

Coordinating Team (CT) Minutes  
September 20, 2017

Present: Rev. David Miller, Kathy Smerke Hochberg, Pete Krone, Sarah Caine, Rich Sider, Ministerial Intern Pippin Whitaker

The minutes from the 9/6/17 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
  - Reported on the Leadership Summit last Saturday and noted what he perceives to be strong consensus and commitment on the part of lay leadership to actively focus on dismantling systems of oppression.
  - He has received a good bit of feedback on the new Sunday service format, which has been mostly positive with some challenges.
  - Diana Tycker began work as interim DRE today. He is working with Linnea to plan her orientation.
  - The Director of Administration search committee meets for the first time on Thursday.
- Sarah Caine
  - Has been meeting with Lay Ministers that report to her and is working on the visitor orientation scheduled for this Saturday in addition to following up on pastoral care needs.
- Pippin Whitaker
  - Has been talking with a number of people about covenant group best practices and challenges.
  - Is working with the young adult group to plan a series of brunches. The group will also have a table at the Get Acquainted Fair.

Old Business

- Program Evaluation Committee – The Board approved reviewing the children's RE program this year and Mary Butler has agreed to serve on the committee.
- Refugee family subsidy – The CT reviewed and confirmed the decision to provide a subsidy to bring the family's income up the level needed to be eligible for a tax credit apartment. Rich is working with the committee on how to manage the subsidy so it can be used effectively for covering rent and savings for non-routine costs.

New Business

- Database evaluation – The CT affirmed the plan for Dave Anderson to serve as project manager for this initiative to evaluate UUCF's database needs and make a recommendation for possible changes. In light of Rich's departure in January, Dave will report to David for this project.
- Real estate property tax issue – Rich received a call from Fairfax County last week asking about the arrangement with the Montessori School and other rentals and indicating UUCF may need to pay property taxes on the portion of the building

leased to the Montessori School. This same arrangement has been in place for more than 20 years without the issue being raised before. Rich is consulting with an attorney about how to respond.

- August dashboard report – The CT reviewed this report and noted the number of members inactivated as part of the semi-annual review of membership. Pledge income has been above budget through August and expenses are just under budget. Attendance in August was significantly lower than the prior year, perhaps due to the earlier school start date.
- Vandalism/hate crime response procedure – The CT reviewed a revised draft procedure, which will become part of the UUCF Emergency Plan. **David will review the draft with the staff and Lay Ministers and Rich will ask that it be added to a Board meeting agenda. Kathy will look into the cost of installing a webcam to view the banner that will be hung along Hunter Mill road.**
- Transition planning – The CT reviewed the staff and congregational focus transitions in process and discussed if other actions are called for to manage them. David suggested the possibility of a support group for members struggling with transitions, both personal and organizational.
- Strategic goal semi-annual report to the Board – The CT reviewed a draft report and suggested edits and additions. **Rich will make the suggested revisions for review at the next meeting.**
- CT goals for the 2017-2018 congregational year – The CT reviewed and added to draft goals. **Sarah will draft program related goals and Rich will revise other goals discussed to bring back to the next meeting.**

#### Miscellaneous

The next meeting will be Oct. 4 at 1:30 p.m.

Prepared by Rich Sider