

**Jan. 12, 2014  
CIC Town Hall Meeting Minutes**

In attendance: Lay Leader Kathleen Peppard, Town Hall Facilitator Kathy Pruitt, Children and Youth Coordinator Nika Keller, Finance Shepherd Eve Fagergren, Treasurer Lester Krupp, Call Shepherd Leeann Tourtillott, Clerk Hal Spencer; Connections Committee members Pat Starzyk, Penny Purkerson and Dick Hauser, Scott and Trina Bishop, Betty and Dick Hauser, Jo and Thad Curtz, Annie McManus, Hugh O'Neill, Lori Dornan.

**Actions taken:**

1. Town Hall discussed and endorsed a \$51,925 budget for 2014 to bring to the CIC Annual Meeting on Jan. 26. The budget is \$1,220 less than last year. Several areas were cut and the lay minister agreed to another two-week unpaid furlough. An extra \$600 in the form of a late pledge payment from last year came in only minutes before the Town Hall started. That provided a way to grant 1 percent pay raises to all staff, at a total annual cost of \$360. It also allowed Town Hall to make early-proposed cuts to Interfaith Works and Thurston County Ministries in Higher Education less severe.
2. At the request of Betty Hauser, a member of the Social Justice Committee, Town Hall agreed to be listed as a spiritual-community supporter of Initiative 594. The measure would require background checks in all firearm sales and transfers, not just those made by licensed dealers. The measure includes exemptions, including transfer and sale of guns among family members. Town Hall's approval stands only if no CICer is opposed. In that case, the issue would return to Town Hall for more discussion. A community wide e-mail was to be sent asking if there were any objections.
3. After a lengthy discuss about replacing the CIC landline phone with far cheaper service of some kind, Thad Curtz agreed to continue his research into the best way to do it, maybe with a pre-paid cell phone. (Kathleen found a potentially good deal.)Thad also agreed to further research ways to advertise the community since loss of the landline means loss of a listing in the Yellow Pages. Scott Bishop agreed to help Thad.

**Discussion:** The phone line at the CIC office costs more than \$800 a year, and is used largely by Kathleen to receive messages. The industry has evolved to the point that the same service can be had for hundreds of dollars less. The sticking point has been the fact that the phone company will not list CIC in the Yellow Pages. But Thad presented a potentially appealing alternative – advertising via Google at a fraction of the cost.

**Reports**

1. Kathleen presented the minister's report. **(see attachment 1)**
2. Nika presented a verbal report of the Children and Youth Program. The Youth Group hiatus due to lack of interests continues until at least February, when Nika will again gauge interest in continuing. Nika also reported that the new preschool teacher, Victoria Rush, is doing a great job with energy and enthusiasm.
3. Pat Starzyk reported that the Connections Committee and Steering Circle met a Town Hall request to work out their respective roles. **(See attachment 2)**
4. As the new Call Shepherd, Leeann reported that she has received from Jen Ryle the information she needs to take over the call.

### **Other business**

Minutes of the previous Town Hall were summarized and approved.

### **Attachment 1**

CIC Town Hall Report 1/12/13  
 Kathleen Peppard, Lay Leader  
 Last Town Hall Report 11/10/13

Summary: Holidays went very smoothly this year. Sign ups went great. Combination of clipboard at CIC and google signup sheet online went very well. Our Winter Solstice service was overflowing with people. We've had new folks coming in recent weeks.

The Details:

Celebrations:

11/17 Coming home to yourself – Judy Olmstead  
 11/24 In Gratitude - Kathleen Peppard  
 12/1 Miracles & Blessings of the Light (Chanukah) - Kathleen Peppard with Miriam Sterlin, Hilarie Hauptman, Jody Rush  
 12/8 "Feeding our Demons, Liberating Our Fears: Lessons from Tibet" , Hugh O'Neill and Megan Parke  
 12/15 Virgin of Guadalupe/Nahua Goddess Tonantzin - Julia Moore  
 12/22 Winter Solstice Celebration: "Exploring darkness: a time for rest, limits, and irritation"  
 Women's Spirit Circle

12/24 Christmas Eve at the Coach House, Kathleen & co.  
1/5 Gifts and Grace (Epiphany and Community) Kathleen Peppard  
1/12 Call Celebration – Jen Ryle

Second celebrations & misc.  
12/22 Solstice potluck

Meetings/groups/functions attended:

Town Hall 11/10, 1/12  
Progressive Christian Book group 11/19, 12/17  
Dream Group 12/6, 12/17  
Fruit sale route sorting 12/4  
Steering Circle 12/10, 1/7; meeting with TH facilitator 12/14  
Social Justice 11/23, 1/11

Also: Tuesday meditation group (weekly), Salvation Army (Dec., Jan.), meetings to plan individual celebrations, individual meetings with members, greeting shift at Overflow Shelter 1/6

Connections with the Larger Community:

Attended Interfaith Works Thanksgiving program in November

**ADDENDUM:**

Investigated CONSUMER CELLULAR in case we want to d/c our land line no contract

10/month + tax (~\$5) + .25 per call OR 15/month with 200 minutes

basic cell phone = \$35 (\$60 for superior sound)

save 5% as AARP member

We can keep the same # as long as our # is still active

(did not ask if we can get voice mail from another phone but that is usually possible)

## **Attachment 2**

### **Connections Committee Job Description 12/2013**

Purpose and intent: 1. Oversee hiring and evaluating CIC staff. 2. Support conflict resolution

I. Functions:

A. Oversee hiring and evaluating CIC staff:

1. Update job descriptions, salary scales and benefits for salaried employees.
2. Involve Youth and Children's Program Coordinator (YCPC) in setting salaries for teaching and childcare staff.
3. Coordinate hiring processes, as described in Attachment #1.

4. Evaluate salaried employees annually, accessing information from the YCPC, the employees, and the larger community. This evaluation process may include:
  - a. Initiation, coordination, and follow-up of a community wide questionnaire.
  - b. A feedback meeting with each employee covering information from the questionnaires, observations of the committee members, community members, and observations from the employees.
  - c. A report to the Community on the review process, in Town Hall and Steering Circle contexts, with appropriate confidentiality safeguards and summary statements.
5. Participate in termination of staff when necessary. See Attachment #1.

B. Support conflict resolution:

1. Interpersonal issues: This category covers conflicts between community members. It also includes conflicts between community members and paid staff which are not related to job performance. The person bringing up the issue should first be encouraged to talk directly with the other individual if appropriate. If the conflict cannot be resolved in this way, the person should contact a member of the Connections Committee (CC) for support.
2. Job performance issues: This category covers conflicts between community members and paid staff related to job performance. The person bringing up the issue should first be encouraged to talk directly with the staff member if appropriate. If the conflict cannot be resolved in this way, the community member should contact the person with oversight for the position (the YCPC for teachers and a member of the CC for other staff.)
3. If the issue continues to be unresolved or if the resolution of it requires a change in procedures of CIC or affects the community as a whole, for example, sabbaticals, the CC will move to have the issue placed on the Town Hall agenda.
4. The CC will report all issues and resolutions to Town Hall. Privacy of individuals will be protected where appropriate.

II. Composition/Make up of Connections Committee:

The committee will have 3 members from the Community. Two will be self-selected, and one appointed by the lay minister/CIC leader. Terms of office will be for a minimum of 2 years, and a maximum of 4 years. Transitions onto or off of the committee will be declared and resolved in the annual meeting.

III. Relationship to other CIC ORGANIZATIONAL structures:

- A. Discussion of issues and reports of Connection Committee work come to the Steering Circle as needed or requested by either group.
- B. The Committee oversees and reports annual evaluation of the prior year's CC work to the larger community at Annual meeting in January.
- C. The outcomes of the annual review of staff functioning are brought to the larger community. A report is made at Town Hall.

## Attachment #1: Hiring procedures/Involuntary Termination of Employment

### **HIRING PROCEDURES:**

1. Town hall – authorizes position and budget to fund. Notifies Connections Committee and YCPC.
2. Youth and Children’s Program Coordinator – posts position with salary as appropriate on Web, elsewhere.
  - a. Prospective employee completes disclosure along with application materials.
3. Connection committee - creates hiring committee, oversees hiring process
4. Hiring committee interviews, calls references, sends recommendation to Connections Committee
5. Connections Committee approves (or disapproves) recommendation and IF APPROVED, asks Youth and Children’s Program Coordinator to offer candidate position. IF DISAPPROVED, STARTS NEW HIRING PROCESS.
6. When candidate approved, Youth and Children’s Program Coordinator calls candidate to offer position **contingent on successful** State Patrol criminal background check. Notifies CIC community of hiring. Oversees filling out relevant forms– Social Security, L & I etc., and gets data to treasurer. Any concerns about salary return to the Connections committee, Steering Circle, or Town Hall.

### **HIRING COMMITTEE**

A committee should involve representative community members. For youth and middle school staff hiring, there should be representation from those parents and members of the affected group on the committee. The Connections Committee will provide job descriptions. The hiring committee draws up appropriate interview questions. It is important to preserve some neutrality in the process of interviewing– removing one’s self when the applicant is too closely connected may be necessary. Clearly, total neutrality is not possible.

### **TERMINATION OF EMPLOYMENT**

An issue of concern involving an employee can be brought to YCPC, Minister, Connections Committee, or Steering Circle. Any of the mentioned parties can recommend termination. An issue of concern can also be brought to any of these parties by a community member.

The decision to terminate will be made by the Connections Committee and the Steering Circle. The Connections Committee with the Steering Circle will thoroughly investigate the concern. Alternatives to termination will be considered, as will opportunities for corrective action. United Churches of Christ human resources personnel may be enlisted to advise in consultation regarding procedures for termination.

The individuals involved in the termination will limit their discussions to insure confidentiality.

The individuals involved in the termination will review the termination process.

