

Coordinating Team Monthly Report to Board of Trustees
November 2017
Actions, Discussion and Information
October 24 - November 22, 2017

End (Limitation)	Topic	Action/Discussion/Information
Community (Communication, Asset Protection, Treatment of Staff and Congregation)	Special Congregational Meeting	<ul style="list-style-type: none"> • As per our Nov. 15 email, the CT recommends that the board postpone the special congregational meeting to January. This will ensure that congregational decisions about our campus will be grounded upon adequate informational gathering and sharing. The AMTF has an info session scheduled Nov 26, which will be recorded for those who cannot attend. Buildings and Grounds has not yet rescheduled its info sessions.
	Tenants	<ul style="list-style-type: none"> • The revised estimate for the Safir Room remodel, including sound proofing materials, sprinkler system removal, ADA contingency, permits, architects' fees, and owner's contingency, is \$183,676. • The former Skytown premises will be vacant in December while being readied for our new tenant.
	Staff Health Plan	<ul style="list-style-type: none"> • The CT has decided to upgrade the staff health plan, beginning in January. With one staff member now eligible for Medicare, this will still be an overall cost saving.
	Room Reservations/ Staff Support for Events	<ul style="list-style-type: none"> • We are successfully moving the community toward understanding and supporting recent changes in the room reservation process (blue and green sheets) and staff support for congregational events (doing our own kitchen clean-up).
	Fundraising	<ul style="list-style-type: none"> • We encourage board members to enjoy and contribute to our several December fundraisers: the Holiday Fair and auction Dec 3 and during the Messiah (auction contributions due Nov 30); Daniel Schmidt's 75th Birthday Gamelan Concert Dec 8, and the Messiah Dec 17.

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Engagement, Sustainability, Community (Treatment of Staff and Congregants, Communication)	Program Council/CT Retreat	<ul style="list-style-type: none"> • Out of the Program Council/CT retreat has emerged a redrafted job description for the Program Council convener and liaison to the CT, with some consideration of dividing these two roles to reduce work load. We are moving closer to filling this key vacancy.
Sustainability (Financial Activities, Asset Protection, Execution of Contracts)	Cash Flow, Endowment Gifts	<ul style="list-style-type: none"> • Cash flow continues to be monitored closely, but increased pledge donations have already alleviated the problem, and rental receipts will increase beginning in January. • As of this writing, two gifts have not yet been transferred to the endowment.