

## **Coordinating Team (CT) Minutes Nov. 30, 2022**

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

The following were addressed:

1. HVAC discussions on repair vs. replace - Where is the line? The HVAC equipment in the Admin Building is broken and we're waiting on an estimate before making a decision.
2. The Teen Center skylight has a crack in it and is leaking. The CT discussed the replacement/repair and Bill is finding a contractor to evaluate the problem and get a quote on repair or replacement.
3. Does there need to be a policy on credit card charges and the refund process and how much a refund costs UUCF in fees? (Bill and Gayathri will draft a policy to start the process.)
4. Filled out and signed the staff holiday cards.
5. Reviewed the Music and Arts Charter. The CT approved the charter and will notify Laura Weiss that it has been approved and will be sent to Mary Lareau for wordsmithing and posting to the website.

Next meeting will be Dec. 14, 2022.