

# The Community Church of Chapel Hill

## UNITARIAN UNIVERSALIST

106 Purefoy Road, Chapel Hill, NC 27514 • 919-942-2050 • c3huu.org

### BOARD OF TRUSTEES

#### Meeting Minutes

March 14, 2017

**Attending:** Lilie Bonzani                      Dan Hill                      Bill Rote  
                 Barb Chapman                      Dave Klibanow                      Jenny Warnasch  
                 Andy Henke                      Bill Poteat                      Steve Warshaw, chair

**Ex Officio:** Thom Belote                      Bonnie Nelson (absent)                      Andrew Wright

**Approval of Tonight's Agenda** – S. Warshaw sent the agenda out in advance of the meeting.

S. Warshaw made a motion to approve.

L. Bonzani seconded the motion.

All in favor with none opposing.

#### Minutes from February Meeting

S. Warshaw made a motion to approve.

D. Hill seconded the motion.

A. Hencke abstained citing that he wasn't a board member during those meetings.

All others in favor with none opposing.

**Minister's Report** – T. Belote sent his report out in advance of the meeting. No one had questions. A Hencke commented that T. Belote's training of facilitators, hosts, and assistants was very helpful.

**Record of Closed Sessions** – S. Warshaw asked if the Board should keep records during closed session. We did keep a record of the closed session during the February meeting and need to decide how to store the minutes. It was noted that no decisions can be made in closed session. The confidential discussion occurs during closed session but then the Board must come out of closed session to officially vote.

#### Discussion

BPB says we should keep closed-session minutes (though it could be written more clearly) in section 1.3.5. Robert's Rules of Order says that minutes should be kept during closed session. Though the minutes would not be made public, current and future board members would access them. A. Hencke said having closed session minutes does make it easier for someone to find something to criticize about a Board decision. B. Poteat noted

that we've had some closed sessions and didn't keep any minutes, and he thought it would be nice to have them to look back on. B. Chapman commented that they can be helpful if things become litigious. T. Belote agreed that if we could be sued over something, having official minutes is important. However, he also felt that having closed-session minutes to discuss who to elect to volunteer positions probably isn't necessary. He suggested the minutes would simply say "The Board went into closed session to discuss volunteers."

### **Resolution**

The policy will be kept as is for now. B. Chapman will research more about how/when to keep closed-session minutes and bring that information back to the Board in April. If we decide to keep the policy, we will need to decide where/how to store them.

**Executive Committee Meetings** – S. Warshaw explained who is involved in the executive committee meetings: president, vice president, past president, board member at large, minister, and treasurer. He reinstated them (not knowing they had been discontinued) because he felt they would help him in his job of setting agendas and help him to avoid pitfalls. He also noted that he didn't feel that only the president should set the agenda. However, if Board members not involved in them feel like the meetings are undermining trust, then he felt they probably shouldn't happen. M. Hulett discontinued them because of this issue.

### **Discussion**

A. Hencke supports executive committee meetings. He found them invaluable in setting the agenda. There were issues that came up that needed action or at least guidance and the executive committee served that function in between board meetings.

B. Chapman noted that she was board member at large and part of her role was taking minutes during executive committee meetings. She asked if minutes were currently being taken. S. Warshaw noted they aren't.

D. Klibanow asked how the agenda would be created if the meetings were discontinued. S. Warshaw noted that M. Hulett, C. Cole, and B. Poteat did it via email and phone. This would likely cause some amount of email traffic back-and-forth, but B. Poteat noted there was very little. He noted that he didn't do the meetings because the two presidents before him didn't think they were necessary. He felt he could put an agenda out to the board and ask for feedback. Only one thing did come up that required action before the board could meet in his year as President. The executive committee got together and decided they weren't going to act. B. Poteat feels it should be up to the president. If he wants them then we should do them.

A. Wright noted that we could save them for an emergency but it's hard to schedule everyone. Maybe it would be better to have them on the calendar and just say that we don't need them.

### **Resolution**

S. Warshaw noted that anyone who would like to join the meetings is welcome. He

would like to continue them. It was decided that the executive committee will take minutes only if they must make a decision that needs to be affirmed by the board.

**Letter for Annual Pledge Drive Packet** – S. Warshaw received a request for a letter from the Board to be included in the pledge packets after the February Board meeting with a deadline well before the March meeting. We could only have it signed by the whole Board if we discussed it over email. Given the concerns expressed over too much email traffic, S. Warshaw decided to sign it with only his name.

