

Coordinating Team (CT) Minutes

- August 1, 2018

- Present: Rev. David Miller, Rev. Sarah Caine, Kathy Smerke Hochberg, Pete Krone, Jenice Jones-Porter
- The minutes from the 6/13/18 meeting were approved.

Ministers' Reports

Rev. David Miller

- David is planning several retreats/initiatives that will launch in the fall.
- Saturday he'll join the National March on NRA.
- He'll preach Sunday, August 12th then head to downtown DC to join the white nationalist counterprotest.

Old Business

- The year-end financials were discussed. The June financials showed a \$15,000 surplus.

New Business

- There continue to be issues with the data migration from ACS to Realm. The staff is making adjustments and work is ongoing.
- Water damage--Covered by insurance (rain damage)
- The contractor we have engaged to remediate both roofs and mold will begin work shortly. This work will not be covered by insurance.
- Sanctuary roof: sell old cedar roof shingles as fundraiser
- Three options for paying for the new roof were discussed. Possible payment options are:
 1. Line of credit (Jenice will look into this)
 2. Capital Reserve
 3. Special congregational ask
- Downstairs admin building:
 1. Mold remediation – the CT considered various options for remediation.
 2. Service Master is another option.
 3. Water coming in from the outside is a bigger issue; Jenice and PSC will lead the effort to address this.
- There will be a cost for filing taxes if we become a 501C3 organization. The attorney will get back to us with more information.
- The revision of job descriptions was discussed. The Music Assistant job description is being rewritten to include professional development. The CT approves. AV/Events/Facilities combo job rewrite also in progress.
- The work on the Septic System is progressing well. The work is ongoing: field study, interacting with county, drawing up plans; everything is within budget as of now.

Miscellaneous

- The next meeting will be held on August 8, 2018 at 1:30 p.m.

Prepared by Jenice Jones-Porter