

## CK: Nov 2023 Board Meeting Agenda

Date: 11/11/2023

Time: 9:30 AM

Location: Janet and Ken's house

Zoom Meeting Link:

<https://us02web.zoom.us/j/82941676320?pwd=ZDVpVVFfZlJxcWlrSys0MnlZZGUyUT09>

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

Meeting started: approximately 9:50 AM PT

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### 1. Check-in

### 2. Financial Update

- a. Tithes
  - i. October: \$6,853.54
  - ii. YTD: \$78,386.22
  - iii. Generally on track with previous years/months, though there's always some fluctuation month-to-month
- b. Expenses
  - i. October: \$6,367.16
  - ii. YTD: \$67,719.83
  - iii. Expenses slightly down this month, but additional expenses coming up in next few weeks (congregational meeting, Cafe Night)
- c. Update on renting Las Lomas 2024: Janet confirmed we have booked this!
  - i. Find out 3 dates we need alternative space → Columbus Grove?
    1. 3/3, 6/2, 11/3 unavailable
    2. Andrew to check in on availability of Columbus Grove for these 3 dates
- d. Other financial updates: Ken C
  - i. Review of CPA proposal - initial setup fee, regular monitoring services
    1. Setup \$500, monthly \$250/month, so yearly would be \$3k/year (total \$3500 counting setup)

2. Following discussion, the Board agreed to approve the engagement of the CPA.
- ii. Budget proposal in need of board approval
    1. Slight change in budgeting process - since we have a history of tithing + expenses, we can build a more accurate budget based on average of last two full years' tithing (\$108k average in 2021-2022)
    2. For pastoral staff - we're paying around \$48 - \$50k for stipend for Katie + Ken; proposed increase takes stipend up to \$62k.
    3. Following discussion with the Spiritual Council, Ken C proposed an approximate 80-20 split between Admin & Worship and Community Building, no specific allocation toward Reserve.
    4. Ken C also asked the Board to consider renting / leasing a more permanent space (estimate would be around \$3-3.5k/month), given reserve
    5. The Board agreed to present this budget to the congregation at the meeting on 12/3.
  - iii. Community building - reimbursement for meals from Katie + Ken
    1. No specific dollar amount for now, but Board agreed to allow reimbursement of these meals / expenses to encourage community building
- e. Follow up on meeting with Spiritual Council ahead of congregational meeting
  - f. Reimbursements (Katie, Thomas)
  - g. Worship team
    - i. Jojo requesting church acoustic guitar
      1. Ken told Jojo that the church would pay for repairs
      2. Thomas to follow up with Jojo
    - ii. The Board discussed a potential stipend (either monthly or one-time) for Jojo (we'll check with the CPA too once we've engaged them).
      1. Ken C proposed giving a stipend at end of 2023
      2. Storage / set-up stipend: \$500 to be issued in Nov / Dec 2023
      3. Monthly stipend: Board to discuss further ahead of June 2023
    - iii. Potentially have representative from Worship team to attend Board meetings regularly or semi-regularly

### 3. Sunday Service and Church Logistics

- a. Check in with flow of service, volunteers, welcoming
  - i. Volunteer appreciation dinner debrief
  - ii. Worship team
    - 1. Meeting taking place 11/21 w/ Serena, Jojo, Ken, potentially Vincent and Linus
- b. Update on bylaw changes: Andrew
  - i. Andrew sent out, we'll see if there's any input / questions for next two weeks
- c. Congregational meeting - 12/3
  - i. **Board to collaborate on voting items by 11/26 (Thomas to prepare for review)**
  - ii. Janet has gotten Las Lomas for post-service lunch
  - iii. Action item: decide on catering
  - iv. Determine agenda for congregational meeting and slides, delegate tasks
    - 1. SY going to make budgeting
    - 2. Bylaws - Andrew to present
    - 3. New Board members - Serena + Thomas to present
    - 4. Thomas make slides for voting (bylaws, members) (will use Voting Center on CK Member website) - will use bit.ly voting option
    - 5. Ken + Katie to review the year and talk about plans for coming year

### 4. Other Upcoming Services

- a. Thanksgiving plans
  - i. Friday potluck → 11/24
  - ii. Action item: Create sign up event on CK members website, add picture, move to 530 PM - **Andrew to help plan**
  - iii. Janet to have some games planned
  - iv. Have open mic space for folks to share
- b. Advent - introduce the Question of the Year → planned out till Lent, small groups to revolve around this questions, Lenten practices too
  - i. Katie + Ken H to discuss w/ Serena and Jojo
- c. Christmas

- i. Follow up on plans for service - Columbus Grove?
  - 1. Andrew booked for 12/24
- ii. Plan is to do Christmas service (songs + scripture), plus brunch (TBD on catering vs. potluck)
- d. 12/31 - No Church Service (announce to congregations)

#### **5. Small groups**

- a. Check in - how are things going so far?
- b. Follow up on ideas for a small group geared towards the older adults of church

#### **6. Updates from the Pastoral Team**

- a. Board 2024
  - i. Megan has confirmed for Secretary position → will not be able to attend congregational meeting
  - ii. Tessa has confirmed for VP position
  - iii. 1/6/2024 meeting for 2023 and 2024 Boards to meet together
- b. Ideas and ongoing discussions, etc. - no new updates at the moment
- c. Updates on community service project if any
  - i. Home-y - debrief 11/10 - everything went well!
  - ii. A21 Walk for Freedom - debrief
- d. Preparations for Tongs' 50th anniversary celebration? Stephanie (Tongs' daughter) will be planning
- e. Ways the board can support?