### **Building Project**

#### **Comm TF Charter – Approval Needed**

The Communication Task Force requested a change to their charter to remove committee member names other than the co-chairs and to allow the co-chairs to add other members to their committee at their discretion.

A. Hencke made a motion to accept the changes.

D. Klibanow seconded the motion.

All in favor with none opposing.

#### **Additional Payment to Mark Ewert – Approval Needed**

The original contract was for 91 hours, and this has been paid. However, his work to prepare for and present to the Board orientation went beyond that original contract by 5.5 hours. The CCTF is requesting we pay him for those additional hours because they feel it's the right thing to do even though Mark is not requesting this additional amount. D. Klibanow and A. Hencke noted that the bill we have shows that he worked more than 7 hours over his contracted amount, and so they requested an amended invoice that shows the amount he has not been paid for is 5.5 hours. B. Chapman will ask for a new invoice.

L. Bonzani raised a tangential concern that a committee had a contract for a certain number of hours and went above and beyond what the board approved. There should be discussion about how this will be handled. A. Wright noted that usually there's a tolerance in a contract (like 5% over is acceptable). S. Warshaw also noted that anyone who approves the payment of a bill will sign that they reviewed the basis for the bill.

A. Hencke made a motion to authorize payment to M. Ewert for up to 5.5 hours pending confirmation by M. Ewert by way of an amended invoice.

B. Poteat seconded the motion.

All in favor with none opposing.

**FAQs about APD/Capital Campaign** – This document was sent in advance of the Board meeting and was also sent to all facilitators, hosts, and assistants. The document is helpful in answering questions regarding the upcoming capital campaign.

**Building Construction TF progress** – Communication to the congregation about the building project has been limited since the Capital Campaign Task Force leaders need to focus solely on the APD right now. The Task Force Coordination Team will meet again

in early May once the APD is over. The Board's resolution in February is the plan that will guide them. The Board is not running it but is responsible for oversight: making sure the task forces are working together and communication to the congregation is flowing.

B. Poteat will update the Our Space Our Future page to include all the Task Force charters.

**Preschool Construction Schedule** – The preschool has run into an issue with their building project. S. Warshaw, J. Warnasch, and B. Poteat met with them. Their site plan was approved but a neighborhood appeal occurred on the last day of the 30 day period. It's not certain when it will be resolved by the Board of Adjustment. Since it was a unanimous ruling from the Planning Commission, the assumption is that since the Board of Adjustment has to use the same set of rules, they will ultimately rule in favor of the preschool. The decision could be as late as June. Once begun, construction should take about ten months which would put them into spring of 2018. They would like to extend their lease until June when they have a school break. They will send us an official letter. They also noted that they will take everything they can, including the fence. J. Warnasch noted that we should consider paying them to leave the fence.

A. Hencke asked when their delay will start to impact our schedule. A. Wright noted that October is when we're roughly eyeballing our start. Perhaps if they needed to go past September 2018, we could go to a different, more expensive month-to-month lease. A. Wright also noted that putting off the start of our construction will bring in more capital campaign receipts and will be advantageous to us.

**Chair of Task Force Coordination Team** – S. Warshaw feels that the Board chair should not necessarily be the Chair of the Task Force Coordination Team. S. Warshaw feels that having both positions is more influence than one person should have and recommends we appoint a new chair of the TFCT – it has to be a board member (as per the charter). There would be a transition period where S. Warshaw and the new chair would both meet with the team. Meetings are the first Monday of each month at 7pm starting in May. A. Hencke noted his interest in taking on this position.

J. Warnasch made a motion that A. Hencke be appointed to chair of the Task Force Coordination Team.

B. Chapman seconded the motion.

All in favor with none opposing.

**Announcement When All Board Members Have Pledged** – S. Warshaw suggested that we could announce to the congregation when all Board members have pledged as an incentive to encourage those who haven't pledged yet to pledge. All Board members were requested to pledge and then let S. Warshaw know so he is aware when everyone has pledged. D. Hill shared the concern that this might interfere with the cottage meetings since we want people to attend those and engage in thoughtful generosity and not just 'get their pledge in.' B. Chapman recommended we deliver the information to the APD Team and let them decide when and how to use it. B. Poteat also strongly encouraged everyone on the Board to consider themselves a

‘Transformer’ in the thoughtful generosity categories and pointed out that this category has nothing to do with a specific dollar amount.

