

Coordinating Team Monthly Report to Board of Trustees
November 2016
Actions, Discussions, and Information
October 6 - November 9, 2016

End (Limitation)	Topic	Action/Discussion/Information
Sustainability Community (Financial Management, Financial Activities)	Financial Review by Auditor	The CT recommends using our current audit firm to complete the 2015-16 financial review (which should be contracted soon), and also recommends to the Board and Audit Committee that they begin work now on RFPs for a new firm to do the 2016-16 audit. We request that the Audit Committee involve the Director of Administration in this process, since she will work closely with the audit firm chosen. (These recommendations, based on discussion at the October 27 CT meeting, were expressed in person at the October 27 Board meeting, but not included in the written report, which had been submitted earlier.)
Sustainability (Financial Activities, Asset Protection, Execution of Contracts)	Mold Remediation	The CT approved a contract for \$6,504 for mold remediation, as first step in returning the Safir Room, Chrysalis Room, and upstairs Conference Room to use. (Also from October 27 CT meeting and therefore not included in written report.)
Sustainability Community (Communication)	Employee Handbook	During the review process for the Employee Handbook, CT members found a few sections that need clarification. We expect to complete revisions by the end of November, and welcome input from Board members at the November 17 Board meeting or via email to lbmaynard3@me.com.
Engagement Sustainability Community (Communication)	CT Retreat	In lieu of an early November meeting, the CT set aside an afternoon for a retreat to further our understanding of each other and of our role as a working group, and to work on strategies and priorities for the coming months.