

# Coordinating Council Minutes

January 2, 2018 Meeting

Meeting began at 9:30 a.m.

**Present:** Linda Underwood, Claire Harrison, Lori Baribeault, Joel Morrison, Khleber Van Zandt, Jaye Williams, Dave Lyon, Tom Voigt, Bev Morrison, Marty King

Check In was done.

**Kudos:** To Social Events for Christmas Day gathering. To Stephanie for Winter Solstice service.

## Announcements:

### Old Business:

**Team Storage:** Shelf storage has been designated in Water's Hall for Membership Team, Fiscal Team, Social Events Team and Administrative Team. The shelves are marked. A shelf in the hall storage has been marked "For Sharing" and currently has items open for all. Most of the items are notebooks, folders, small pencils for group surveys, etc.

Two safes are currently in Room C and are not being utilized. We have a safe deposit box for all important papers and the need for the safes was questioned. One safe should be retained should we need to keep Sunday donations in the future.

### New Business:

**Annual Meeting:** Dave shared the Annual Meeting Agenda that is scheduled for March 24<sup>th</sup>. Several of the CC members have been assigned roles on the agenda. All were in agreement with the agenda. The issue of the Mission Statement will need resolution by the Bylaws Committee as the Mission Statement is in the bylaws under purpose.

Team Annual Reports are due to Salli by the end of February. They are part of the annual report so this is a firm date.

**Membership Procedure:** Claire shared a draft membership procedure on the process of reviewing active membership on an annual basis. Also shared and reviewed by CC was the current membership list. The review identified people with no participation in the congregation. Claire will synthesize the resulting list and assigned members of the CC will contact those members. Contacts will be individualized by circumstance and will be of a pastoral nature. Claire will provide some guidance as to contacts.

**Internal Communication Summary:** A draft of a Communication Summary was shared. All were asked to review and if anything was unclear or needed attention please get those questions or additions to Linda by the end of the month so this can be finalized by the February CC Meeting. This is intended to clarify for new members or remind current members what communication vehicles we have available to the congregation. In discussion it was identified that the lanai tables should be added to this summary. Linda will do that.

Communication Team has questioned if Connection should continue given we have Happenings. Many felt Connection served a different purpose than Happenings. It was questioned if the work that Team Leaders had to spend writing monthly articles was worth it. The format was also questioned, as it really is an online publication rather than a print item. We have only about 2 or 3 print options picked up monthly. A suggestion was made perhaps a consultant could assist us. The discussion ended with Communication Team not recommending a change.

**Lanai Discussion:** Lori and Bill brought up that committees are not following our current guidelines. Thus tables are being left up for weeks at a time. Lori has had to clean up items left on the lanai. Bill reported that

the credenza currently being built will be ready ahead of time and will be initially available for Membership Team. If this works for them a second will be built for Social Justice Team. This credenza will hold tables and folding chairs. Folding chairs will be secured for the lanai.

The current green plastic chairs are degrading and are being slowly discarded. The issue of leaving them outside on the patio was brought up. It is unsightly. It was discussed that additional chairs are needed on Sundays on the patio and Khleber will explore the Sextant putting up chairs and taking them in after Sunday services.

**Bylaws:** Joel reminded Team leaders to review the bylaws and make any recommendations to the Bylaw Committee. It was reiterated that the bylaws should be minimal with Policies and Procedures containing specifics. Claire is submitting a bylaw recommendation regarding Emeritus Members.

Linda shared that the Bylaws Committee is getting recommendations and most deal with the issue of absentee voting. A review of Robert's Rules indicates that an absentee ballot does not count toward a quorum, which is the issue people are attempting to solve. A quorum is established by people in attendance. Also an absentee ballot is invalid should an amendment be made to the original motion. Thus absentee ballots have limited value. The possibility of real time voting was discussed but takes far more capacity than we have. We need to be mindful that we are utilizing volunteer time to manage such votes and our system cannot be overly burdensome.

### **Additional Items not on Agenda:**

**Archived Materials:** Stemming from the discussion of storage, the topic of archives and the paper stored currently was discussed. The archived materials in the metal cabinet in Room B are hard to access and the blue prints are not stored safely. We currently do not have a volunteer archivist. The need to computerize our materials or scan them was identified. This is an issue to attend to in the future. We need our papers filed, a legend and computerized.

Meeting was adjourned at 11:41 a.m.

Linda Underwood