

July 2023 Board Meeting Agenda

Date: 08/19/2023

Time: 9:30 AM

Location: Andrew's House or Discord

Participants: Ken H, Katie, Serena, Andrew, Si Young, Thomas, Janet, Ken C, Michelle

Meeting started: 9:30 AM PT

1. Check-in

2. Financial Update

a. Tithes

i. July: \$9,001.54

ii. YTD: \$56,126.24

1. Higher compared to 2022 - we'll continue monitoring to see how the trend continues

b. Expenses

i. July: \$7,331.01

ii. YTD: \$49,082.96

1. Pretty similar compared to 2022, but month-to-month expenses are slightly higher

c. **Action Item:** Spiritual council to schedule meeting sometime during the Fall (before Congregational meeting) regarding more detailed report of 5 year projection at year end congregation meeting

d. Potential Church Space in Costa Mesa

i. Current church that meets there is looking to offload this lease; they currently meet Sun mornings and sublease to 2 other churches that meet Sunday afternoon + Sunday evening

1. Entire lease = \$8-8.5k/month; two other churches pay rent so we'd pay around \$2.5k/month
2. Pros: would have our own space, would have extra nursery space, opportunities are pretty rare

- 3. Some issues: can't sublease space, can't use it for any for-profit purposes, would be on hook for remainder of lease
 - ii. Ken C - update on Las Lomas rental costs vs. new potential rental space
 - 1. Current Las Lomas around \$1k/month, new potential would be around \$2.5k/month (entire lease goes up to \$8k/month in March 2024)
 - iii. Current thought--may not be financially feasible at this time, but gives us something to look to in the future and use as a reference
- e. Other financial updates:
 - i. CPA updates: CPA gave us a proposal for doing annual compliance / audit work, but there's also a one-time cost idea that might be better for us too
 - 1. Ken C will follow up and provide the one-time setup fees / costs
 - 2. Reflect stipends to pastoral staff as monthly housing allowances
 - ii. Jojo was provided honorarium
 - iii. Play mats purchased and stored in Serena's car (Janet says she can take it); we'll consider asking Las Lomas

3. Sunday Service and Church Logistics

- a. Check in with flow of service, volunteers, welcoming
- b. Check in on Ken's sabbatical in July: How did it go?
 - i. Idea to send Ken on extended solo/pastoral retreat, trainings, conferences, etc. for additional, intentional rest
 - ii. Katie & Ken to keep eyes open to additional retreats / conferences that might be available for pastoral staff
- c. End-of-year Services - Sundays on Christmas Eve (12/24) and NYE (12/31)
- d. Plan a Testimony Sunday service?
 - i. Sunday - 8/27 - have a few folks share their experiences about small group
 - ii. Continue thinking about next Brunch service (possibly in October or November)
- e. Ideas on what to add to bylaws (revisit):
 - i. Congregational meetings during midyear and end of year
 - ii. Sabbaticals and "breaks"
 - iii. Andrew to revisit bylaws to see if we can add proposed wording, we want

to propose new version at end of October (follow up at September and October board meetings)

f. Miscellaneous questions:

- i. Ken: What is the order of words on retro shirt? Belonging, Beholding, Becoming.
- ii. Should we meet at 10:15?
- iii. Should we add a discussion time* after silent time?
 1. We'll plan to discuss next time (may invite Amos to join so he can share his thoughts too)

4. Other Upcoming Services

- a. Looking forward
 - i. Baptisms → Carissa

5. Small groups

- a. Ask a few people to share their experiences in small group by late Aug/early Sept
 - i. Share during announcements
 - ii. When should we announce and schedule sharings?
 1. Sharings planned for next Sunday (8/27)
 2. Announce new small groups next Sunday (8/27) - Andrew and Thomas to make slide
- b. Recruit leaders, then leaders meet in the fall to plan
 - i. Leaders planning to meet for debrief + planning meeting on Wednesday (8/23), discuss potential ideas too

6. Updates from the Pastoral Team

- a. Ideas and ongoing discussions, etc.
 - i. Ken's membership class - revisit
 - ii. Ken and Katie to discuss ongoing projects / plans for 2023
- b. Updates on community service project if any
 - i. Katie to keep eye out for Home-y services opportunities
- c. Q3 progress
- d. Ways the board can support?

7. Bucket groups (including socials, events, service/volunteer ideas): Upcoming

- a. [Proposed Timeline for CK Events 2023](#)
- b. Beholding

c. Becoming

i. Small groups (next Q: mid Sept to mid Nov)

1. Recruit small group leaders in August, then meet with them to plan after August board meeting

ii. Forums

1. Politics and/or abortion

a. Confirmed date: **10/14/23**

b. Update: Dr. Reeder will stay in Irvine Sat. night and join us for Sunday service the next day! → may need help with rides

c. Lodging (hotel room), transportation, stipend → reimbursements, amount, etc.?

i. Coordinate once we get closer to date

ii. Andrew + Michelle can help with picking up Sunday morning (10/15)

d. **Action item:** honorarium + pay for hotel and transportation

e. **Action item:** Create poster - who to invite, when to announce to other communities, etc.

