

## Minutes for November 1, 2022

### Coordinating Council Meeting

In Attendance:

Pat Wellington, Judy Houston, Barbara Buehring, Kathy Avery, Linda Underwood, Thom Reeves, Rev. Amy Petrie Shaw, Pamela Palmer, Eileen Leapley

Meeting began at 9:30 a.m.

Chalice was lit; Opening Words said; check-in done.

#### Old Business:

- Pat updated all on IVMS and Board of Trustees items that Steve Leapley sent to her. Discussion was held regarding:
  - the easement issue with IVMS; this is being negotiated through the attorney that UUCOV has hired
  - paving of the roadway. IVMS has offered to pay for it
  - IVMS pays for mowing of the grassy field, in exchange for UUCOV allowing IVMS to use it

Linda asked whether repaving of the roadway means a topcoat will be placed, or will there be repaving? IVMS offered to pay for actual repaving of the roadway.

- Solar panel replacement – seven panels need replacing
- New signage – a digital sign will be placed on Pinebrook Road, replacing the aging brown sign, and the sign at the corner of Edmondson and Pinebrook, which was damaged during the hurricane, will be moved closer to the area between Asta Linder and Waters Hall. Total cost for both signs is approximately \$21,000.

Discussion was held regarding the efficacy of purchasing a digital sign.

- The need for a full-time sexton was discussed. The Board doesn't think a full-time sexton would be cost effective. A part-time sexton has been considered, to be used on an as-needed basis. Rev. Amy reminded all that a job description needs to be written, a contract needs to be signed, etc.. Kathy said Scott Ferguson, who agreed to fill the part-time sexton position, has been background checked.

The Personnel Committee was discussed. Committee members are Steve Simon, Richard Palmer, and Claire Harrison.

Linda noted that because we don't have a representative from the Administration Team on the Coordinating Council, we are missing out on information from the committees under the Administration Team, such as the Bylaws, Personnel, Nominating, and Ministerial Support committees. Rev. Amy agreed that the Coordinating Council does need a rep from Administration.

Linda will send Pat a list of the committees under the Administration Team.

The Ministerial Support committee was discussed. Rev. Amy suggested we might want to hold off on a Ministerial Support committee until we have a new settled minister. Perhaps a Leadership Development committee might serve a better purpose.

- **Budget Submissions for FY 2023-24:**

A few teams still need to submit their budgets to Ken Boysworth. Barbara has changed her number of Social Justice Team's committees, but her budget line items still reflect the original committees. Barbara will get together with Ken to resolve this.

- **Administrative: Update on Team Emails:**

Judy's Communications Team emails were discussed. Linda suggested that we have a meeting for Team Leaders regarding their emails. Kathy will put this together.

### **New Business:**

- Audio/Visual – Thom updated us on the projects completed this summer. It's imperative that Thom is told well in advance of any A/V needs for outside events.

Thom has two headsets for Rev. Amy's use.

Pam will contact Morrie about disconnecting and moving the pulpit before their jazz events. Pat will open, close and take care of turning the microphone on and off for Morrie's 11/11 jazz concert. Kathy will handle the A/V for the November book club, with the author attending via Zoom in the Sanctuary.

Pam reiterated that she will not be the person to decide whether an outside event can be scheduled. It was noted that any outside events need to be approved by the Board.

Kathy supplied all with a "Creating An Event At UUCOV" handout. The question of alcohol at events was discussed. Under Policies and Procedures, alcohol cannot be served at events, but the Board can waive the policy at its discretion. Amy will email Pat and Pam the Des Moines church's policy.

- Caring and Remembrance Team – Eileen reported on the recent activities of the Team and explained the concept of the Compassionate Support committee.
- Communications Team – Judy handed out a copy of her report. Judy and Jackie Wides are working on a survey of our members, to find out how they get their information about UUCOV. Communications has a meeting tomorrow, November 2<sup>nd</sup>. Linda said Membership is responsible for reordering pamphlets, so let her know if they're needed.
- Fiscal Team – Joel sent a report to Pat. We have received \$17,000 so far from congregants for hurricane Ian damages. Estimates for costs of new roof on Waters Hall, signage, and solar panel replacements is about \$50,000. The UUA will pay for repairs, but not for replacement. Kathy noted that if we announce a firm dollar figure to the congregation, they will be more inclined to donate. Rev. Amy will talk to the Fiscal Team about starting a donation campaign.

Judy noted the new digital sign can also be used for outside events.

- Lifespan Education – Kathy discussed the upcoming Job Fair, on December 11<sup>th</sup>, to be held after the service. All Teams are to write up a job description for potential volunteers. Kathy will work

on obtaining a food truck and a photographer for the event. She asked for donations of door prizes from local businesses.

Kathy reiterated the need for UUCOV to “advertise” ourselves. Judy and Pam will put a committee together to look into signage on the buildings and ways to improve our “look.”

- Membership – Linda reported that a Pathways session is scheduled, as well as a monthly Meet and Greet event.

Kathy will put together classes for people who need a refresher on using Breeze.

- Social Activities – Pam’s Thanksgiving dinner at Rosebud’s is fully booked. She has scheduled an Art Auction for January 20<sup>th</sup>. She will provide lunch at her home on November 5<sup>th</sup> at 12:30 for those who want to help organize the auction.

Marilyn Amick has offered to organize Revolving Dinners.

Mark and Mary Murray are planning their holiday party. Planning Committee will meet this Thursday.

Other proposed social events are National Pi Day, 3/14, a New Music wine and cheese party in February, and an Immersive Van Gogh experience with wine and cheese in April.

- Social Justice – Barbara submitted her report to all Team Leaders via email.
- Worship Arts – Rev. Amy has been organizing a Worship Associates group, as a meaningful connection between the minister’s role and that of the congregation.

**Open Discussion:**

Kathy plans on doing an email/workspace training for Team Leaders in the near future.

Meeting concluded at 11:30 a.m. Next meeting scheduled for Tuesday, December 6<sup>th</sup>.

Respectfully submitted,

Eileen Leapley