

Minutes

CLC Meeting, Wednesday, July 18, 2018, 5:15, Beacon, Purple Room

Present: Theresa deBoer, Lynda Dorweiler, Nancy Paxton, Dennis Spurlin, Carl Taylor, Terry White, and Carleton Shepard.

Note: These minutes do not necessarily represent the order in which topics were covered. Topics are record here by matching them with the agenda items.

1. **Call to Order, Opening Words, Check-In** – After 15 minutes of social conversation and a few Quesadillas the meeting was called to order with a few unremarkable words from the chair and everyone checked in.
2. **Minutes from CLC and Board** – Minutes of the June 20th CLC meeting, and the June 27th Board meeting were emailed to CLC members on July 16th.
 - a. Also included were the minutes of the July 14th Beacon Planning Retreat, and the July 15th SJA meeting, July 18th RE report.
 - b. Nancy pointed out that the Board minutes should have mentioned that Mark James is still on the Committee on Shared Ministry. However. Collin Weller needs to be replaced as soon as possible.
 - c. Dennis reported that the bylaws provided authority for 2/3s vote for significant financial issues as determined by the Board.
3. **Calendars and Collection Plate Sign-Up**
 - a. A new Collection Plate Sign-up sheet is now available in the podium. It was passed around for members to sign up for Sundays to count, record, and secure the collection.
 - b. The Beacon calendar from the website was displayed on the TV screen in the Purple Room.
 - c. Nancy was requested to check into the feasibility of including more details about Sunday services in the calendar. The theme of the services, special guests, and even who the shared partner is, could help draw more visitors and attendees.
 - d. It was also suggested that Holidays should be shown in the Beacon Calendar.
 - e. August 4th is the date of the Beacon Retreat to follow-up on Chalice Sessions with location yet to be determined.

4. Presentations, Proposals, and Updates

- a. The Beacon Handbook of Structure and Governance was first published in white binders and passed from Beacon's leaders at the Board Retreat, year after year. until maintenance of the binders became unmanageable. It is now maintained on the website.
- b. To get to the handbook, members and friends must first register on the website. After a lengthy, but partial tour of the website and how to register and log in, the handbook was displayed on the overhead monitor by clicking the "Beacon Handbook of Structure and Governance" menu item under the "Members & Friends" tab.
- c. The page, modeled after the original binder, documents Beacon's six core principles of good governance and approach to leadership. Section two describes our leadership and staff organizational structure, organizational relationships, and governance structure. Board and committee charters and procedures are contained in section three and section four documents general job descriptions that can be used for recruiting new staff. Section five includes Beacon's principle documents. The bylaws, policies, and strategic plan provide the basis of Beacon's governance. The Appendix contains a link to the Arizona Nonprofit Corporation Title 10 Statutes.
- d. Many Beacon volunteers have invested their talents to produce and maintain this important Beacon Resource. Beacon members need to have access to it and leaders should become familiar with it contents.

5. Ad Hoc Committee Reports

- a. Building Repair, Expansion, and Improvement Project - Theresa has prepared very good and clear PowerPoint presentation for info session on July 22nd and final vote on July 29th. It was requested that Theresa publish the PowerPoint so those not in attendance can advise their proxies.
- b. Capital Campaign – Total at \$407,408. Campaign is over, but pledges are still accepted. It was noted that the 60-day extension requested by a few members at the last meeting produced approximately an additional \$40,000.

6. Standing Committee Reports

- a. **Building and Grounds Committee** – Theresa reported that the recent workday was postponed, but is rescheduled for September 1st. She is requesting that B&G committee members supply issues for a building work to-do list for the next workday.

- b. **Caring Circle** – No Report
- c. **Committee on Shared Ministry** – Nancy reported that there was no meeting this month after successfully completing the year-two, Ministerial Fellowship reviews for Reverend Kevin. Committee is meeting on August 4th to plan for year three.
- d. **Communications Committee** – Carleton's work on the CVT involves her role as chair of the Communications Committee and work with Dennis on the website, especially with reference to the efforts of the CVT. Dennis mentioned that one of the missions for the Board last year and this year, has been to improve communication. Perhaps the CLC could consider options for improving communication about committee activities that would include providing material for Committee webpages and occasional newsletter articles.
- e. **Community Action Team** – Lynda reported that Susan and Steven Patrick have recently joined the committee and they plan to meet quarterly.
- f. **Congregational Vitality Team**
 - i. Carleton reported that she and Rich will be having more events to connect newcomers with members in private homes. Once a month having newcomers' meetings and quarterly structured meetings for those who have been coming to orientations, etc. Introduce people at a service. Requesting sign-up for events through GoogleGroups has been problematic.
 - ii. Carleton is working on packets for visitors. Dennis need to coordinate with her on the website content to maintain consistency.
- g. **Finance Committee** – No Report
- h. **Leadership Succession Planning Team** – Carl reported that the committee needs to call a meeting to elect a chair.
- i. **Personnel Committee** – No Report
- j. **Religious Exploration** – Amy submitted a written report with reference to RE – **Attached**.
- k. **Social Justice Allies**
 - i. Terry submitted the minutes of the July 15th SJA meeting. - **Attached**
 - ii. She also reported on a brief study about how people might be welcomed - greeting, potlucks every Sunday, engaging newcomers, structured visitors' meeting after service (minister might be available), etc.

- iii. She is working with Carleton on handout about committee structure for new visitors.
- iv. Carleton says much underway on these concerns. Is there a plan for members who do not use computers? Might do a survey.
- v. Political action policy is completed and on-line

- I. **Worship Associates** – Nancy also reported that Safety Sunday is scheduled for September 23rd. It was suggested that the Worship Associates provide the office with more details about each Sunday service to be included on the Beacon Calendar.

7. Old Business – Action Items

- a. Committee Moments – Still need to do CLC?

8. New Business

- a. Ground Rules –
 - i. Written reports are not required. However, sharing plans for your committee with the other committees here at this meeting makes the CLC a valuable Beacon asset. Things just go smoother with written reports. We also need to consider how best to reach the rest of the congregation, who are not active on any of the committees. Written reports help to let them know what Beacon is doing. They are also very useful at the end of the years for drafting annual committee reports.
 - ii. Every committee should have a chair who can attend or appoint a member of their committee to attend. From an organizational perspective, the concept of shared leadership is flawed. Responsibility/authority can effectively be delegated, but sharing it is almost always problematic.
 - iii. If not able to attend, a written report is very much desired. When sending a written report, attached a separate document to an email and send it to the CLC chair, before the end of the day on the Sunday prior to the CLC meeting. Written reports should not be in the text of the email but should be a separate document that can be distributed by the chair.
- b. Dennis
 - i. Coordinate with Carleton on visitor packets and website information.
 - ii. Follow-up on Dora's initial effort to get rosters of members for each committee.
 - iii. Send email to chair request committee membership lists.
- c. Nancy – Check with Worship Associates about providing details on each Sunday service for the calendar.