i. Andrew looking forward

ii. Think through who to invite - want folks to be able to join but also want it to be a safe space

f. **Action item:** Serena to work on writing ground rules for discussion and discuss with Caryn

g. **Action item:** Schedule Zoom meeting with Caryn and board after retreat (Caryn prefers Tue or Thu evening)

i. Serena to coordinate potential Zoom meeting times (propose 10/5, 9/26 or 9/28 for potential backup dates)

h. **Action item:** Andrew to follow up with Janet to book Las Lomas (6-10 PM on that evening)

d. Belonging:

i. Tessa and Alex's Housewarming Party - 8/27/23 (Sunday after service)

ii. Lees' Summer Social - 9/2/23

- iii. Cafe Night - 12/9/2023 - Board to think about possible alternate locations since Las Lomas was a bit crowded last year

8. Retreats - Exploring Next Steps

- a. Church Retreat 2023
 - i. Confirmed for Sept 15-17th at Ponderosa (Palomar)
 - ii. Updates on rooms - looks like we have 3 big rooms for 10 each
 - iii. Logistics - can get there as early as 4 PM, may plan for couch game Friday night
 - 1. Continue thinking through snacks / supplies; folks can sign up for what they're bringing on Members website
- b. Updates on sign ups - currently between 10-14, need minimum of 20
 - i. Some folks may be interested in coming in on Saturday (would just have to pay for meals)
- c. Updates on meeting with Regina Trammel re: retreat theme formation (8/30)
 - i. **Action item:** Schedule meeting with Regina by end of August; discuss preferred schedule and potential questions for discussion
 - ii. **Action item:** Katie and Ken H to plan tentative program based on camp schedule + discussion with Regina
 - iii. [Retreat Notes for Christ Kaleidoscope](#)

9. Long-Term Topics and Miscellaneous

- a. Board members for 2024 - Board to brainstorm potential candidates for next 2-year term
- b. Financial topics
 - i. Follow up on Ken's increase in stipend and long term plans with spiritual council to announce at end of year congregational meeting
- c. Sunday service ideas and pastoral team
 - i. Continued follow ups with Stan on internal CK website as needed
 - ii. Vincent to continue writing something up to send out for A/V team members → Ken and Katie learn how to edit the website from Vincent
 - 1. Sound team doing really well and sharing the load
 - iii. Need to organize the Google Drive → manage edit access
 - 1. SY continue to create onboarding doc for treasurer
 - iv. Propresenter software?

- v. Subtitles for videos
- vi. More testimonies
- vii. Music licensing
- viii. Alice to host a forum on Race next year?
- ix. Hot Ones
- d. Sustainability
 - i. Joining American Baptist Church denomination
 - ii. Anne Hong as resource
- e. Retreats
 - i. Visioning retreat early next year 2024
 - ii. Men's and women's retreat bi-annual
- f. **ACTION: Vincent upload meeting minutes on website**

10. Schedule July 2023 meeting

- a. **Time/date/location:** September 6, 2023, 7 PM over Zoom.
- b. **Andrew** send action items to Board, send meeting minutes to Vincent for upload to website, and put meeting minutes in the church drive in board 2023 folder

Meeting adjourned: approximately 12 PM PT.

Action Items:

| Owner | Action Item |
|-------|---|
| Ken | <ul style="list-style-type: none"> ● Meet with Spiritual Council to discuss future + report to end of year annual meeting ● Consider opportunities for sabbaticals / learning ● Baptism for Carissa? ● Organize meeting with small group leaders to decide topic ● Updates on membership class ● Meet with Regina to hash out details of retreat ● Work to put together program / schedule for Retreat |
| Katie | <ul style="list-style-type: none"> ● Meet with Spiritual Council to discuss future + report to end of year |

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|----------|---|
| | <p>annual meeting</p> <ul style="list-style-type: none"> ● Consider opportunities for sabbaticals / learning ● Research retreat centers for pastors ● Ask people to share for small group testimonies ● Create event sign up for Summer Social on 9/2 ● Meet with Regina to hash out details of retreat ● Work to put together program / schedule for Retreat |
| Serena | <ul style="list-style-type: none"> ● Research trainings and learning opportunities for pastors ● Ask people to share for small group testimonies on 8/20 ● Create poster for it? Invite people who are appropriate for event ● Write ground rules ● Get Alice to do poster for summer social and post ● Meet with Regina to hash out details of retreat ● Abortion forum - think through ground rules, reach out to Dr. Reeder re: schedule for pickup / drop-offs, reach out to Dr. Reeder about potential Zoom meeting |
| Thomas | <ul style="list-style-type: none"> ● Create slide for recruitment of small group leaders ● Create slide for small group sign ups |
| Si Young | <ul style="list-style-type: none"> ● Discuss next meeting how to put into contract or writing Ken's sabbatical each July → clarify with Ken ● Discuss how to put into writing the biannual congregational meetings |
| Andrew | <ul style="list-style-type: none"> ● Write up draft blurb for Dr. Reeder's talk ● send action items to board ● send meeting minutes to Vincent for upload to website ● put meeting minutes in the church drive in board 2023 folder ● Ask people to share for small group testimonies ● Meeting with small group leaders Wednesday (8/23) to plan next round of small groups ● Help put together slide for small groups |

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| | <ul style="list-style-type: none">• Help put together slide for Dr. Reeder's talk• Revisit bylaws to add language re: sabbatical and congregational meetings |
| Janet | <ul style="list-style-type: none">• Reserve Las Lomas for August for 2024 year• Reserve Las Lomas for evening of 10/14 (abortion forum)• Check out new place |
| Ken C | <ul style="list-style-type: none">• Reimburse Vincent for projector• Follow up with CPA on one-time / short-term service fee |
| Everyone | <ul style="list-style-type: none">• Consider moving service to 10:15am• Check out new place |