

April 7, 2013
CIC Town Hall Meeting Minutes

In attendance: Lay Leader Kathleen Peppard; Town Hall Facilitator Kathy Pruitt; Youth/Children's Program Coordinator Nika Keller; Clerk Hal Spencer; Dick Hauser, Betty Hauser, Genne Beach, Pat Starzyk, Scott Bishop, Trina Bishop, Leeann Tourtillott, Jonnel Anderson.

Actions taken:

1. After much discussion, Town Hall approved a plan to provide CIC with resources in the event of a death in the community during Kathleen's six-week absence from June 27 to August 8. Kathleen will be taking two weeks of furlough, three weeks of vacation and one week of study leave, and will be out of state much of the time. Kathleen explained that while she wants to be informed even when absent, she will not be able to return when out of state.

Town Hall agreed to the following plan:

- Allocate up to \$500 from the Pastor's fund (which has the capacity) to be used to pay a backup chaplain from within the community to assist a family that desired help in the event of a death. The rate would be \$25 an hour as needed. The assistance could include everything from supporting a family in grief to planning and conducting a memorial service.
- Kathleen will check with the End of Life Group to identify backup chaplains from within CIC who would be willing to be on standby. (Members of the group have already said they wanted to help in the event of a death.) It was noted that at least two are trained and skilled for this purpose.
- The Community Needs Coordinator would be a key resource to engage the wider congregation in volunteering to meet the needs of a family with a loss, such as meals and rides.
- If the Pastor's Fund needed replenishment, the community could be asked to contribute at a later date.

2. Town Hall agreed that Steering Circle will revive and put in place other backup functions used in the past during Kathleen's absence, such as checking the CIC phone.

Regular Reports

- Kathleen summarized her written Lay Leader Report. (Report attached.)
- Nika verbally presented her Children and Youth Report, saying the program is “in a great place right now.”
- Call Shepherd Jen Ryle was absent but Kathleen reported that Jan Rocks has volunteered to be Spring Retreat director, but needs and wants a partner.
- Finance Shepherd Eve Fagergren was absent, but Jonnel Anderson reported on Eve’s behalf that Treasurer Lester Krupp is concerned that pledge payments have fallen off and asks CICers to make their payments to keep up with expenditures. (See attached spreadsheet for budget status)

Other Business:

- Betty Hauser reported that an audit of CIC finances, both operational and benevolence, is underway. Betty and Cezanne Levesque comprise an audit committee recently formed to audit CIC finances.
- Kathleen briefly reported on an upcoming issue – whether or not to get rid of the CIC landline. Kathleen noted that without the landline, CIC cannot be listed in the Yellow Pages under churches.
- The March 3 Town Hall minutes were summarized and approved.

Attachments

Attachment 1: Lay Leader's Report

CIC Town Hall Report 4/7/13 (Last Town Hall Report 3/3/13)

Kathleen Peppard, Lay Leader

Celebration Summary:

March 10 *Stories about Death*: Genne Beach and Barbara Gibson

March 17 *Letting Go*: Preparing for the End of This Life, Kathleen Peppard and Leeann Tourtillot

March 24, 5pm "*Transmission: Jesus' last words to his friends.*", Jo Curtz

March 29, Passover Seder at Knapp-Meyer-Knapps, Hilari Hauptman, Miriam Sterlin, Kathleen Peppard

March 31 "*You Will Know Me in the Breaking of Bread*", Easter service, Kathleen Peppard

April 7, "Why Didn't I Learn *That* in Sunday School", Kathleen Peppard

The Details:

The Passover Seder was very well-attended. Over 30 RSVP'd; at least 25 actually attended (some for the first time ever)! We might have to start thinking about 2 venues (which we used to do) as last year's was also large. (We had to cut off reservations both years.) Easter was also well-attended, with great help all around. Note: My involvement in Passover has been increasing and this year I took a leadership role as well. With Easter two days later, this was a bit much. Will need more leadership for Passover and delegate more for Easter.

Second celebrations & misc.

3/17 Hilari led a second celebration on the Five Wishes. Small attendance, DVD didn't work but each person got a copy of the Five Wishes (donated by Hilari) and we had a discussion. Talked about possibility of having a summer gathering to fill out the forms. (Many of us haven't done our paperwork, even long-time members of the End-of-Life group.)

