

Minutes of Coordinating Council Meeting

February 1, 2022

Meeting began at 9:30 a.m.

Present:

Jack Head	Barbara Buehring	Kathy Avery	Rev. Dennis McCarty
Joel Morrison	Janet Knudsen	Tom Voigt	Bill Dowling
Pam Palmer	Eileen Leapley		

Check-In was done.

Unfinished Business:

Campus team: Sanctuary blinds have been ordered; they will be installed in the next few weeks.

Kathy, as Worship Team Lead, will get together with Ruth Boysworth to set up a schedule of volunteers for coffee hosting. She will also schedule volunteers for setup and teardown before and after Sunday services.

Joel reported on the Pledge Drive. It ends on February 27th.

Eileen has made progress on identifying the wishes of those who have their personal data on file in the minister's office. She will scan the papers of those who wish their information retained and stored. Eventually this information will be retained on line with limited access.

Dave Lyon has been working on getting the Amazon Smile account up and running. Now, Janet is working on it.

The Earth flag has been hung in the Sanctuary lanai. The Policy and Procedure on receiving of donations was reviewed. The chairperson of whatever committee the donation is made to has the responsibility of either accepting or declining the donation. If the item is worth more than \$25,000, the Board must approve or decline.

New Business:

Janet reported that the interim search team has procured temporary ministers through the end of July, and should have an Interim minister by August 1st. Monk San has agreed to conduct the Easter Sunday service. Kathy has requested approval of a special collection to benefit the rebuilding fund of the Blue Lotus Meditation Center. It was approved unanimously.

Jack discussed the UUCOV webpage. Each team leader must go to their section of the webpage and make sure it is up to date, and make changes regularly. The updates need to go to Tom on the Communications team.

We will be using Naomi Moon more often to work on our webpage. She handles the webpages of 23 UU churches, and UUCOV has allotted \$300 per month to pay for her services.

Discussion was held about who will function as the UUCOV sexton since Erin resigned. Steve Leapley will open the church on most Sunday mornings, but others need to be scheduled to close after the service is over, as well as to close when Steve is not available. Kathy will come up with a schedule so that volunteers can take turns, perhaps once per month, to put away chairs and lock the doors.

Dave Lyon has been selected to be Chief of Staff. If we have a problem with any personnel, we need to discuss it with Dave.

Bill again brought up the need for two people to work in the administrative office. The newly-formed Personnel Committee, consisting of Richard Palmer, Claire Harrison, and Steve Simons, is putting together a job description for the Office Administrator. The Chief of Staff will review all the job descriptions. Pam will get a job description of the sexton position for Kathy.

Letters to the Editor were discussed. What is the process for publishing letters to the editor in the monthly Connection? After discussion, it was decided that a negative letter received should go to the Team leader of the team that the letter was directed to before getting published. As Chief of Staff, Dave Lyon should send a note to Salli informing her of this process.

Joel noted that the Music Committee currently does not know who they should report to. After discussion, it was decided that the Music Committee will report to the Coordinating Council, and then if necessary, to the Board.

The possibility of two services was discussed. Agreement was reached that we should not consider two services at this time. Approximately 50 people watch the service on line, and we can accommodate seats for 169 people in the Sanctuary. Bill reported that the Fire Marshall set the capacity at 200.

The subject of bringing back the ushers was discussed. It was agreed that we should bring back volunteer ushers. Kathy will coordinate two ushers for each service.

The Annual Meeting is coming up in March. Each team should submit an Annual Report on completions and goals to Pam by March 2nd.

Each team should send their goals for the upcoming year to Jack.

Meeting ended at 10:45 a.m.

Submitted by Eileen Leapley