

Coordinating Team (CT) Minutes  
January 31, 2018

Present: Rev. David Miller, Sarah Caine, Kathy Smerke Hochberg, Peter Krone, Pippin Whitaker, Jenice Jones-Porter

The minutes from the 1/10/18 meeting were approved.

Unfinished Tasks

- **David** will meet with Laura Weiss to discuss the possibility of the choir and musicians carpooling or parking off site when they perform to free up parking spaces.
- **Peter** will send out the fundraising calendar to the CT.

Ministers' Reports

- Rev. David Miller
  - **David** and **Pippin** planning a focused initiative.
  - **David** and **Sarah** are working on the Docent program which is almost ready to launch.
  - The Innovation grant is moving into the hiring process.
  - The Congregational Covenant of right relations is scheduled for tonight.
  - **David** is facilitating a PSC Visioning retreat on Saturday.
  - Megan Foley facilitated a meeting with staff yesterday. The topic was change, opportunities and challenges through chaos.
  - Some office staff will move offices on Saturday so that all staff are on one level.
- Sarah Caine
  - **Sarah** will be out of town next week...
  - The Newcomer orientation went well. Eight people attended.
  - An informal membership sign-up intended for folks who have already attended a Newcomers Orientation or for longtime UUs who understand the workings of the congregation. will occur on February 4<sup>th</sup> in between both services.
- Pippin Whittaker
  - **Pippin** is beginning planning my focused initiative--my internship work for Meadville Lombard seminary. The goal of the initiative is to have a transformative impact on the congregation. She is planning this in close collaboration with the ministry team and DRE.
  - **Pippin** is supporting the young adult group in planning for the April 15 worship service. A planning meeting is scheduled for Feb. 4.

New Business

- The UUA Annual Program Fund Report was discussed.

Miscellaneous

The next meeting is scheduled for February 14th, 2018 at 1:30 p.m.

Prepared by Jenice Jones-Porter