

Coordinating Team (CT) Minutes
October 11, 2017

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

The minutes from the 10/4/17 meeting were approved.

Unfinished Tasks (New tasks highlighted below.)

- Rich will review staff transition cost planning with the Financial Oversight Committee.

Ministers' Reports

- Rev. David Miller
 - Met with Hal Fuller's daughter to plan his memorial service on Nov. 11.
 - The Director of Administration search committee meets tonight again.
 - There will be a voter registration event at NRA headquarters on Saturday. Heather Wiemer has done her usual exceptional work to plan the event. Heather received the UUSJ Emerging Leader award for her work on gun violence.
 - Will be in Chicago and San Diego the next two weeks for meetings, Alice's ordination and a conference.
 - Is still receiving feedback on the new service format, although it is lessening.
- Sarah Caine
 - Pastoral Care Associates training went well last night. There are two new Associates this year, Loretta Rowe and Jeff Snyder.
 - Will be meeting with Cheryl Sadowsky and Shannon Williams to talk about how their two Lay Ministries overlap and might collaborate.
 - Is planning Ron Maddox's memorial service in late November.
- Pippin Whitaker
 - Is meeting with young adults one-on-one as can be scheduled. Five have signed up for the mid-month reflections.

Old Business

- Fundraising calendar – Pete is still finalizing the schedule and reported that the refugee project committee may want to wait until the spring for their fundraiser.
- Real estate property tax issue – Rich reported on further communication with the County official on this issue. It appears the County is looking at whether churches are using their tax-exempt property for any purpose not considered "exclusively" religious. **David will contact County Supervisor Linda Smyth to find out what she knows.** Rich and UUCF's attorney will be meeting with the County official on Monday to get more information.

New Business

- September dashboard and financial reports – Cash flow is still fairly good although pledge income was below budget in September. Attendance appears to be skewing toward the 11:15 am service and **Rich will compare September and October data with the same period last year.**

- Reach campaign financial report – The CT reviewed this report and discussed how to resurrect the process to determine how decisions about how to use the social justice set-aside will be made. **Rich will give David the list of the members appointed to work on this and he will follow up with them.**
- Ministers' Discretionary Fund report – The CT reviewed and approved the Jul. 1 to Sep. 30 report of activity.
- Investing fund balances – Given the fact that UUCF is holding two large funds for future projects (Innovation Fund and Reach social justice set-aside), Rich is looking at ways to invest the funds in low risk or guaranteed options that would earn more than the current savings rate. The CT agreed this should be pursued and **Rich will discuss with the Financial Oversight Committee.**
- 501c3 application – Rich informed the CT that the draft application has been completed and he hopes the Board will approve the conflict of interest policy and Articles of Incorporation amendment at next week's meeting. The congregational meeting to approve the Articles amendment and also to vote to ordain Sarah Caine is tentatively scheduled for Nov. 19.

Miscellaneous

The next meeting will be Nov. 1 at 1:30 p.m. unless a need for a meeting sooner emerges.

Prepared by Rich Sider