

## Coordinating Council Minutes

November 7, 2017 Meeting

Meeting began at 9:30 a.m.

**Present:** Linda Underwood, Claire Harrison, Lori Baribeault, Catherine DeSante, Joel Morrison, Khleber Van Zandt, Jaye Williams, Dave Lyon, Tom Voigt, Bev Morrison, Eileen Leapley (substituting for Marty King). Guest – Steve Doublestein

Check In was done following an opening hymn signing. (This change in opening this meeting is intentional. Its purpose is to remind us we are a loving congregation committed to working together. Such openings are encouraged for opening committee and team meetings. A reminder that we are a loving congregation is important as we go about our business.)

### **Kudos:**

Trudy Jacoby - CC will submit a Tip of the Hat to Trudy for her many years as chair of the Community Outreach Committee. The Board plans to send her a thank-you note for her hard work as Community Outreach Committee Chair.

### **Announcements:**

**UUCOV Covent Table Signs** – Jay, as part of the follow up work resulting from the Annual Meeting's lack of respectful speech, has framed the UUCOV Covent and made it available to all conference rooms. Diane DeGrasse has designed the formatting. Jaye suggests that groups utilizing the conference rooms might want to discuss the covenant or work on one specific to their group.

**Congregational Conversation on Mission Statement** – A series of three conversations on the mission statement has been announced. Mark Murray and Linda will be coordinating the first of these November 14<sup>th</sup>. Team Leaders are asked to support these meetings and to encourage committee members and others to attend. Consensus building techniques will be utilized in these meetings as both a way to facilitate the conversation and to try out another way of helping people interact with each other as we come together for decision making.

**Thanksgiving** - Catherine discussed the upcoming Thanksgiving dinner. Her team's goal is for the participants to meet and mingle with new as well as old friends. The team doesn't want to suggest a certain donation amount, as this would tend to make people feel they must pay a certain amount for their meal, and would take away from the spirit of stewardship.

**IVMS Road Project** – Dave reported on the IVMS Road Project. There are many hurdles that have to be overcome. A committee has been formed to identify all the necessary steps. The opportunity for IVMS to purchase property to build a road will be discussed at the upcoming 11/16 and 11/20 meetings that the congregation has been invited to participate in. The plan is to modify our typical business type meeting with a more informative and conversational opportunity to discuss this option. The congregation has received notice of both the discussion events and the upcoming Congregational Vote to be held Dec. 2<sup>nd</sup>.

The upcoming vote will be to determine if the congregation supports the Board negotiating with IVMS regarding the Road Project.

**Web Site Update** - Dave announced that Karen Griffin has updated the Social Justice piece on the UUCOV website to include Family Promise as a stand-alone committee. Dave would like the various committees to look over their part of the website, to see whether they would like any changes made.

It was suggested that Claire's brochure is current with all committee and team information and could be used to update the site.

Tom will meet with the Communications Committee regarding the website, including who is responsible for making any changes. It appears that the directory is "frozen" at the moment and clarification is needed on that. Tom will communicate with Team Leaders clarification on these issues.

### **Old Business:**

**Volunteer Day Planning** – Linda passed around a form for Teams to indicate the number of tables they are in need of. Tables and table clothes and team signs will be available 1 hour before the first service on November 12<sup>th</sup>. It was agreed upon that

teams that wish to participate in this volunteer recruitment will have their tables open ½ before the first service, between services and ½ hour after services.

**Covenant Signing** - Linda passed around the CC Covenant signature sheet. It was signed by all of the members of the Coordinating Council.

**Committee/Team Missions** -Several of our committees and teams have adopted their own mission statements to help focus their groups. This is encouraged for all committees and teams.

**Lanai Renovation Update** - Bill gave an update on the Lanai Renovation. A picture of the proposed renovations was shared. New windows, new floor to ceiling bulletin boards, and new sliding glass doors have been retained, as well as a side door with a combination lock. The extent of the renovations has been reduced due to the town building codes. The cost currently is around \$25,000. The modifications to the original plan will be presented to the board in November. If approved the project will start in approximately five months.

