

**June 2, 2013**  
**CIC Town Hall Meeting Minutes**

In attendance: Lay Leader Kathleen Peppard, Children and Youth Coordinator Nika Keller, Finance Shepherd Eve Fagergren, Clerk Hal Spencer; Connections Committee members Pat Starzyk and Dick Hauser, Scott Bishop, Jo Curtz, Penny Purkerson, Jan Rocks, Karen Lohmann, Betty Hauser, Jonnel Anderson.

**Actions taken:**

1. After much discussion, Town Hall approved the expenditure of \$151 from the Fort Flagler reserve account to help cover an unprecedented shortfall in the Spring Fort Flagler retreat and endorsed several steps to avoid such a shortfall at future retreats.

**Discussion:**

Kathleen reported that because of unusually low attendance, the Spring retreat racked up a substantial shortfall of \$551 in the cost of renting the state facility for the two-day retreat. As she reported, money was available to plug all but \$151 of the shortfall. \$200 came from the Flagler reserve fund (the maximum previously authorized by Town Hall in the event of a shortfall). Another \$200 came via a donation for the Pastor's Fund, which was instead allocated to the Flagler debt. The remaining \$151 required Town Hall approval, which was given. (*Please see attached report*). Along with approval, Town Hall discussed the shortfall issue at length. Was it an anomaly? Should more be done to reduce the risk in the future? Town Hall endorsed several steps, including "talking up" the value and pleasure of Fort Flagler Retreats; use data to be provided by future camp directors to track attendance trends; educate CICers that state park fees have gone up considerably; provide would-be attendees a cost estimate of \$15 to \$20 per night per person, with no charge for children under 3. Once they're at the retreat, tell the attendees the actual per-person cost, which is spread across the number of attendees, and request that they pay the actual cost. If they cannot, offer them scholarships from the retreat reserve to defray the cost, just as we offer scholarships to would-be attendees who ask in advance.

2. Reviewed the viability of the annual CIC Fruit Sale but took no action after encouraging signs of health.

**Discussion:**

There has been concern that the annual Fruit Sale to raise money for good causes had weakened in recent years, both in participation and money raised. Nika Keller, who revealed that she intends to fill one of the big jobs for the Fruit Sale – treasurer – expressed optimism that the energy and commitment is there to hold the fruit sale this year. She said last year's co-leaders, Cezanne Levesque and Miriam Sterling, told her they intend to lead the sale again this year.

3. Took up the issue of whether CIC should invest its reserve funds in ultra low-risk investments that would bring a better return than the Credit Union. Further discussion was tabled pending more information about possible options and their risk, which Hal Spencer volunteered to gather and report back in the Fall.
4. Discussed the status of unspent Benevolence Fund dollars, and determined that unspent funds are modest and are needed to temporarily cover upfront costs of the Fruit Sale.
5. Steering Circle reported to Town Hall that it is making steady progress on disposing of deferred issues – aka “Parking Lot” issues – and also presented a list that has been organized to group unresolved issues by subject – eg “employees.” (See attached list)

### **Regular Reports**

Kathleen presented her Lay Minister’s Report. (attached)

Nika verbally presented her “Children and Youth Program” report. She had nothing major to report, concluding that the program is “normal and getting healthier.” She said attendance has been low lately, which is to be expected at this time of year.

Budget Shepherd Eve Fagergren said so far in the budget year pledge collections are in line with expenditures, but reminded everybody that Treasurer Lester Krupp remains concerned that there be enough pledge collections to cover expenditures during the summer months. Folks are being asked to pay at least some of their pledges early. (attached)

Call Shepherd Jen Ryle was not present, but Kathleen expressed the hope that a director is found for the Fall Fort Flagler retreat before she leaves on furlough and vacation before the end of the month.

### **Other business**

Minutes of the previous Town Hall were summarized and approved.

## Attachment 1 – Lay Minister’s Report

CIC Town Hall Report  
Kathleen Peppard, Lay Leader  
Last Town Hall Report 5.5.13

### SUMMARY

CIC people: Emelyn Hauser is still in Panorama. The Putvins are still in need of support. (Allie appreciates cards.)

### Upcoming:

1. We have 2 graduates this year – Emmalene Ryle and Evora Glenn; I am awaiting replies about whether they'll be present for Transition Sunday.
2. Shelly Bentley has again offered her farm for our Summer Solstice celebration.
3. Work party at TUCO next Saturday 9-12
4. Groundbreaking for Quixote Village next Saturday 2pm

-Summer calendar: Planning to just have people send info to Anne Kilgannon for Wavelinks publication, unless people feel that they need to look at the hard copy to pick dates.

-Summer coverage: We have coverage for just about every anticipated need. We also have coverage for most of my leave in the event of a death in the community. Still have a few days to get back up for our 3 “chaplains”: Annie McManus, Karen Lohmann, Leeann Tourtillott. All the information will be in the late June Wavelinks. We need Fort Flagler director for Labor Day weekend, preferably before we break for the summer.