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

- a. [Proposed Timeline for CK Events 2023](#)
- b. Beholding:
  - i. Brunch church 10/8 – positive feedback, but we want to keep an eye out and make sure we're not overburdening folks who've been cooking regularly
- c. Becoming:
  - i. Small groups
    - 1. 1/22 through Lent - Anxiety & the Good Life
      - a. What is the Good Life?
    - 2. Facilitator orientation week of January 8th
  - ii. Forums

1. Abortion - went well, had a lot of folks joining online
- d. Belonging:
  - i. Cafe night - updates and follow ups
    1. Turtle Rock Community Center, night of 12/9 (doors open at 6:30 PM, performances starting at 7)
      - a. Have room booked from 3 or 4 PM onward
    2. Big Dream Academy
    3. Preparations and support per Janet?
      - a. Katie will help coordinate food for the evening, **Thomas** to add this to slides
      - b. Committee or planning team?
  - ii. Follow ups (in the future?) to do outreach at UCI
    1. Janet spearhead, she'll be reaching out to Peter (UCI IV)
  - iii. For next year's events after the holidays:
    1. Powerpoint parties - allow folks to present ideas, possibly in tandem with food

## **8. Retreats - Exploring Next Steps**

- a. Church Retreat 2023 - debrief
  - i. Follow up on Malibu retreat site for month of Sept 2024
    1. Malibu doesn't allow people under 18, also don't have weekend availability
  - ii. Board to continue brainstorming ideas / locations, Katie to check in with other potential retreat sites
- b. Board 2023/2024 retreat - 1/6/24 at San Luis Rey Mission
  - i. Updates - Katie finalized the reservation
  - ii. Ken + Katie will come up with agenda
- c. Women's retreat? Guys' Night - table for next meeting
  - i. Katie to talk with Alice about potentially doing a women's retreat at their place

## **9. Long-Term Topics and Miscellaneous**

- a. 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
- iii. Need to organize the google drive → manage edit access
  - 1. SY continue to create onboarding doc for treasurer
- iv. Membership class
- v. Propresenter software?
- vi. Subtitles for videos
- vii. Music licensing
- viii. Alice to possibly host race forum next year?
- ix. Hot Ones
- x. Google nonprofit → need tax stuff figured out
- xi. Brainstorm sending Katie and Ken to conferences and retreats
- xii. Write in sabbaticals/breaks into bylaws at some point
- xiii. CK website updates - add leaders and board members
- b. Small groups
  - i. Summer groups can be different topics for different groups, such as book readings or whatever people are interested in
- c. Services
  - i. Baptism
- d. Sustainability
  - i. Joining American Baptist Church denomination
  - ii. Anne Hong as resource
- e. **ACTION: Vincent upload meeting minutes on website**

**10. Schedule December 2023 meeting**

- a. Time/date/location: **Friday 12/1, Zoom + In-Person, 6:30 PM**
- 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 12:10 PM PT.

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**Action Items:**

Owner	Action Item

Ken	<ul style="list-style-type: none"> <li>● Follow up w/ Jojo re guitar repair, future stipend</li> <li>● Discuss 2024 plan moving forward with Katie, Jojo, Serena</li> <li>● Agenda for 1/6/2024 meeting</li> </ul>
Katie	<ul style="list-style-type: none"> <li>● Discuss 2024 plan moving forward with Katie, Jojo, Serena</li> <li>● Coordinate food folks for Cafe Night (12/9)</li> <li>● Agenda for 1/6/2024 meeting</li> <li>● Check with Alice about potential 2024 women's retreat</li> </ul>
Serena	<ul style="list-style-type: none"> <li>● Check with Megan about creating video intro for 12/3</li> </ul>
Thomas	<ul style="list-style-type: none"> <li>● Follow up w/ Jojo re guitar repair</li> </ul>
Si Young	<ul style="list-style-type: none"> <li>● Help prepare budget proposal slides at Cong Meeting</li> </ul>
Andrew	<ul style="list-style-type: none"> <li>● Check on availability of Columbus Grove clubhouse for 2024 dates where we don't have LL</li> <li>● Finalize Friendsgiving (11/24) on Members' site, invite</li> </ul>
Janet	<ul style="list-style-type: none"> <li>● Move forward w/ engaging CPA</li> <li>● Cafe Night!</li> </ul>
Ken C	<ul style="list-style-type: none"> <li>● Move forward w/ engaging CPA</li> <li>● Assist with budget proposal slides at Cong Meeting</li> </ul>
Everyone	<ul style="list-style-type: none"> <li>● Finalize agenda for Congregational Meeting (12/3)</li> <li>● Help Janet w/ Cafe Night</li> <li>● Plan Christmas Eve service (12/24)</li> </ul>