

CSLPS Leadership Council

Meeting Minutes for November 15, 2020

CALL TO ORDER: The meeting was called to order at 1:06 PM.

INVOCATION: Rev Robert gave the Invocation.

MEMBERS IN ATTENDANCE:

- Attending Board Members: Charles Anderson, Rev Eunice Chalfant, Karla Fuller, Judith Greger, George Melton, Roberta Welsh and Rev Dr Robert Wilson
- Absent: None
- Guests in Attendance: Rev Rebecca Venkatraman
- **VISION AND MISSION:**

Judith read our CSLPS Mission and Vision Statement. Charles read our Leadership Council Vision and Mission statements:

Vision: Inspired Conscious Leadership

Mission: Ensuring the health and vibrancy of our ever-expanding spiritual community

CHECK-IN: Each attendee gave a check-in.

SECRETARY'S REPORT/MINUTES: The October 2020 Leadership Council Minutes were accepted with corrections.

SENIOR MINISTER'S REPORT: Rev Eunice gave the Senior Minister's Report. (See report)

The Board discussed postponing streaming from church because of the re-surgence of Covid 19. Options were considered and a new **action item** was created for developing a plan. (See Live Streaming Plan Action Item.)

Motion: In appreciation for all the work Jeff Kingfisher is doing for the Live Streaming from the Church setup, we will compensate him with \$500. The money will be taken from the CSL tithing allocation.

Motion was approved.

The Senior Minister's Report was approved.

ECCLESIASTICAL REPORT: Rev Eunice presented the Ecclesiastical Core Report. (See report.)

The Ecclesiastical Report were accepted.

FINANCIAL REPORTS: Treasurer Roberta Welsh presented the October Financial Reports. (See Report.)

It was noted that October income was down significantly, and expenses were up resulting in a Gross P/L of -\$2,673. There was concern that we must watch expenses and check on the cause of the income decrease. An Action Item was created to set-up a Go-Fund-Me for the Streaming Equipment and expenses. (See Action Items.)

The Financial report was accepted.

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OTHER REPORTS:

LOGISTICS REPORT: Rev Robert presented the Logistics Report. (See report.) The Logistics Report was accepted.

STEWARDSHIP AND DEVELOPMENT REPORT: Charles presented the Stewardship and Development Report. (See Report.) The Board agreed to carry over to next year's Board the decision on changing banks. (See Investigate Banks Action Item.)

The Stewardship and Development Report was accepted.

OPERATIONS REPORT: George explained that we have a large tree that needs trimming. It will probably cost around \$300. The Parking Lot proposal from JB Bostick was discussed. (See Parking Lot Action Item.)

RE-OPENING COMMITTEE REPORT: Judith gave the CSLPS Re-Opening report. (See report.) The November CSLPS Re-Opening Report was accepted.

ACTION ITEMS:

NEW:

- **Live Streaming from the Center Plan:** Rev Eunice, Robert, Jeff and George will create a Live-Streaming plan including a timeline and review process. Need to consider possibility of setting up the youtube first and also testing out the livestream service for the Christmas Eve service before using it for our regular services. **NEW**
- **Go-Fund-Me for Live Streaming Equipment and Expenses:** Robert will look into setting up the Go-Fund-Me program to help fund this project. **NEW**
- **Declaration of New Officers Form:** George will check to see if he has this document from when we did this last time. **NEW**

ON-GOING ACTION ITEMS:

- **Breeze instead of Constant Contact:** Rev Robert will investigate using Breeze software instead of Constant Contact for our weekly eblast. **ON-GOING**
- **Tracking Reports:** Rev Robert will set up tracking reports for online attendance of Sunday Service, Daily Practice and Sunday Meditation Service. **ON-GOING**
- **Sanctuary Cleaning:** 10/18/2020: It was agreed that the sanctuary requires deep cleaning. The current quote of \$1,000 from Lupita and Pablo included the blinds and windows (inside only), sanitizing the carpets and chair upholstery. The Council agreed that the carpets and chairs should be professionally shampooed using the contractor they used before. We should get a revised quote from Lupita and Pablo for cleaning without the carpet and chair sanitizing but including the bathrooms, kitchen, and all other areas. We also need a cost for window cleaning. George will work with Margee to get all the cost information for:

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- Shampooing carpets and chair upholstery
- Deep cleaning the sanctuary
- Window cleaning

George will email costs to the Board for approval.

