

**Center for Spiritual Living  
Council Meeting Minutes  
Tuesday, October 22, 2024  
4:00 pm – 6:00pm  
In person 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: Kathy Gilliam, Buffie Finkel RScP, Angelina O’Connor RScP, Rev. David Robinson, Lynn Elliott, Susan Strobel  
 Practitioner: None  
 Absent: Cherie Gordon  
 Scribe: Tiffany Merkel

The meeting, held in-person and on Zoom, was called to order at 4:05pm by Angelina.

Buffie provided an opening prayer.

Lynn read from “What It Takes to Heal” by Prentis Hemphill for the Council

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 a motion for approval of the minutes of the Council Meeting from October 8th, 2024 as amended in version 3.1. Lynn seconded the motion. The Council members present approved the minutes.

***Approval of Financials***

***Rev David***

The consolidated financial report for September 2024 was reviewed.

Center for Spiritual Living - Olympia		9/30/2024
September Net Income from Operations	Year to Date Net Income from Operations	Investment Value
<b>-\$4,546.57</b>	<b>-\$ 8,601.38</b>	<b>\$370,846</b>

Rev. David made a motion to approve the September Financial report. Kathy seconded the motion. The Council members present approved the September Financial report.

**Schwab Account Access**

**Buffie**

Rev. David is the control person and also the person that can access the Schwab account. This is usually not the way these accounts are set up. It was done this way because the Council members change more frequently and the minister is a stable position. It has been suggested that there be a distribution list that generates an email to several members of the Council when or if the funds are accessed.

The positions on this distribution list are President, Treasurer and Finance Committee Chair. This information will be given to Schwab by Denny.

Schwab will be informed that Larry Gilliam and Teresa Echterling will be removed from the authorized list and the President, Angelina O'Connor, the Treasurer, Buffie Finkel, the Financial Committee Chair, Denny Kautzmann and Rev. David will be the authorized people.

Angelina made a motion to approve and forward this information to Denny to update the investment account. Kathy seconded the motion. All Council members present were in favor of this.

Suggestion was made to send this to Denny to make sure the specific wording was correct and then to send it to Tiffany.

The following wording was provided by Denny for the Council Minutes after the meeting.

*Core Council discussed who should be listed as authorized individuals on the Center for Spiritual Living Olympia investment account held at Charles Schwab. Being aware that Theresa Echterling and Larry Gilliam are no longer officers on the Core Council of Center for Spiritual Living Olympia, a motion to have them removed as authorized individuals on the Charles Schwab account #1274-8081 was made and passed.*

*In order to provide proper oversight of the Charles Schwab account #1274-8081, a motion was made and passed to have the following individuals provided with full trading authorization on the account - Angelina (Sharon) O'Connor, Buffie (Elizabeth) Finkel, and Dennis Kautzmann; and Rev. David Robinson is to be provided view only access as custodian of the account. The motion passed.*

A separate voting action minutes page will be created and provided to Council. These separate minutes can be provided to Schwab for updating the account.

**Status of Pledge Campaign**

**Buffie**

There are currently 39 pledgers and a total of \$163,408 and this is 82% of our pledge goal of \$200,000.

There are about 20 members that have yet to pledge.

## **Mobilizing our Mission**

### ***Staff Reviews***

***Lynn and All***

Lynn doesn't have a computer or printer which is difficult. Rev David has been assisting with printing and creating files.

Lynn also mentioned that it is difficult to get people to respond to the self-evaluation.

Susan asked if, as a Council member, she was to review staff members that she is unfamiliar with.

Susan pointed out that she is the liaison between the Council and the Custodian/Groundskeeper but not the supervisor.

The Council will revisit the Job description for the Custodian/Groundskeeping position.

Buffie suggested that Council members be familiar with what staff do. The job descriptions should be in the Council binder. It was mentioned that not all the job descriptions are in the binder.

Suggestions were to do a rewrite of the evaluation document and to make an electronic evaluation.