### The Details:

#### Celebrations:

5/12 The River of Feelings – Kathleen Peppard  
5/19 Fort Flagler spring retreat – Evie Fagergren  
5/26 Letting Go – Kathleen  
6/2 Singing the body electric – Kathleen

#### Meetings/groups/functions attended:

5/11 Social Justice committee  
5/23 End of Life group meeting  
5/28 Steering Circle  
+ Tuesday meditation group, visits with individual members

- 1)
- 2)

#### Misc.:

Dealing with Fort Flagler took quite a bit of extra time the week preceding, conferring with Flagler ranger, State Parks office, and camp directors Jan and Paul Rocks

Connections with the Larger Community:

5/21 Met with Rev. Elsa Peters of TUCO about participating in Pride together (walk and booth)

Professional education

5/13 I did the required Boundary Training (ethics course) with the UCC in Seattle

## **Attachment 2—Kathleen's Fort Flagler Shortfall Report**

Report on May 2013 Fort Flagler

Kathleen Peppard, June 2, 2013

We were short \$551 after fees were collected. Jan and Paul Rocks were camp directors. They were aware beforehand that registration was low and they planned to come up with a fee/day and then ask people to offer extra if they could. The main problem was low attendance. In addition, the camp directors forgot to take into account the campground deposit when figuring the total cost.

This was covered by:

1. Last fall, TH approved a cushion of up to \$200 from the Fort Flagler fund when we run short. 2. Jan Rocks' mother had just donated \$200 to the CIC Pastor's fund and Jan suggested using that money for the Fort Flagler fund instead.
2. That leaves \$151 not yet covered.

We have been renting a group campground and an ELC (mostly Hoskins) since the rangers told us we could no longer put up tents on the lawn. This increases our cost when we have low attendance may decrease our cost when attendance is higher and we are able to house everyone in one dorm.

Steering Circle recommends:

- 3) Taking the \$151 from the Fort Flagler account.
- 4) Tracking trends
- 5) I've already reserved Richmond (the smaller ELC) for May 2014 retreat.
- 6) Consider raising the estimated cost per night OR asking campers to pay extra when we do not have a minimum for that site. (Since we have been using the group campground, we have charged everyone the same amount.) Rather than dropping use of the group campground, Steering Circle thought that charging campers extra to keep the option available is a better option. (I have some concerns about this option because sometimes the opening of a second dorm raises the cost as well. - KP)
- 7) Make it clear ahead of time that fees are going up and that our estimated cost per night might be higher than we anticipate depending on how many people show up.

### Attachment 3-- Eve's Budget Report

Pledges received as of 6/2/13	\$19,665
Begging Bowl	\$91
<u>Unanticipated Donations</u>	<u>\$190</u>
Total Income	\$19,946

\$47,645 was pledged for 2013. We have received 41% of those pledges so far.

Lester would like us to gather \$4,000 more in pledges in the next month to cover summer expenses.

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

Bank balance on 6/2/13 is \$2,109 with \$2,070 in checks still to be

deposited. These undeposited checks are included in the above.

**Community for Interfaith Celebration 2013 Budget**

Adopted at Annual Meeting on 1/27/13

6/2/13

<b>A. Staff Costs: Salaries &amp; Benefits</b>		2012	2013	spent
		Adopted		
Lay Leader				
Compensation	\$23,309	\$22,749	\$9,884	
Health and Dental Insurance	\$4,368	\$4,368	\$1,820	
Retirement	\$3,263	\$3,312	\$1,632	
FICA tax (SS & medicare)	\$1,783	\$1,740	\$898	
Professional Expenses	\$2,000	\$2,000	\$-	
Youth & Children's Prog. Coordinator (YCPC)				
Compensation	\$3,567	\$3,620	\$1,805	
FICA tax (SS & medicare)	\$273	\$277	\$164	
Professional Expenses	\$250	\$250	\$70	
Payroll Clerk				
Compensation	\$273	\$277	\$111	
FICA tax (SS & medicare)	\$21	\$21	\$10	
Preschool Teacher				
Compensation	\$1,064	\$1,080	\$450	
FICA tax (SS & medicare)	\$81	\$83	\$33	
Grade School Teacher				
Compensation	\$1,370	\$1,330	\$592	
FICA tax (SS & medicare)	\$105	\$102	\$53	
Youth Group Leader				
Compensation	\$2,019	\$1,960	\$709	
FICA tax (SS & medicare)	\$153	\$149	\$40	
Workers' Compensation - All Staff				
	\$511	\$519	\$209	
<b>Subtotal A</b>		<b>\$44,410</b>	<b>\$43,837</b>	<b>\$18,479</b>
<b>B. Program Expenses</b>				
Celebrations	\$550	\$435	\$-	
Celebration Space Rental	\$4,300	\$4,300	\$2,550	
Children's Program Materials	\$250	\$189	\$5	
Youth Group	\$150	\$125	\$-	
Child Care - Meetings/Town Hall				

## **Attachment 4 – Remaining Parking Lot Issues**

### **Remaining “Parking Lot” Issues for Town Hall (Updated June 2, 2013)**

#### **1. Employee issues**

- Hourly vs. salary for positions. Some staff are salary, some are hourly.
- Clarifying policy on health care coverage for employees.
- Teacher absences- paid or unpaid?
- Current pay for Youth and Children's Program Coordinator sufficient?
- Process for employees to advocate for their own salary increases and grievances.

#### **2. Finalize procedures of supervision, evaluation and communication channels for CIC staff**

#### **3. How do we stay connected to our history?**

#### **4. Keeping people in the loop**

- How do we make people feel more included? People feeling excluded, feeling groups of people closer to CIC. How do we better major Town Hall issues (eg. loss of a teacher position)?