

Coordinating Team (CT) Minutes
December 6, 2017

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

The minutes from the 11/29/17 meeting were approved with edits.

Unfinished Tasks (New tasks highlighted below.)

- David and Rich to plan Jenice's orientation.

Ministers' Reports

- Rev. David Miller
 - Over 70 ministers are planning to attend the NRA event on Dec. 14. He is finalizing speakers for both the Dec. 13 dinner and the Dec. 14 event.
 - Commented on a number of pastoral care concerns.
 - The Messiah music service for this Sunday and other services through the end of the year are planned.
- Sarah Caine
 - Is coordinating marshals for the NRA event.
 - There are multiple congregants needing pastoral care support at this time.
 - 7 new members signed the book this past Sunday.
- Pippin Whitaker
 - 7 young adults attended last Sunday's brunch. The group is enthusiastically planning the Apr. 15 service. Good momentum is building.

Old Business

- Vacation carry-over – The CT approved the recommendation to allow an extra week of carry-over vacation this year due to the furlough. However, the extra week must be used by the end of Dec. 2018 or it will be lost and the extra week cannot be cashed out upon departure.
- Disruptive behavior policy follow-up – The committee is meeting with people to gather information and will meet to review their findings next week.
- Property tax issue – Fairfax County has finished their assessment of our rentals and has assessed a nominal property tax amount related to the Montessori school.

New Business

- Staff Christmas gifts – The CT agreed on Christmas gift amounts for staff.
- Septic system windows upgrades – Rich briefed the CT on the estimate to upgrade the lower septic system and the CT agreed to proceed with both the septic upgrade and the replacement of the windows in the three original buildings from Reach funds since the quotes are within approved budgeted amounts. **Rich will seek a second quote on the septic upgrade and will let the Board know of the decision.**

Miscellaneous

The next meeting will be Jan. 3 at 1:30 p.m.

Prepared by Rich Sider