Meetings/groups/functions attended:

3/21 Progressive Christian group potluck and movie night

3/24 Celebration planning

3/25 Steering Circle

+ meetings with individual celebration leaders, new member

Volunteered one night at Overflow Shelter, 3/14; Salvation Army

Connections with the Larger Community:

Met with Jill Severn - member of Panza Board (Camp Quixote) and OUUC – and Karen

Tvedt (CIC Social Justice) – to prepare for celebration 4/14. Thanks to Karen for inviting Jill to speak about Camp Quixote and Quixote Village.

Upcoming schedule changes: I will be out of town attending the Pacific Northwest Conference Annual Meeting in Wenatchee April 26-27 with Jo Curtz. I plan to take a few days away the week of April 29; will be reachable via email and CIC voice mail.

Summer leave: I have 3 weeks of annual leave + 1 week of professional leave + 2 weeks furlough for a total of 6 weeks. I will be out of town June 27- July 11 (give or take a day or two) and July 21- 28 . I will be back to work August 8. (Note that I may be out of town for a weekend or two even in August as summer is the only time I can get a weekend off.)

Attachment 2: Finance Report

Community for Interfaith Celebration 2013 Budget

Adopted at Annual Meeting
3/30/13

A. Staff Costs: Salaries & Benefits		2012	2013
		Adopted	
Lay Leader			
Compensation	\$23,309	\$22,749	\$4,049
Health and Dental Insurance	\$4,368	\$4,368	\$728
Retirement	\$3,263	\$3,312	\$1,632
FICA tax (SS & medicare)	\$1,783	\$1,740	\$446
Professional Expenses	\$2,000	\$2,000	\$-
Youth & Children's Prog. Coordinator (YCPC)			
Compensation	\$3,567	\$3,620	\$739
FICA tax (SS & medicare)	\$273	\$277	\$81
Professional Expenses	\$250	\$250	\$-
Payroll Clerk			
Compensation	\$273	\$277	\$55
FICA tax (SS & medicare)	\$21	\$21	\$4
Preschool Teacher			
Compensation	\$1,064	\$1,080	\$164
FICA tax (SS & medicare)	\$81	\$83	\$12
Grade School Teacher			
Compensation	\$1,370	\$1,330	\$239
FICA tax (SS & medicare)	\$105	\$102	\$25
Youth Group Leader			
Compensation	\$2,019	\$1,960	\$180

FICA tax (SS & medicare)	\$153	\$149	\$12
Workers' Compensation - All Staff	\$511	\$519	\$106
Subtotal A	\$44,410	\$43,837	\$8,474
B. Program Expenses			
Celebrations	\$550	\$435	\$-
Celebration Space Rental	\$4,300	\$4,300	\$1,350
Children's Program Materials	\$250	\$189	\$-
Youth Group	\$150	\$125	\$-
Child Care - Meetings/Town Hall			
Subtotal B	\$5,250	\$5,049	\$1,350
Administration			
Denominational Affiliation			
UCC Fellowship Dues	\$100	\$100	\$66
Liability Insurance	\$227	\$275	\$-
Minister Insurance Fund	\$540	\$-	
UCC Annual Meeting	\$200	\$200	\$-
Office			
Telephone	\$782	\$816	\$205
Office Supplies	\$450	\$300	\$27
Duplication	\$373	\$268	\$28
Subtotal C	\$2,672	\$1,959	\$325
D. For the Sake of the Whole World			
UCC Mission/Outreach/Social Justice	\$1,600	\$1,200	\$-
Thurston Co. Ministries in Higher Ed.	\$300	\$300	\$-
Interfaith Works	\$500	\$500	\$-
CIC Pastor's Fund	\$200	\$200	\$-
Subtotal D	\$2,600	\$2,200	\$-
E. Unanticipated Expenses	\$100	\$100	\$-
Total Expenses	\$55,031	\$53,145	\$10,149

19 percent of budget spent

Pledges received as of 3/30/13	\$12,025
Begging Bowl	\$47
<u>Unanticipated Donations</u>	<u>\$25</u>
Total Income	\$12,097

In addition to the income above, we have \$5,500 in carryover money to use towards our 2013 expenses.

Bank balance on 3/30/13 is \$5,640 with \$1,100 in checks still to be deposited. These undeposited checks are included in the above pledge total.