Scheduling the evaluation appointments with staff will need to start. Sandy will have an appointment on zoom. Some appointments can be after service on Sundays when there are no additional events.

Tiffany's position as a building rental coordinator may need a liaison on the Council. Rev. David is the supervisor for the administrative assistant position but not for the building rental coordination.

### ***Staff Raises***

***Rev David***

Rev David has discussed staff raises with the Finance Committee. The discussion involved being able to provide raises to the three people that have not received raises in the last 4 years. If the pledge drive goals are not met, money may be taken from the investment funds to secure these raises. The people that have not received raises are Sandy, Tiffany and Shani.

Discussion of raise amounts that may be appropriate for the positions. Council is in agreement that these positions should receive raises. Other positions that may need to be reviewed for increases are the Youth Director and Music Director and/or Accompanist. Brent holds both the Music Director and Accompanist positions

Buffie brought up a need for establishing the structure and plan for what expenses may be paid from the investment funds to make sure they do not get used as slush funds. Staff raises may be funded from the investment funds. It is possible that part of the investment funds may be directed to the purchase of the building in the future.

The conversation needs to first be done at the Finance Committee level. Council will direct the Finance Committee to have the conversation.

Part of the work with Julia Matthis in determining our “Why” will help formulate the structure around use of the Investment funds.

Additional topic: Rev David shared that Denny has asked Council to consider compensating the Slides team.

### ***Status of the Pledge Celebration***

***Buffie***

Jenn and Buffie have been working on the Celebration details. Currently the cost for catering is \$720 at \$18 per person and 40 people attending. The budget allows \$750 for catering. It is estimated that catering may go over budget since dessert is not taken into account with the current catering price.

Budd Bay does not offer dessert with their catering. There is a budgeted total of \$1540 for the Celebration event and launch party, of which \$474 has already been spent for the launch party.

Additional expenses include renting six 4’ tables and tablecloths (if needed), and dessert.

Need volunteers to pick up the food, set-up and clean-up.

Set-up can be done Saturday; November 9<sup>th</sup> after Men’s group is over.

Kathy will pick up tables.

Invitations need to go out as soon as possible, no later than October 30<sup>th</sup>. Nov. 3<sup>rd</sup> or 4<sup>th</sup> would be the RSVP deadline. RSVPs can go to Angelina.

There will be vegetarian pasta and a chicken dish.

A Council member will sit at each table and ask people what is their “Why,” what is the reason they choose to support CSL. This is a good discussion to seed the work that we are going to do in January. Angelina will share the information she gets from Julia Mattis with Council.

Rev. David will speak a little just before the meal and will introduce the question of “What is their Why?”

### ***Volunteer Coordination***

***Susan***

Susan Strobel went over the different teams' leader and members.

***New hospitality committee for events***

***Angelina***

We need a new team for special events (CSL hosted events) to handle hospitality at these events. This team can be formed after the start of the new year.

***Setting better boundaries***

***Angelina***

Discussion about how to stay in our roles and to respect the times when we are focused on a particular role, particularly when the minister is teaching class or prior to Sunday service, they are not available for Council business.

***Council email address that redirects to our inboxes***

***Tiffany***

Tiffany contacted Denny and learned that he was using the subject line for drawing attention to the email. Tiffany added that her emails have COUNCIL at the beginning of the subject line. The Council members will work on individually remembering to add this to the title line of Council business emails.

**Calendar Review**

10/26 Halloween Party
10/29 Practitioner's Meeting
11/1 Jessie Powers Concert
11/2 Game Night
11/3 Melissa Phillippe and Z Egloff (service and workshop)
<b>11/5 NEXT Council meeting</b>
11/10 Pledge Drive celebration

Rev. David provided a closing prayer and the meeting ended at 6:15pm.

**Parking Lot**

Legacy Circle

Policy & Procedure changes/updates - Include an employee handbook

Retirement plan

Respectfully submitted,

Tiffany Merkel, Scribe