Margee will set up the actual work because she would need to schedule it when she is present.

ON-GOING

- **Parking Lot Repair:** *See previous minutes for the full background on this item.*

Update from 11/15/2020 Leadership Council Meeting: In the previous week, we received notice that JB Bostick would be available to do some asphalt-leveling in our parking lot at a cost of \$1,200. It was decided not to do this at this time. **ON-GOING**

- **CSLPS Policy and Procedures:** Committee headed by Rev Robert. In addition to reviewing the current Policies and Procedures, this team will review George's Announcement Guidelines. Note: At the February 16, 2020 Leadership Council Meeting Rev Eunice requested to have a new name for Leadership Council which includes the word Board. Rev. Robert confirmed it must be done in By-Laws. **STATUS: ONGOING**
- **By-Laws Committee** to be headed by Rev Eunice with committee member: George. Would like to start this at the beginning of 2020. (6/22) A possible change to the name of the board (from Leadership Council) will be included in the work of this committee. **STATUS: ONGOING**
- **POS/Payment Processing:** We have our new POS system and will do training once stay-at-home order has ended. **STATUS: ONGOING**
- **Message Machine Recording and extra phone line.** Rev Eunice will write up a new message for the Center's Answering machine and George will record it. **As of 8/23/2020:** George will write up the script and record it. **STATUS: ON-GOING**

SUSPENDED ACTION ITEMS:

- **Investigate changing banks:** See previous minutes for background on this item. At the November 15 Leadership Council meeting, Charles explained that changing banks at the end of 2020 with a changeover of Board imminent for 2021 it makes sense to hold off of changing banks until the 2021 Board is in-place. That way the signature cards will only need to be done once, and the new Board should be making the final decision since they will be working with the new bank. **SUSPENDED TO 2021**
- **Wednesday Night Service Concierge Table:** Rev Mark and George will arrange to have a

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Concierge table for the Wednesday Night Services and will look for additional members for the Wednesday Night Service Team. **STATUS: SUSPENDED DUE TO CLOSURE**

- **Plan a Leadership Council Retreat:** Because of the timing required to arrange all the cleaning necessary to hold the retreat, the retreat was again postponed. Rev Eunice will consider whether we should hold the retreat next year when the new Council takes over. **STATUS: SUSPENDED TO 2021**
- **Capital Campaign and Building Development Campaign:** At the February 16, 2020 Leadership Council Meeting the Capital Campaign was discussed briefly. A separate meeting will be needed for beginning a Capital Campaign. Building Development Campaign: Need to have Visioning and Planning – Charles to set up Visioning with Roberta, Vince, and Rev Eunice. **STATUS: SUSPENDED TO 2021**
- **Carpeting for Sanctuary:** We have a quote for \$14,000 to carpet the sanctuary. While this is an important improvement, it was agreed that the parking lot should be taken care of before we begin raising money for this. **STATUS: SUSPENDED**

COMPLETED ITEMS:

- **Solar Panel Cleaning:** George will check on solar panel cleaning. **COMPLETE**
- **Ethernet cable:** George will work with Jeff Kingfisher about how to set up the ethernet cable. **COMPLETE**
- **Computer Work:** Margee will arrange computer work with Bill. Rev Eunice will speak with Margee about this. **COMPLETE**
- **Pledge Cards:** Rev Eunice and Roberta will get together to get started on pledge cards for 2021. 10/18/2020: Instead of pledge cards we will issue thank you notes this year. **COMPLETE**
- **Setting up services on YouTube:** Rev Eunice and George will discuss this with Jeff. **COMPLETE**

NEW BUSINESS: No new business.

BENEDICTION: Rev Rebecca gave the Benediction.

ADJOURNMENT: The meeting was adjourned at 3:35 PM.

Respectfully submitted,

Karla Fuller
Secretary
CSLPS Leadership Council