

Coordinating Team (CT) Minutes  
August 30, 2017

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

The minutes from the 8/23/17 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
  - Has an interview today with a UUCF member about filling the interim DRE position.
  - Is hoping to arrange the first meeting of the Dir. of Admin. search committee soon after next week's Board meeting when the two congregational representatives will be selected.
  - Deborah Boehm-Davis and her husband, Stu, will be moving to the Seattle area in October and David will be asking another member of the Generosity Team to serve as the Chair.
  - Will be meeting with Sarah Caine on Saturday in preparation for her start next Tuesday. Pippin Whitaker will be preaching this Sunday to kick-off her ministerial internship.
  - The Lay Minister retreat on Saturday went well – people are focused on how to respond to current political and social environment.

Old Business

- Membership changes – The CT reviewed the list of members removed from the roll due to inactivity and no financial contribution.
- Program Evaluation Committee member application form – The CT reviewed and affirmed the form Kathy had drafted. **She will work with Communications staff to announce and post the application next Thursday.**
- Replacing the storage shed – Rich reported an unexpected donation that will cover the cost of the two sheds to replace the current deteriorated one.
- Traffic circle asphalt damage – Rich reported that he had to get an attorney involved in order to receive a response from the company responsible for the damage. The CT approved a counter settlement proposal, which Rich will communicate through the attorney.

New Business

- Director of Music & Arts, Worship Coordinator job description – The CT reviewed and approved this revised job description, which more accurately reflects the role Laura Weiss is playing in Worship Coordination.
- Children's Choir Director job description – The CT reviewed and approved this job description. Mary Gaskins will fill the position, which will be covered within existing music related budgeted funds.
- July dashboard report – July was a strong pledge income month as some members completed last year pledges and others paid their new-year pledges in full. Total

attendance for July will be significantly lower than prior years due to the two Sundays with no service or RE.

- Line of credit – The bank is requiring UUCF to either terminate or renew the line of credit and recommends it be reduced to under \$100,000 to reduce regulatory requirements if continued. The CT agreed to renew the line under \$100,000.

#### Miscellaneous

The next meeting will be Sep. 6 at 1:30 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