Great initiative! I don't see why you need a paid facilitator to maintain a spreadsheet though. Just set up a roster of a weekly rotating chair with backup. Each week whoever is in the chair is responsible for:

1. Collect agenda items from members

2. Update the project spreadsheet / Trello / whatever

3. Chair meeting

4. Update community on any meeting outcome.

5. Handover to next week's chair.

Keep meeting short and stick to agenda. Only discuss AOB at the end if there's time, otherwise table for next weeks agenda.