**CSL Meeting Minutes – December 5, 2019**

In attendance: Abbot David, Sr. Kate, Sr. Suzanna Margaret, Sr. Martha, Br. Chrysostom, Sr. Mary Magdalene, Br. James Rafael, Sr. Toni

Abbot opened the meeting with a prayer followed by general announcements and catching up.

Abbot David made 2 business announcements:

1) We have a new vendor for our insurance policy beginning in 2020. It is Church Insurance out of Vermont. Document is too large to scan; it will be available at Convocation for review by anyone who may wish to do so.

2) Our 501©3 status has been reinstated by the IRS! Kudos to Sr. Toni, Br. Joseph Florian, Br. Steven Joseph and many others who helped search for required documents. Sr. Toni will now contact the administrator of Abbot Basil’s estate in WA about receiving the bequest he made to us.

Minutes from the November meeting were reviewed. Sr. Kate emailed Sr, Martha with one correction: The Adult part of Safe Church is not available online, only the Vulnerable Adult. The Harassment module is only available via classroom. Motion to accept as amended and distribute was made by Sr. Kate and seconded by Br. Chrysostom. Motion passed unanimously.

Elected Members: - Br. James Rafael requested we discuss Safe Church training and making sure everyone is compliant. Abbot David advised it is scheduled as part of new business.

Dean’s Reports:

Sr. Martha – We are on Conception’s calendar for Spring and Fall Convocations through 2021.

Sr. Kate – Formation is going smoothly. Abbot requested updates on current Postulants, about if they expect to be ready for Novitiate.

Sr. Suzanna Margaret – Hoping for a newsletter the end of next week. Tri-fold will be easy to edit to replace Bishop Bill’s picture.

Sr. Toni – Financial statements. After discussion including the points below, a motion to accept the reports was made by Sr. Martha and seconded by Sr. Kate. Motion passed unanimously.

1) Pledge income lower than actual due to weather issues in NH impacting Abbot’s ability to get to the bank.

2) Mid-year pledge statements will go out.

3) Finance Committee will discuss how to handle bequests and gifts, including a process for members to leave gifts to CSL in their wills/trusts, etc.

Superior’s Report:

Bishop Alan Scarfe from Iowa has agreed to be our Bishop Visitor. He will send a letter and his CV to Abbot David. This will be forwarded to Council when received.

Old Business:

The Constitution and Customary group has met. First draft of the constitution is complete, and they expect to start the customary in January. They are still on target with presenting both to Council in April.

New Business:

1) Next meeting will be January 9 due to holiday and a conflict with Abbot David’s schedule.

2) Veils – there was a discussion about whether the community should reimburse Sisters who tried to purchase a veil but did not receive it. Motion to this effect was made by Br. James Rafael and seconded by Sr. Martha. It passed unanimously.

3) Safe Church – most members took the 2-unit online training in 2017 and will need to be recertified in 2020. The 3rd unit-Vulnerable Adult-is now available and will be required. An announcement will be made in January and all must complete by May 15, 2020. Members will need to print the certificate and send it to Abbot David, who will make an electronic copy. The 4th unit on Adult Abuse is only available via classroom. Sr. Kate will check with the person in her diocese who conducts this training to see if he can present it at Convocation and/or via Zoom.

There being no further open or closed session business, a motion to adjourn was made by Br. Chrysostom and seconded by Sr. Martha. It passed unanimously.