

*Plymouth Church, United Church of Christ
1217 6th Ave
Seattle WA 98101
www.plymouthchurchseattle.org*

**CONGREGATIONAL
COUNCIL Meeting Minutes**
Meeting Date: November 18, 2017

ATTENDANCE:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Al Wallace | <input checked="" type="checkbox"/> Kathleen Wilson | <input checked="" type="checkbox"/> Staff: |
| <input checked="" type="checkbox"/> Lori Kaid | <input checked="" type="checkbox"/> Kyna Shilling | Rev. Kelle Brown |
| <input checked="" type="checkbox"/> Dan Landes | <input checked="" type="checkbox"/> Madeline Beery | |
| <input type="checkbox"/> Bing Tso | <input type="checkbox"/> Paul Ford | <input type="checkbox"/> Guests: |
| <input checked="" type="checkbox"/> Doug James | <input type="checkbox"/> Jane Dunkel | |
| <input type="checkbox"/> Margot Page | <input type="checkbox"/> Katherine Guthrie | |

AGENDA ITEMS:

1. Minister's Report <Kelle, Steve>

- a. Budget, Council & Congregational Meetings (see Report)
- b. Annual Meeting: January 28
- c. AV Improvements in Sanctuary – There appears to be some issues and it is being evaluated as to potential solutions. Kelle noted that they believe there is a solution and more to come. Lori noted that Jessie Attri has reached out to her. Key on this issue will be communication because some are no longer coming due to the concern.
- d. Christmas Party for Staff – This will be on December 19th around lunch and it would be great to have members of Council there. Al and Lori both committed to being there.
- e. Custodial Staff Changes – Robert submitted his resignation. Steve has a plan in place to address the shift
- f. Deacons Ministry (See Kelle's Report)
- g. Employee Manual Feedback
 - i. Updates needed
 1. Current Titles
 2. Grievance Process: Discussion about Boards and Committees that staff could participate in. In some cases, it might be appropriate. Discussion was held supporting that staff members and their family members can not

be on Council. However, with committees it might be fine. Focus will be to adjust the manual to state this so that it does not exclude committees.

- ii. Recommended that Steve and Kelle make the adjustments; document will be a living document.

III. Finance & Budget

- **Finance**

- Revenue: 90K less than projected; 25K deficit for the year with 48K reduction in pledges, and a high aspiration goal that was unmet. The deficit will probably be able to be covered using last year's plus.
- Program Supplies: Unspent by \$50K; with the departure of Robert, evaluating how this can be adjusted now that ordering is being managed by Steve/Diane.
- Kelle noted that there's been an intentional control over expenditures on costs such as books
- Planned Giving: included in the Stewardship Letters. Several versions of the letters went out based on demographics
- Capital Campaign: Letters went out. The deficit is about \$50K and letters are intended to identify if it is not going to be collected.

- **Budget Committee Update 2018**

- We have about a 130K shortfall. Steve provided the budget committee some possible adjustments. Steve is working with the team on a strategy to balance the budget
- Kyna noted that the budget team held a meeting with about 25-30 members last Sunday to collect suggestions and hear their voices. The preliminary data gathering session will inform the construction of a survey that will be emailed and available on Sunday (11/26) in paper form. They used a brainstorming and prioritization process using stickers: blue (cut) vs. green (invest). Some key points raised:
 - Choir Soloists got an equal count of pro/con votes
 - CSSA Board: 17 votes to increase allocation; 15 votes to reduce. There was a small group who want to have the funding continue vs. decrease. Ex: Williams donation to DESC: CSSA should be looking at how funds are being spent.
 - Worship and Sound: Alternative Worship, Lecture and Sound: 13 green; a few blue; ADA Renovations be paid out of the maintenance (?) item.
 - Change in Budget cost: Increase of health costs will result in an increase. Evaluating COLA
 - 35 blue stickers were noted to use endowment to fund the 500K projected gap.
- Survey: The intent is to get the survey sent out by Thanksgiving to inform the finalization of next year's budget. The budget will be presented to Council on 12/9 and the congregation on 1/7.
- 675K in pledges assumed
- Personnel Costs are ~44% of the overall costs, so it plays a key role