B. Poteat agreed to write up something. One suggestion was ‘the Board having thoughtfully considered their generosity and discussed it at the Board meeting, has now all pledged.’ There was also a suggestion to highlight that all the Board members are participating in the cottage meetings as hosts, assistants, or facilitators

**Gift Policy** – J. Warnasch reviewed the recent history of the Gift Policy revision. Mark Ewert declared that our policy needed to be updated. B. Poteat asked L. Kirsch and M. Hulett if they would rewrite the policy. They agreed and delivered a new policy to J. Warnasch in late February, noting that it should be shared with the Endowment Committee. K. Heineman reviewed the draft and made suggestions. M. Hulett, B. Chapman, and J. Warnasch had a phone conversation to discuss which of these changes to incorporate. L. Kirsch also separately commented on K. Heineman’s suggestions. J. Warnasch noted that the draft is very close to being ready for Board review and approval; there are only a couple points still to be worked out. Once complete it will be emailed out to the Board for approval, if acceptable, at the April meeting.

**Nota bene: Minutes taken by J. Warnasch.**

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**Attachments:**

**Board Agenda (Proposed)**

**March Minister’s Report 3/14/2017**

**Letter - Annual Pledge Drive**

**Charter - Building Project - Communications Task Force (CTF) DRAFT**

**Invoice - M. Ewert**

**FAQs about APD/Capital Campaign**

**Charter - Building Project - Task Force Coordination (TFC)**

**BOARD AGENDA (Proposed)**  
**March 14, 2017**  
**Straley Room**

<u>ITEM</u>	<u>RESPONSIBLE PERSON</u>	<u>END TIME</u>
<b>Welcome</b>		
<b>Chalice Lighting/Reading</b>	<b>Jenny</b>	<b>7:02</b>
<b>Agenda – Approval Needed</b>	<b>Steve</b>	<b>7:04</b>
<b>Consent Agenda</b>		
<b>Minister’s Monthly Report</b>	<b>Thom</b>	<b>7:20</b>
<b>Record of Closed Sessions</b>	<b>Steve</b>	<b>7:25</b>
<p><a href="http://www.flparliamentarian.com/index.php?option=com_easyblog&amp;view=entry&amp;id=14&amp;:">http://www.flparliamentarian.com/index.php?option=com_easyblog&amp;view=entry&amp;id=14&amp;:</a>  Answers are based on <i>Robert's Rules of Order Newly Revised</i>, 11th edition. “Should minutes be taken in executive session? Yes, the secretary should take separate minutes for the executive session. These minutes need to be approved in executive session as well.” We do not strictly adhere to Robert’s Rules in all matters. We need to decide whether we want to do so in this case, or not.”</p>		
<b>Executive Committee Meetings</b>	<b>Steve</b>	<b>7:35</b>
<p>From the By-laws “6.1. Executive Committee. The Executive Committee shall be responsible for the conduct of the affairs of the church between meetings of the Board, and shall have such other duties and perform such functions as are assigned to it by the Board or these bylaws. Any action taken by the Executive Committee is subject to ratification by the Board at its next meeting.”</p>		
<b>Letter for Annual Pledge Drive Packet</b>	<b>Steve</b>	<b>7:40</b>
<b>Building Project</b>	<b>Steve</b>	<b>8:20</b>
<p>    <b>Comm TF Charter – Approval Needed</b>      <b>Additional Payment to Mark Ewert – Approval Needed</b>      <b>FAQs about APD/Capital Campaign</b>      <b>Building Construction TF progress</b>      <b>Preschool Construction Schedule</b>      <b>Chair of Task Force Coordination Team</b></p>		
<b>Gift Policy</b>	<b>Jenny</b>	<b>8:25</b>
<b>Closing</b>		<b>8:35</b>
<b>Process Observations</b>	<b>Jenny</b>	
<b>Action Items</b>	<b>Bonnie</b>	
<b>Closing Words</b>	<b>Jenny</b>	

**March Minister's Report**  
**Rev. Thom Belote**  
**3/14/17**

**Since Last Time**

- Preached and led worship on 2/26 and 3/5. Will preach and lead worship on 3/12.
- Campus Ministry led the worship services on 2/19.
- Rachel Rose and I are co-leading a session of the Exploring Membership class (3/9 and 3/16.) Sign-ups are strong for this class.
- New members since last time include Renee Wilson & Allen Marine, Tom and Lee Ann Swanekamp, Paula Easton, and Joseph Harrington.
- Stella Lyons, a founding member of our church, died on March 5 at Carol Woods. She was 98. This will be announced to the church soon along with information about a memorial service and opportunities for a congregational time of remembrance.
- I sang a spirited rendition of "Great Balls of Fire" at the annual Music Gala. It was a fun and well-attended evening.
- I led three trainings for Hosts, Assistants, and Facilitators helping to lead this year's Annual Pledge Drive.
- Helped provide support to Cathy Cole, Ivy Brezina, and Paige Smith regarding the annual pledge drive.
- Will be hosting one cottage meeting, facilitating at two additional cottage meetings, and attending a fourth in support of the Annual Pledge Drive.
- Led one session of a Spiritual Education for Adults class on death and dying. My class focused on memorial services and the church's response when someone in our congregation dies.
- Meetings included: Committee on Ministry, Worship, Caring Ministry, Executive Committee, Concert Committee, and Solar LLC.

