

Coordinating Team (CT) Minutes
July 26, 2017

Present: Rev. David Miller, Kathy Smerke Hochberg, Rich Sider

Absent: Pete Krone

The minutes from the 6/14/17 meeting were approved.

Unfinished Tasks (New tasks highlighted below.)

- Rich to collect data on parking overflow on Sunday mornings.

Ministers' Reports

- Rev. David Miller
 - Reported that Sarah Caine, the new Assistant Minister, will begin work sometime around Labor Day. She is still finalizing when she is able to leave her current congregations. David is working on a training plan for her.
 - Met with the Lay Ministers last evening and discussed how to integrate the work of the membership, pastoral care and adult programs Lay Ministers to support Sarah.
 - Is in the process of scheduling congregational year start-up meetings and retreats.

Old Business

- Septic sewer assessment – Rich reported that the assessment of the UUCF septic system indicates everything is working relatively well with no signs of any imminent problems. There are a few repairs and improvements that could be made to extend the life of the system, which will be reviewed with the County Health Department. After that review the company that did the assessment will prepare a specific recommendation and cost estimate.
- Water catchment/lawn repair project – The County grant was approved, which makes this project doable within the budgeted allotment. Construction will occur in the second half of August so the sod will be laid after the hottest part of the summer is over. This will mean the central lawn area will be off limits for the month of September. The CT approved going ahead with the project within the timeframe proposed.
- Property encroachment follow-up – Rich and UUCF's attorney met with the neighbors claiming adverse possession and their attorney and proposed creating a personal use easement, which would allow the neighbors to leave their structures "as is" but UUCF would retain ownership of the property. This is an acceptable solution to the neighbors but it will mean reassigning an equal amount of land as conservation easement elsewhere on the property. The CT approved this approach and **Rich will work with the UUCF engineer and attorney to formalize this solution.**
- 3rd service task force report – The CT reviewed the written report prepared by the task force and discussed next steps to take on addressing the parking issues. **Rich will work with Mary Foster to collect weekly data on the number of cars parking on Hunter Mill in relation to what's happening each Sunday morning.**

New Business

- Final 2016-2017 CT work goal report to the Board – The CT reviewed and affirmed the report, which **Rich will send to the Board.**
- Board evaluation of the CT – The CT reviewed and discussed the annual evaluation report prepared by the Board. Although the feedback was all positive, the CT will give further attention to the suggestion to find ways to communicate more effectively with the congregation about the work of the CT. **Rich will thank the Board for the feedback.**
- Program Evaluation Committee charge for the 2017-2018 year – The CT agreed to ask the PEC to evaluate the children’s RE program this year. Another committee member is needed and **Kathy will consult with the committee to bring back a list of possible candidates.**
- Non-contributing member list – The CT reviewed a list of those members that have made no contributions to the operating fund in the past year. **Rich will send the standard inquiry letter to this group.** Those that don’t respond to meet the requirement will be removed.
- Pledge analysis report – Rich presented a quartile and change analysis of the final 2017-2018 pledge totals. Overall, 24 fewer pledges were received than last year and the changes from the prior year (% increase, % decrease, % new) were not encouraging. This warrants close monitoring throughout the year.
- Storage needs – Due to the need for more musical instrument and AV equipment storage in the Sanctuary, another storage space is needed for Christmas and other worship related supplies. Rich and Property Stewardship Council members proposed, and the CT approved, replacing the current shed, which is in disrepair, with two smaller sheds, one for grounds care equipment and the other for other supplies, paid for from Capital Reserve funds.
- 501(c)(3) application – The CT reviewed and affirmed a draft Conflict of Interest policy and changes to the UUCF Articles of Incorporation that will be needed to complete this application. **Rich will send these documents to the Board and will work with them to arrange a congregational meeting to approve the Articles amendments.**
- Ministers’ Discretionary Fund report – The CT reviewed and approved expenditures for the March to June 2017 quarter.

Miscellaneous

The next meeting will be Aug. 2 at 1:30 p.m. if enough members are available.

Prepared by Rich Sider