

**Coordinating Team Monthly Report to Board of Trustees
December 2015
Actions, Discussions, and Information
November 5 – December 2, 2015**

End	Limitation	Topic	Action/Discussion/Information
Sustainability Community	Asset protection Treatment of Staff	Cottage	The Director of Administration has arranged repairs/improvements to the caretaker's cottage, in order to make it safe and pleasant for Facilities Coordinator Lotez Franklin, who moves in on December 5.
Sustainability Community	Communication and Support to the Board and the Congregation	Organization	The CT has drafted a UUCB organizational chart, and after internal review in December, will begin the process of gathering comments and suggestions from other groups in the new year. The CT expects the draft chart to inspire discussion and require revision.
Sustainability Community	Communication and Support to the Board and the Congregation	Operating Policies	The CT is working on an approach to review, update and expand UUCB Operating Policies. The Operating Policies on the church website were updated in July, 2014. During the first half of 2015 the CT (with different members) was working on policy revisions, which were transferred to the current CT. Recent events (budget revisions, safety concerns, etc.) have demonstrated the need to expedite these revisions, most likely by developing a work group or task force.
Sustainability Community Engagement	Communication and Support to the Board and the Congregation	Ends Monitoring	In order to complete the Annual Report on Global Ends in May, the CT requests that the Board devise and administer a congregational survey during February.