Teri will manage Darshan and Fritz.

Comment we still need someone to do secretarial role duties. Rev David commented that the Admin Assistant does most of the communications and secretarial duties and is supervised by the Minister.

Clarification that the Minister shall not be elected to or required to hold a council office but it doesn't say the minister can't be responsible for or supervise the person doing the work, in this case the Admin Assistant doing the work of the Secretary (Section 9.9 of Bylaws). The minister is not doing the role of secretary but making sure this work is done.

Pastoral care responsibilities fall under the minister and also have some aspects of Community Development.

## **Community Meeting Agenda Review**

**All**

Teri sent out an agenda for the Community meeting.

Times will be removed from the Community Meeting Agenda.

Opening prayer – Rev David

Financial report - Buffie  
Youth and Family – Adrienne  
Calendar  
SOAR video

An hour will be allowed for the SOAR video.

No Peace Meditation in September.

We may want to announce that there are some leadership roles available – Announcement team and Prosperity Stewards.

- Buffie will take over the Prosperity Stewards.
- Rev David and Tiffany will take care of the Announcement team in the meantime.

We will not mention the team leads at the Community meeting. The focus will be the SOAR videos.

### **CSLO/Unity Picnic**

**Angelina**

The picnic is scheduled for September 17<sup>th</sup>, weather permitting. Angelina shared that preparations are all in order and we have utensils, plates and napkins. We have tables for food.

### **Stewardship Campaign**

**Rev. David**

Visioning will be on September 24<sup>th</sup> after service. There will be a celebration event the evening of Sunday, Nov 12<sup>th</sup>.

Discussion of the timing of the Pizza and Participation event. Perhaps in January as people are coming in and there is a freshness and newness feeling.

The calendar seems full. Angelina mentioned that as we have more events in the month, people tend to choose one to two events to attend and the whole gets diluted.

Buffie suggested that giving of our time as well as gifts could be part of the stewardship campaign. Our Sign-up sheets are out on the large round table and are normally on display.

Possible Stewardship Campaign Hosts were discussed. It could be a couple or individuals. A newer couple were suggested, and Rev David will speak to them.

### **Admin Contract Review**

**Rev. David**

A small change needs to be made to the Admin. Assistant contract. There is language that says that L&I will be paid but this is a Contract position, thus L&I is not required.

L&I is part of the Custodian and Groundskeeper contracts.

Marlisa suggested that she review all contracts for this language and pay rates in the future.

It was mentioned that if Tiffany picks up more duties that we may want to review the pay rate. The building rentals will not be part of the base pay. The Contracts and Evaluation work will be extra work but converting some of the forms to electronic forms that dump into a database may help reduce some of the workload around evaluations.

Rev. David will make the change to the contract and send it back to Tiffany.

Teri confirmed that Rev. David has keys to the file cabinet and will put a hardcopy of the updated contract in the file cabinet.

### **Building Rental Feedback**

**Teri**

Teri provided feedback on the building rental for a recent wedding.

- About 70 people attended
- When the stage is used for a rental, we may want to have Brent move his keyboard the Sunday before the event. Teri was cautious because she didn't want anyone to inadvertently change any settings on the keyboard. Rev David added we do have permission to move the keyboard. If an event uses the stage, we may want to check with Brent to see what else can be moved.
- People attending the wedding had rave reviews for the building.
- The custodian was contacted for doing a touch-up prior to the event but the bathrooms needed to be touched up.

There was no further feedback on the rental flow so Tiffany will formalize the rental flow document.

Add contacting Brent when there is an event using the stage in the rental contract.

Additional conversation:

- Dances of Universal Peace would like to meet once a month after Sunday service at the Center this Fall and Winter. Discussion about this as a sponsored event. This group does a 50/50 split with the Center for donations that are made for the event. We have most 3<sup>rd</sup> or 4<sup>th</sup> Sundays available. It was suggested that Oct-Dec be scheduled and see how this works for the Center, including will enough of our community attend.
- Adrienne has announced a quarterly Parent Circle. Check with Adrienne to get dates on the calendar for these events.

### **Holistic Fair**

**Teri & Tiffany**

Ocean has worked on a banner design.

Jenn is redoing flyers.

Beth and Jenn are going to do marketing in the community.

Past vendors and new potential vendors have been contacted. We have 3 vendor applications and a couple more that are expected to be received.

Teri has requested that Sandy pin the event in Facebook and we will ask that others do the same.

## **Calendar review**

9/10 Community Meeting

9/17 CSLO/Unity Picnic

9/20 Mystic Writings

9/24 Stewardship Visioning

10/8 Kirtan w/Brian Lottman

10/14 Holistic Fair

10/15 Peace Meditation

## **Closing Prayer & Adjourn**

### **Next meeting September 19, 2023**

#### **Parking Lot**

Legacy Circle

Policy & Procedure changes/updates

Include an employee handbook

Retirement plan

Financial Audit

### **Next meeting September 19, 2023, from 6:30 pm-8:30 pm**

Rev David provided the closing prayer.

Teri adjourned the meeting at 8:45pm.