Coordinating Team (CT) Minutes

May 10, 2017

Present: Rev. David Miller, Pete Krone, Kathy Smerke Hochberg, Ministerial Intern McKinley Sims, Rich Sider

Absent: Rev. Laura Horton-Ludwig

The minutes from the 4/26/17 meeting were approved.

Unfinished Tasks (New tasks highlighted below.)

* No unfinished tasks.

Ministers’ Reports

* Rev. David Miller
	+ In response to a call from Sanctuary DMV, will accompany an undocumented woman to the ICE offices on May 30.
	+ Will be in Chicago for his wife’s graduation from seminary May 18 to 22.
* McKinley Sims
	+ Is also planning to accompany an undocumented individual to ICE on May 18.
	+ Attended the staff supervision training led by Susan Beaumont last week.

Old Business

Annual Giving Campaign – There are still about 70 member pledges and 10 friend pledges outstanding**.**

2017-2018 Budget and Operating Plan – The CT reviewed and approved changes made to the draft budget in light of Rev. Laura’s Jun. 30 departure as well as the Operating Plan that will accompany the budget. **Rich will send the revised budget and Operating Plan to the Board for approval at next Tuesday’s meeting.** These documents will go to the congregational with the other annual meeting announcements next week.

Bequest follow-up – **Rich will work with Debbie Boehm-Davis and Don Reagan to communicate the CT decision.**

New Business

* Staffing changes – David reviewed the plan to replace Laura with an Assistant Minister for Congregational Engagement and Spiritual Enrichment by Sep. 1. The Assistant Minister will assume primary responsibility for membership development with Mary Foster providing administrative support for the membership function. Laura will announce her departure on Friday and the plan to replace her with details of the related staffing changes will go out to the congregation on Monday. Reference to the PEC report on membership will also be included in the Monday announcement as background to the change in the Assistant Minister job description.
* Assistant Minister search – The CT reviewed a draft job description for the new position that will be posted on the UUCF website as soon as Laura’s announcement goes out. The CT is recommending to the Board that the position be posted as a 10-month contract position, starting Sep. 1, with the option to be continued, due to the need to move quickly to fill the position without a full-blown search process. The Board will discuss the make-up of the search committee at next week’s meeting.
* Summer coverage – Laura’s last sermon will be Jun. 18 but she will cover pastoral care through Jun. 30. Rebecca Benner will preach on June 25 and Julie Price will provide pastoral care and preaching services from Jul. 1 to Jul. 15. The campus will be closed from July 16 to July 24, at which time David will be back.
* White Supremacy teach-in – David reported that he has received positive feedback on the service last Sunday.
* Partner Church Circle dues to the UUPCC – The CT agreed to split the dues 50/50 between the operating fund and the PCC general custodial fund.
* April dashboard and financial reports – As of the end of April, net income is about $35,000 behind budget. Rich is withholding UUA and CER dues for the time being.
* Pledge statement letter and appeal – The CT reviewed and approved a letter to go to all current year pledging households with the status of their pledge and a request to consider helping make up the projected income deficit with an additional contribution.
* Racial justice book sales – The CT approved selling copies of the June UUA Common Read book in the Commons after services because it is directly related to core congregational priorities.
* Year-end picnic planning – The CT discussed and gave feedback on initial staff planning ideas.

Miscellaneous

The next meeting will May 17 at 1:30 p.m.

Prepared by Rich Sider