

## **Coordinating Team (CT) Minutes**

### **Feb. 10, 2021**

**Attendees:** via Zoom - Rev. David Miller, Gina King, Bill Braband, Adrian Hendricks and Rev. Christin Green

The following were addressed:

1. Gina updated the CT on the Re-Opening Task Force and persons involved. The first meeting to be on Feb. 17. Bill Braband set up a Google Drive to collect the data needed and will share with the Potomac Partnership opening group when the two task forces meet.
2. Roof estimates for the Commons flat roof were discussed and a contractor was chosen to do repairs to stop the leaks and the CT will discuss at a later date the actual replacement of the roof.
3. The lease agreement with the proposed renter was discussed and the issues involved with the occupancy permit may mean UUCF has to retain a lawyer to advise on the implications to the property.
4. A cleaning service or an employee needs to be added to next year's budget and the process and timing are to be discussed further.
5. Reviewing and tentatively planning when to present the SPARK report to the board.

The next CT meeting will be Feb. 17, 2021.

Prepared by Bill Braband