

Coordinating Team (CT) Minutes

Apr. 8, 2020

Attendees: via Zoom - Rev. David Miller, Pete Krone, Gina King, Bill Braband, Gayathri Tillekeratne

For the Record:

March 25 – no CT meeting

March 31 – combined CT and Board meeting via Zoom

April 1 – no CT meeting

Rev. David reported on his discussions with the Theater Arts Team.

The CT discussed the following topics from Gina's suggested agenda:

Budget/Finance

- The loan application is in process and looks promising. Current funds should be sufficient to mid-May before we would need to draw on reserves.
- Text-Giving resulted in 15 donations for \$435. \$2,700 was given to the minister's discretionary account.
- Further communication for text-giving would be made during upcoming Zoom services (except Easter).
- Staffing and budget discussions, including Open Enrollment, are moved to summer.
- Regarding the Auction, Gayathri clarified that the Auction had collected \$35,000 and was still owed \$15,000. A communication to those still owing would be forthcoming.
- Bill reported several initiatives to reduce expenses for cleaning, copier and grass cutting during the COVID-19 closure and will continue to explore other areas to reduce expenses.

Staff

- The staff is to be informed of Employee Rights under the Families First Coronavirus Response Act (FFCRA or CARES Act).
- Generally work is continuing well remotely and necessary functions are being performed.

Buildings and Grounds

- Bill reported that fire alarm fixes are working.
- Bill and Gina would discuss grounds maintenance with the Property Stewardship Council. There are to be no large gatherings of work groups during the shutdown or access to the restrooms.
- UUCF received a \$10,000 gift for beautifying the grounds and the CT will discuss appropriate uses of the gift.

Long-Term Planning

- Yes, Pete's term is up in June. Pete and Gina took action to identify possible candidates.
- Rev. Alice is continuing through the COVID-19 pandemic and her hours are increasing. The CT supported increasing her hours to 15 hours/week, along with commensurate pay.
- The CT will prepare a preliminary budget with various income and expense positions for our discussion and eventual consideration in May/June.

The next CT meeting will be Apr. 15, 2020.

Prepared by Peter Krone