

Coordinating Team (CT) Minutes  
August 23, 2017

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

Guests: Heather Wiemer and Suzanne Leonard for the Auction planning discussion.

The minutes from the 7/26/17 meeting were approved.

Unfinished Tasks (New tasks highlighted below.)

- Rich to collect data on parking overflow on Sunday mornings.
- Rich to bring a proposal to resolve the property encroachment by neighbors.

Ministers' Reports

- Rev. David Miller
  - Pete Krone has agreed to serve on the Director of Administration search committee representing the CT and Mary Lareau will represent the staff. David is still waiting for other groups to name their participant.
  - Reported that the events in Charlottesville on Aug. 12 had a significant personal impact on him and on UUCF congregants and seem to have increased congregational resolve to address racial injustice and white supremacy.
  - Reported on various yearly kick-off meetings and retreats, all of which will be addressing in one way or another how the current environment will impact each group's work.
  - Linnea Nelson has resigned as Director of Religious Education, effective Oct. 1, due to a job change for her husband. David has been talking with various people about how to replace her by that date and will likely be recommending looking for an interim director for the rest of this congregational year, allowing a full search process to take place next spring after the Director of Administration position has been filled.
  - He has been coordinating planning for Sarah Caine's orientation, which begins Sep. 5. Pippin Whitaker, Ministerial Intern, begins Sep. 1 and will preach on Sep. 3.
  - Reported that he will be away a couple of weeks in October to attend a UUMA collegial development team orientation in Chicago and his wife Alice's ordination in San Diego, followed by another conference.

Old Business

- Articles of Incorporation amendments – The Board is reviewing the draft amendment, which will need to be voted on by the congregation at a special meeting. David suggests Oct. 8 to hold the special meeting after the second service with approval of the amendment as the only agenda.
- Program Evaluation Committee member recruitment – The committee would like to put out a call for congregants to apply to serve on this committee in the hope that there could be people with the required skills of whom we are unaware. The CT agreed to this approach. **Kathy will prepare an announcement and application form.**

- Property encroachment follow-up – Rich reported that he is waiting for cost estimates from the engineering firm and attorney. The CT can then discuss where to charge these costs.

#### New Business

- Auction – Heather Wiemer and Suzanne Leonard joined the meeting to report on their initial planning on Mar. 3. Most committee chairs appear willing to serve again this year. They are proposing that the theme be a “Tribute to MUUsical Theater,” which the CT enthusiastically affirmed. The CT expressed gratitude to Heather and Suzanne for taking on this important task.
- June financial and dashboard reports – The CT reviewed these reports and noted that although UUCF ended the fiscal year with a \$17,000 deficit, that was less than had been projected. Pledge income shortfall was the primary culprit.
- Jun. 30 Reach report – The CT reviewed this report and Rich proposed reallocating funds not now needed for the sewer project to energy conservation, more specifically, replacing the windows in the original three buildings. The UUCF Climate Action Group and the Property Stewardship Council support this change as well. The CT agreed to wait until a cost estimate for improving the septic system is available before making a recommendation to the Board on this reallocation.
- Director of Administration job description – The CT reviewed the current job description and discussed a few possible changes and a possible salary range. This will be discussed further next week.

#### Miscellaneous

The next meeting will be Aug. 30 at 1:00 p.m.

An extended meeting to review annual work goals and the semi-annual report on strategic goals will be held on Sep. 20.

Prepared by Rich Sider