**A Few Personal Notes**

- Attended "Gin Night" auction event at the home of C3HUU Treasurer Andrew Wright.
- Went to see Japandroids in concert at Cat's Cradle.
- Read the new novel *Lincoln in the Bardo* by George Saunders and the new history *The Blood of Emmitt Till* by Tim Tyson.

[C3HUU Letter Head]

[Date]

Annual Pledge Drive – “Strengthening Our Beloved Community”

Dear Fellow Congregants,

What does The Community Church mean to you?

Is it being able to gather with family and friends on Sunday to be inspired, or challenged, or reassured, or restored? All of these? Particularly in these times, those Sunday services can be like an oasis in the desert, or an island in a tumultuous sea, or a launch pad into a struggle for justice, or an open door to new or renewed relationships.

Is it being able to enjoy and marvel at our remarkable music, so diverse and moving, performed by people we love, including our young ones?

Is it knowing that our children and youth are learning and growing spiritually and socially in a nurturing environment provided by our extraordinary staff and volunteers?

Is it the unique history of our church in the Civil Rights Movement and our subsequent efforts to bring peace, justice and fairness to all peoples, no matter their belief, nationality, race, color, creed, gender, sexual identity? Is it the opportunity to live Universalism (or, as in one sign I saw recently, “Ya’ll Means All)?”

Is it being able to serve your fellow congregants? Greeting people who have newly found us on a Sunday morning? Teaching in the Religious Education program? Marching in the Pride Parade? Maintaining and repairing our facilities on a Monday work day? Assisting with children for the Christmas Pageant? Or any of the many other volunteer activities that keep our beloved place healthy and growing?

As we embark on the Annual Pledge Drive, I invite you to join with Board members in committing to take these steps:

- We are participating in Cottage Meetings: gatherings of friends to talk about the congregation and what it means to us. There will also be refreshments and time for socializing, which we all like to do.
- We will begin completing our pledges to support the annual budget early in March and hope each of us can complete our deliberations and make our pledges before the end of the month.

Here are personal notes from Board members describing how we feel about our church:



*I love to see this church thriving: strong community, awesome staff, transformative Sunday worship, flourishing RE program, more and more visitors...the list goes on. But more than that: we - and all those who came before us - did this. Each of us that gives of our time, talent, and treasure is responsible for this amazing church.*

*The Community Church is a pivotal part of our lives, especially for our children. We see great value in the religious education program both for its content as well as the spirit of kindness conveyed to our kids. Raising children to be compassionate and empathetic is always a challenge and we feel that the Religious Education program is supporting us in ways that no other group can.*

*Our family attends the church as a respite from whirlwind lives and the world's social upheaval. The Community Church provides us with a trusted space to center our minds and hearts, recharge and regroup and celebrate important life events. We do this with the help of our Minister, music ministry, committee work, and friends who are now much like family. We are now an integral part of a larger community dedicated to service which nurtures our spiritual lives as well.*

*We were not looking for a church home when friends invited us to "try out" The Community Church. What a blessing. We found spiritual growth, deeply valued friendships and many opportunities to make a difference to causes we care about, and our lives are so much richer.*

We're sure that you too have a personal story about your connection to the Church. We hope you'll take the time during this month to share your story with others.

We belong to this congregation because of the amazing, transformative things we do together. We belong because of the incredible people that are here making it happen, people like you. Let's all make sure we have the resources we need to keep these good things going – and can expand them to make an even greater difference in the lives of our adults, children, partners in the community, and the people in Chapel Hill and beyond who need our support.

With gratitude and anticipation of a successful Annual Pledge Drive,

Steve Warshaw  
President, Board of Trustees

**Building Project  
Communications Task Force (CTF)  
A Board of Trustees Task Force**  
September 13, 2016, Rev. ~~February~~March 14, 2017

*Mission*

The mission of the Building Project Communications Task Force (CTF) is to insure that the Board of Trustees and the congregation of the church are kept informed in a timely manner about the steps being taken by the Building Construction Task Force (BCTF), the Capital Campaign Task Force (CCTF), and the Finance Task Force (FTF).

