

Minutes

CLC Meeting, Wednesday, August 15, 2018, 5:15, Beacon, Purple Room

Present: Theresa deBoer, Lynda Dorweiler, Mark James, Dennis Spurlin, Carl Taylor, Terry White, Amy Huntereece, and Carleton Shepard.

1. **Call to Order, Opening Words, Check-In** – Call to order at 5:20 PM with opening words by Amy. Check-in was good with everyone okay. Mark is taking a long bike trip to Colorado, Terry is taking a quick trip to Mom's Birthday, and Anne and Barry are heading to Tucson for surgery.
2. **Minutes from CLC and Board** – Minutes of the July 18th CLC meeting were approved by consent.
3. **Calendars and Collection Plate Sign-Up**- The next BET meeting is on August 30 at 5:30 PM. Thursday night choir practice resumes tomorrow evening for the year. Theresa reminded us that there is a B&G workday on the calendar for Sept 4. Dennis reported that Caleb is adding holidays to the Beacon calendar and will check into adding additional sermon and meeting room information. Council members signed up for additional collection plate duty.
4. **Presentations, Proposals, and Updates**
 - a. The Congregation Vitality Team recommends deleting references to a minimum \$100 payment to be a member. Rationale is that people see this as a low bar precedent. People are urged to make the maximum contribution that they are able. Affects stewardship, membership, etc. Rich can be asked to formulate the approach and language. The process is for the CVT to present the text they recommend for changing the bylaws to the CLC, for the CLC to propose to the Board. Dennis pointed out that there are documents on the website that also need to be reviewed for consistency with the bylaws and policies. One page on the website, modeled after a page from the Beacon Unitarian Universalist Congregation in Summit New Jersey, is intended to present a rationale for stewardship.
5. **Ad Hoc Committee Reports**
 - a. Building Repair, Expansion, and Improvement Project - Theresa reported on the BET meeting/party at Carleton's house.
 - i. Building Expansion Team - set up new sub-teams to take care of the next phase of the project (see attached). Due dates for action items to be scheduled.
 - ii. The budget is in good shape
 - iii. We will need to continue good communication
 - iv. Finance Team – Barry, Skip, Holly, and Gail will manage the books

- v. Some things we need to do right away: asbestos test, utilities, get with city, talk to the neighbors
- vi. Clear out attic and cottage; move playground equipment
- vii. City needs complete documents to issue permits
- viii. Will try to do demolition of cottage and moving utilities in the fall
- ix. Construction will start next Jan/Feb
- x. Need to get contract signed ASAP
- xi. Theresa went over the latest tweaks we made to the plan with the architect

Anne volunteered to help to remove existing fence for reuse of wood. Carl reported that Roz and Dora will develop a plan for talking with the neighbors. Lynda suggested a feng shui assessment as part of the esthetic process and that Char might help with it. Safety/security issue can be addressed by the Technical sub-team. Not trying to fortify the church but rather focus on training and egress.

- b. Records Retention/Data Committee: Anne has researched archival options for Beacon's digital records. She checked with Meadville Lombard for remote storage. They recommend using PDF format and storing one year at a time. Anne said she could start with the 17/18 year as an example and see how it works. Reports to the CLC, CLC minutes, reports to the Board, Board minutes, and the minutes of congregational meetings all need to be submitted in PDF format. Dennis recommended a file naming convention prefixed with the year month and day in eight digits with **no** spaces or underscores. For example, "20180815 CLC minutes.pdf" provides a chronological sort by default and facilitates searches across folders. Carl stated a need for vital records storage in association with the demolition of the loft and cottage. Anne volunteered to assist with the Stored Materials Sub-Team.

6. Standing (Chartered) Committee Reports

- a. **Building and Grounds Committee** – Theresa stated that the next B&G workday is September 1st. The side ramp has been repaired and the broken bench around the tree has been removed. The garden has been tended and the gutters cleaned. New lights have been installed in the sanctuary and foyer. The CLC recommend that the board recognize Barry Brenneman, Carleton, and Dan for their work on the grounds and Kevin and Gary for the new light. Theresa asked for work day suggestions. Need non-slip surface on backsteps and side ramp as well as photos of B&G work activities.
- b. **Caring Circle** – No Report
- c. **Committee on Shared Ministry** – Mark reported that the recent meeting of the CoSM was about catching up with recent events.

- d. **Communications Committee** – Carleton: Cynthia Seelhammer sponsored a KNAU ad.
- e. **Community Action Team** – Meets quarterly. No report this month.
- f. **Congregational Vitality Team** - Carleton: Concerned that confidentiality about stewardship donations be maintained. Remind people about personal confidentiality about financial support
- g. **Finance Committee** – Kevin Parkes: Provided written report attached.
- h. **Leadership Succession Planning Team** – Carleton: Wendy Bruun is chair of Leadership Development Team. Planning a couple of events to help with leadership.
- i. **Personnel Committee** – Cynthia Seelhammer: No Report
- j. **Religious Exploration** – Amy: Website and blogs for religious education are live. Amy will post upcoming lessons, parent resources recommended. Details about what's happening in each age group. Also, what might be done at home to reinforce the lesson. Will be linked from e-news. Moving in the direction of faith formation. Also, proposal for facilitating workshop at national conference was accepted. Dennis provided camera for use by kids.
- k. **Social Justice Allies** - Roz is providing on-going news. Carleton will help with formatting policy for getting signatures, etc. NAZIFC had event here. Election issues and questions for candidates. Post-election follow-up will be done.
- l. **Worship Associates** – Carleton will be the CLC point of contact for the Worship Associates.

7. Old Business – Action Items

- a. What is the feasibility of including Sunday service details about special guests, shared partners, etc, on the Beacon online calendar. Dennis
- b. Request that Holiday's be shown on the Beacon Calendar. Done
- c. Leadership Succession Planning Team needs to elect a chair. Done
- d. Committee Moments – Still need to do CLC. Dennis
- e. Coordinate with Carleton on visitor packets and website information. Dennis
- f. Follow up on Dora's initial effort to get rosters of members for each committee. - (Recommend list of CLC addressees instead)

8. New Business

- a. Every committee should have a chair or a point of contact. Current email address of chairs or points of contact and representatives need to be provided to the CLC Chair (Dennis)

- b. Meeting time will remain at 5:15 on the 3rd Wednesday until otherwise determined.
- c. Front door code management – The door code has been given out to members, friends, renters, and event coordinators to the extent that security is at risk. It is time to implement a system to manage different codes for different groups. Caleb has proposed that since the door can hold up to 19 different codes and logs when each is used, that we change the door code and provide different codes for the following groups.
 - i. Members and Friends
 - ii. Staff
 - iii. Renters and event coordinatorsA policy shall be developed for when to change codes. Ample and abundant warning will precede changing the code for each group. Codes are kept confidential. Requests for codes goes through the office.
- d. Terry suggested that the Board consider forming a Safety Sunday ad-hoc Committee

Adjourned: 7:00 PM
Drafted by DS from notes by CT