Dave supported the presentation of possibilities for shade for the front patio. Campus Team is gathering proposals and estimates.

#### **New Business:**

**Welcoming Status Update** -Steve Doublestein reported on the status of UUCOV's Welcoming Congregation renewal status. The U.U.A. needs a copy of the minutes that state our board has agreed to update our Welcoming Congregation status. Linda will forward to Steve a copy of the May 2017 minutes and the Congregational Goals. Steve will fill out the application. The U.U.A. also needs UUCOV to hold a congregational event regarding this goal. Bev asked whether the event could be open to the public; all agreed that it should. Bev was particularly interested in the Diversity Club at Venice High School. The aim is to fulfill all the requirements to achieve the Welcoming Status renewal by March 31, 2018, the end of the fiscal year. If this is not achievable, an extension will be requested.

Khleber stressed that our aim should be not just to fulfill the requirements to the U.U.A., but to achieve the goal because it is an important part of who we are as a congregation. All agreed.

Steve invited all present to attend the Thursday evening "Trans Remembrance Month" panel discussion.

**Volunteer Sign Up Form** - Claire passed out the Making Connections brochure that she recently updated. Claire was thanked for taking on this important task. The brochure will be available at the Volunteer Day tables, as well as the Information and Interests form for anyone interested to fill out. Teams were given 24 hours to update their volunteer interest areas so that Claire could have this ready for the Volunteer Day.

**Neighborhood Gatherings** - Bev discussed "Neighborhood Gatherings." She has grouped all members and friends in the directory into neighborhood groups, and hopes that these groups will come together for friendship and support. A team leader will need to be designated in each group to get things started. This plan was very well received by the Council members. Bev is looking for hosts and asked CC members and board members to consider hosting a gathering for their neighborhood. A question and answer sheet was shared to provide further information.

**Wish List** - Linda discussed the Wish List. The Green Sanctuary has requested that a recycled plastic bike rack, at a cost of \$428.88, be placed on the Wish List. The CC agreed to this item. The Board will discuss it at the upcoming Board meeting. In the past, the Board has approved some items on the Wish List for purchase.

**Team/Committee Clerical Support** - Khleber discussed Team/Committee Clerical Support. Salli Clarke is being paid for a 20-hour workweek, and has been overwhelmed with work requests from committees and teams, making her unable to get her routine work done. Some ideas discussed were: increase Salli's hours or give her more flexible hours; make better use of volunteers; use an outside agency to make copies or print brochures. It also was discussed that committees and teams should strive to do as much of their own work as they are capable of doing.

Dave said the Board would discuss various solutions at their upcoming meeting, including an increase in hours.

**Lanai Concerns** - Lori discussed the lanai procedures. She asked all Team Leaders to remind their teams to keep the areas clean that they use on the lanai, take down tables after use, put away items. She used the example of the plastic bags used in the matmaking project; these must be removed each Sunday so they are not collecting in a pile on the lanai.

Bill mentioned that the sign at the Welcome Table needs updating. Tom will look into getting new signs for the various tables. Bill also shared that he is exploring building one or two large cabinets that could be used to store tables and other things on the lanai and give us display space on top.

**Connection** – Tom shared a group of names of individuals who are having Connection mailed to them in abbreviated format. He asked members to review the list to see if this was necessary. CC felt that since the individuals do not have computers, it is appropriate that they receive hard copies. What was not understood why the copying was an issue and it was discovered that a great deal of secretarial time was being taken to edit the Connection to less than 5 pages to save postage cost. This was quickly identified as not necessary for a dozen mailed copies and the mailing of the whole Connection simply copied was suggested.

Meeting was adjourned at 11:30 a.m.

Eileen Leapley, Linda Underwood