

## Coordinating Council Minutes

May 2, 2017

### **Attending:**

Linda Underwood, Khleber Van Zandt, Jaye Williams, Marty King, Kim McHugh, Claire Harrison, , Bill Dowling, Joel Morrison, , Catherine DiSante, Lori Baribault

Guest: Linda Kabo

Meeting called to order at 9:30. A welcome to Linda Kabo who is representing the Board of Trustees and interested in how the CC functions. The board this year will increase their efforts to attend some committees and team meetings both to learn about their activities and to support them. A welcome to Kim McHugh, new co-chair to the Social Events Committee.

Chalice lighting and check in by all present.

### **Announcements:**

**Laurel Community Center Volunteer Need:** On Saturday, May 13<sup>th</sup> the Laurel Community Center will be receiving all the food collected by the postal food collection on that day. The food will be stored in the Community Center's Food bank to help feed families in our neighborhood. This need is posted on In Touch and in Happenings. Please encourage team members to participate in one of the shifts to help sort and pack the donated food.

**Calendar:** A reminder to keep Salli current with your team and committee meetings. If you will not be meeting over the summer please let Salli know to delete your Team/committee meeting. The annual calendar is on our website and one can always check the availability of space. But to schedule a meeting one needs to communicate with Salli. If your meeting is not open to others, let Salli know and she will not place it in Happenings.

**Campus Projects:** Bill Dowling announced that a wall and French doors will be installed in Water's Hall to make the Living Room more private. This is expected in the next several months but he will advise Team Leaders so as to reduce disruption as much as possible. Also under consideration is the replacement of the two plastic sidelights with clear glass.

In the next couple of months Salli will be moving into the current radio room to afford her a more quiet work environment. The radio station will move into Salli's current office and a large oak table will be available for meetings. This will be tried out to see how it works. This office will also be the home of the volunteer receptionists in the morning hours. So this space will be available in afternoons for meetings.

Renovation of the Sanctuary Lanai is progressing with a possible issue of accessibility if the outer doors need to be hurricane proof. Hurricane doors have a raised lip that will pose a hazard. Bill is working with two contractors and the town for a ruling on that. Ken Boysworth has volunteered to steer this project his summer.

**Board Member Change:** Marianne Koerner resigned from the board and the board has asked Paul Casavant to accept an appointment until the next annual meeting. Paul has agreed.

## **Old Business:**

**Nan's Party:** Nan's thank you party has been scheduled for May 28<sup>th</sup>. The late date was necessary due to Nan's schedule. Donations are currently being received by mail to Joel Morrison and on Sundays through Eileen Leapley and Linda Underwood and then to Bruce King. Cards are available Sundays to all who wish to sign. Claire Harrison suggested showing Nan's video that she just updated at the Sunday service and all agreed to that idea. Nan will be presented with a check and a cake will follow at the coffee hour. Arrangements have been made with the SME Coffee Committee.

**Covenant Signing:** Signing of the CC Covenant was postponed due to the fact that the Chair had mistakenly omitted a Team.

**Congregational Brochure:** Claire has received some updates to the Congregational Brochure. Her plan is to complete this over the summer so please get your rewrites to her this summer so Salli can redo this fall.

## **New Business:**

**Wish List:** A request has come in from some of our bikers for a bike rack for the campus. A rack has been identified that goes with our new benches and will be advertised as a "wish list" item. The rack is black and portable so it will be flexible.

On the topic of the wish list, a donation has been received in memoriam for Henry Lombard for a large tree. The Grounds Crew will work with the donors to identify a spot. Anyone with an idea please see Hall Schaffer or Bill Dowling. Joel Morrison educated the CC about a "Founder's Grove" that we have on campus that many of us did not know existed.

**Debriefing on the Conflict Resolution Workshop:** The board has planned a meeting to bring together board members and CC members who attended the workshop to debrief about what we learned and to identify some plans for actualization. Linda Kabo and Linda Underwood will chair this meeting on May 9<sup>th</sup> at 9:30am. Please RSVP to Linda Kabo. At this point if all come it will be a full house but if some are unable to attend additional invitations will be considered.

**Congregational Goals:** Thank you to those Team Leaders who recommended some congregational goals. The Board met on retreat (Sanctuary Lanai) and have come up with an initial draft of a strong set of goals. These will be rediscussed at the May Board Meeting and shared shortly thereafter with all Team Leaders. The give and take between the Team and Congregational goals goes back and forth and is fluid all year. Some board goals will take some attention from some teams and visa versa. It is a good time to be thinking about your team goals and shortly you will have the congregational goals to work from.

Team goals should be tools to help focus your team. Do not try to get everything done in one year. Goals can have a two or three year time frame. Deadline for team goals will be decided at June meeting.

## **Questions:**

**Social Event Planning:** Catherine DiSante and Kim McHugh, as new Social Event Team co-chairs had some questions regarding their team's ability to make a decision regarding pay/no pay events. This was discussed at their last meeting and no consensus was reached. The genesis of this experiment was questioned with differing opinions on how this was initiated.

This issue is relevant as the Easter celebration, a no-pay event, had a 58% increase in attendance (2016 =

68 vs 2017 = 116) including visitors. The event raised \$661.00 in donations and total costs for food and other expenses was \$1,711.00; thus the net cost was \$1,050.00.

SAC will establish a procedure for publishing a start/end date for event sign-ups to help streamline last minute attendee issues.

The Social Event Planning Team has valid management issues of their budget and questions that effect their planning. The topic brought forth a wealth of opinions and opinions raised ranged from all should be included with no cost to we should have at least some events that fund themselves.

The Social Events Team questioned the policy that funds raised by their events should be retained by their Team, however the Fiscal Team shared the current policy which all teams operate under and reiterated that a budget is a moving target and if additional funds are required they can be made available.

The Social Events Team was asked to bring a schedule of planned events for this year and a projected budget and any Team consensus on how they would recommend this being handled for discussion at a subsequent CC meeting. This is the first full year in this experiment and it will be important that the Social Events Team are supported by the CC and work closely with the CC .

Meeting adjourned at 11:40 am

Next Meeting: June 6<sup>th</sup>, 9:30am.

Respectfully submitted: Marti King, Linda Underwood