- For a church of 350 people and 175 pledge units, we need additional funding sources IF we want to continue to do all that we are doing. We clearly need more support whether this comes from members, or other supporters. Succession planning for membership. Ideas for revenue include:
 - Sell the Tsutakawa Statue (fountain outside of lounge)
 - Rent Air Space above our building
 - Concerts for our Benefit (instead of donating to a charity)
 - The concerts are amazing and important work. The gift of \$200K for 10 years is great. We should continue to explore how to make the concerts more well attended and it would be good to see Council attend these events. Where's the impetus for other types of concerts such as Pat Wright & Total Experience Choir & others?
- IV. Call Letter update – Nancy Parker, Susan Berry, Mike Pierson and Jon Palmason are on the Committee to pull this together. Steve has compiled call letter agreements and they have been sent to the committee. The Ministers in Collaboration document was also forwarded. Hope to have a rough draft by the 12/9 Council Meeting. Voice and concern over the length of time it has taken; need to get this moved forward quickly. Want to vote and get this done by the next meeting
- Laura Robinson's call letter – Prepared. Council endorsed in prior meeting. Will be put on Plymouth letterhead and sent out
- V. Council Update
- Action Plan – To do this justice, we will table it until the February Leadership meeting with the council and the boards. What will be vital is having Kelle and Steve bring in their vision and roadmap for the strategic objectives as well as Operations. Out of this will be the adjustment of the action plan.
 - Cameron Trimble is on sabbatical at this time but we still have one visit from them that we are due. Need to figure out best time. Perhaps we have her come back. Kelle will be investigating; we have paid for more than what we have gotten. Perhaps we get some executive coaching from them. Kelle will bring back on our 12/9 meeting with what our options are
 - New Faith Community – Rational came from info from CPR and surveys. Branding of a new church start creates the opportunity for people to come here and create a faith community. We have access to Courtney Stange-Tregar who is a great resource in Community Organizing. Good opportunity there and also to invite to the January Leadership meeting
 - Vacated council positions – Because Margot and Paul have not been able to attend, we will continue as is. Their roles end in January
 - Nominating Committee – Need an update from Katherine. Dan noted it would be good to have someone who has experienced homelessness or youth representation. Any ideas and input should go directly to Katherine. Any recommendations should be forwarded to Katherine and/or Steve.
 - Bylaw amendment – Strikeout of the search committee – Al needs to adjust this. Lori will help with facilitating the 12/3 discussion on the topic as Al will not be able to attend. After

that, AI will send out the change based on input. It will come up for vote in the annual meeting.

- Facility Security – Should be part of what Council is talking about. Given the state of affairs everywhere, it is an important conversation. Are we using UCC Safe policy? Safety has often landed with June Hasakawa-Fung. We have been researching active shooter training. Adding to this is garage security as Katie Wilson’s car was recently broken into. Last Sunday, Hilton Security came into our building due to a suspicious individual who went from their building to ours. We need better security as a congregation and one option discussed was security cameras. While we don’t have ability to monitor, it would be good to have things on camera. Discussed creating a security committee; Kelle to take lead. Also training companions, ushers and greeters

VI. Minister Performance Evaluation conversation

Important Dates

- **December 3, 10am** – Bylaw conversation; Music Vision Discussion
- **December 9, 9:30am-12:30pm** (no breakfast) – Council & Committee Meetings
- **January 7** – Congregational vote on Budget
- **January 28** – Annual Meeting

Meeting adjourned at 12:15 pm.

Minutes submitted by Madeline Beery, Council Member and Lorelie Kaid, Vice Moderator, to Council by email for review and approval on November 24, 2017. Final approved minutes distributed on December 3, 2017 by Council Secretary Bing Tso.