

Coordinating Team (CT) Minutes  
Sep. 4, 2019

Present: Rev. David Miller, Bill Braband and Gina Wells

**Round Table Discussion**

- Rev. David Miller started off with a report that a part-time 10 hours/week assistant minister would be hired if the board approves, to fill in and help with pastoral care and other things. Because the position is a contract person and not an employee, the CT needed to approve the measure before submission to the board. The budget for the assistant minister is the funding source for the hire and there will no further expense to the congregation. There was further discussion on the use of the budgeted assistant minister's salary and the CT would decide the best use of these funds to supplement the potential budget shortfall or capital expenditure.

**Old Business**

- A list of campus maintenance projects was assembled to present to the congregation to be used as the "road map" of what funds need to be raised and in the priority order the projects would be undertaken based on the funds raised. Still obtaining quotes for the various projects and hope to have reasonable numbers in place before the launch of a funding campaign.
- Employee vacation benefits were addressed based on a report given by an HR expert, and the current policy is to be kept in place, but an audit of employee benefits was agreed on and will be solicited in the coming months.

**New Business**

- Review of current policies that reference the differences in staff structure were discussed and the CT decided Bill Braband would rewrite any policy with simple "title" changes and resubmit them to be reviewed at a later date. Further discussion of outdated policies will be addressed at a later date.

- The next meeting will be held Sep. 11, 2019
- Prepared by William Braband