

CSLPS Leadership Council

Meeting Minutes for January 17, 2021

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: Mitch Allcorn, Karla Dunning, Steve Ferger, and Rev Rebecca Venkatraman.
- **VISION AND MISSION:**

George read our CSLPS Leadership Council Mission and Vision Statements:

Vision: Inspired Conscious Leadership

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

CHECK-IN: At Rev Eunice's direction, the check-in was a *Passing of the Torch* ceremony with each retiring Board Member sharing their reflections and words of wisdom, each new Board Member introducing themselves, and the continuing Board Members then speaking to welcome the new Board members and say good-bye to departing Board Members. Rev Eunice concluded the ceremonial check-in with her comments.

SECRETARY'S REPORT/MINUTES: The December 2020 Leadership Council Minutes were accepted. (See December 2020 minutes.)

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

Motion: Rev Eunice made a motion to introduce a new action item to schedule a zoom meeting that will be a refresher course for continuing Board Members and an introduction to the way the Board operates for the new Board Members. **Motion was approved.** See new Action Item.

The Senior Minister's Report was approved.

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

The Ecclesiastical Report was accepted.

FINANCIAL REPORTS: Treasurer Roberta Welsh presented the December 2020 Financial Reports. (See Report.)

The Financial report was accepted.

OTHER REPORTS:

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LOGISTICS REPORT: Rev Robert presented the Logistics Report. (See report.) It was agreed that Rev Robert would enroll the center in the PayPal Giving Fund. The Logistics Report was accepted.

VOLUNTEER REPORT: There was no official Volunteer Report, but Karla agreed to send all the new Board Members and Rev Eunice a list of all the CSLPS Volunteer Teams including team leaders and Core reporting. She will also send them the Core Structure graphic.

STEWARDSHIP AND DEVELOPMENT REPORT: Charles presented the Stewardship and Development Report. (See Report.) The Stewardship and Development Report was accepted.

RE-OPENING COMMITTEE REPORT: Judith gave the CSLPS Re-Opening report. (See report.) The Board agreed that once the Live-Streaming is up and going, the Board would discuss how to open for in-person services. Rev Robert mentioned that a reservation system could be set up through the CSLPS website. The January CSLPS Re-Opening Report was accepted.

ACTION ITEMS:

NEW:

- **Board Mini-Training Meeting:** Within the next 7 days, Rev Eunice will schedule a zoom meeting for the 2021 Board Members.
- **Giving Letter:** Rev Eunice to write the Giving Letter with the end-of-year contributions information by the end of the week (1/23/2021). **NEW – TO BE DONE IMMEDIATELY**

ON-GOING ACTION ITEMS:

- **Plan a Leadership Council Retreat:** Planning for the 2021 Board Retreat. Retreat to be held in 2021. **STATUS: ON-GOING**
- **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. **ON-GOING**
- **Declaration of New Officers Form:** George will check to see if he has this document from when we did this last time. **ON-GOING**
- **Breeze instead of Constant Contact:** Rev Eunice will look into the template available through Breeze. We would like to use it for our weekly eblast, in place of Constant Contact. **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

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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:

- 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-To be done before Re-opening

- **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:

- **Parking Lot Repair:** *See previous minutes (September 2020) 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. **SUSPENDED**
- **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**

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- **Wednesday Night Service Concierge Table:** Rev Mark and George will arrange to have a Concierge table for the Wednesday Night Services and will look for additional members for the Wednesday Night Service Team. **STATUS: SUSPENDED DUE TO CLOSURE**
- **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**

NEW BUSINESS:

- **The Annual Meeting:** The Annual Meeting will be held on January 29, 2021 at 6 PM and will be held on zoom. George and Rev Robert are handling the announcements. George will send all the Board Members the agenda before the meeting. The New Board Members will be accepted by acclamation since the number of nominees is less than the number of available openings. The new Board will have eight members. The new Board Members will each introduce themselves and speak for up to three minutes. Board Members will present their activities for the year.

BENEDICTION: Rev Eunice gave the Benediction.

ADJOURNMENT: The meeting was adjourned at 3:17 PM.

Respectfully submitted,

Karla Fuller
Secretary
CSLPS Leadership Council