*Membership*

The CTF shall be co-chaired by Sindy Barker and Gail McKinley. ~~Becky Waibel and Susan Blanchard have also agreed to serve.~~ Other members are at the discretion of the co-chairs and may be added as the workload dictates.

*Duties*

1. Keep up to date on the various aspects of the building project as it progresses by working with the remaining three task forces.
2. Assess the needs of the congregation for information about the building project. Support the existing Space Reassessment Team following the September meeting with the architect with regard to the “town meeting” scheduled for Sunday, October 23.
  - a. The Space Reassessment Team will be working with the BCTF and the architect in the development of broad designs and specifications to be displayed.
  - b. The CTF will promote the October 23 event through the church newsletter, announcements and other electronic communications. In addition, hard copies will be sent to members who do not have access to email.
  - c. The CTF will help develop a feedback form so members can express their preferences and their concerns.
3. Once a decision has been made, communicate regularly to the membership on the progress of the project. The first action in this phase would be the publication of a timeline which would be established by the other three task forces.
4. Continue to work with the other three task forces to determine their messaging needs.
5. Develop promotional materials to support enhanced communication regarding the project with the congregation.
6. The co-chairs shall be members of the project coordinating group with one serving as primary member and one as backup.

*Termination*

The CTF will be dissolved once the building project is completed or as directed by the Board.

# Statement



## The Stewardship For Us Team

Date 1/26/2017  
Statement # ME 17 5

Mark Ewert  
401 Rock Creek Church Rd. NW  
Washington, DC 20011  
202-722-8888  
mewert@generositypath.com

**BILLED TO**  
Community Church  
Chapel Hill UU  
106 Purefoy Rd, Chapel Hill, NC 27514  
Phone: (919) 942-2050

**NOTES** Financial Feasibility Study Process

Dates	Description	Balance	Amount
30 SEP 2016 - JAN 24, 2017	Financial Feasibility Study		\$11,365.00
	Travel Expenses DC to Chapel Hill, NC and Return (see attached expense sheet and receipts)		\$234.87
		TOTAL	\$11,609.87

Remittance	
Statement #	ME 17 5
Date	27 January, 2017
Due Date	10 February, 2017
Amount Due	\$11,609.87

Please make all checks payable to Mark Ewert  
Payments are due within 10 business days of receipt of invoice.

*Thank you for partnering with the Stewardship Team.*

*It has been our pleasure serving you*

# TIMESHEET

Name:-	<b>Mark Ewert</b>	Year	
Site:-	<b>Community Church Chapel Hill</b>	Financial Feasibility Study	
Time	Operation (work done - incl. materials, quantities, etc)	Date:-	Hrs
1-2 PM	Work on timeline...	30-Sep	1.00
2-3 pm	Documents	25-Oct	1.00
4-5 pm	Call with Cathy Cole & Paige Smith	27-Oct	1.00
12-1 pm	Call with Cathy Cole & Paige Smith	14-Nov	1.00
5-6 pm	Call with Paige Smith	15-Nov	1.00
11-12 pm	Crete FFS talking points	18-Nov	1.00
11:30-1 pm	Call with Cathy Cole & Paige Smith	2-Dec	1.50
3-4:30 pm	Work on FFS Questions	16-Dec	1.50
5-5:30 pm	Reivew and comment	19-Dec	0.50
10-11:30 am	Call with Cathy Cole & Paige Smith	21-Dec	1.50
2-3 pm	Call with Steve Warshaw	21-Dec	1.00
11-12 pm	Prep for bboard presentation	29-Dec	1.00
2-2:30 pm	Prep info for Cathy/	30-Dec	0.50
10-11 am	Work on Board retreat	2-Jan	1.00
10:45-12:30 pm	Call with Cathy Cole & Paige Smith, work on prep for board	3-Jan	2.75
11-4:30 pm	Drive to Chapel Hill	4-Jan	5.50
12-8:30 pm	FFS Interviews	5-Jan	8.00
12:30-8:30 pm	FFS Interviews	6-Jan	8.00
9:30-6:00 pm	FFS Interviews and Board Retreat Presentation	7-Jan	8.50
9:00-5:30 pm	FFS Interviews	8-Jan	8.00
9:00-5:30 pm	FFS Interviews	9-Jan	8.00
9:00-5:30 pm	FFS Interviews	10-Jan	8.00
5-6 Pm	Work on Data	11-Jan	1.00
1-4:30 pm	Work on Data	12-Jan	3.50
12-3 pm	Work on Data	13-Jan	3.00
12-1 pm	Call with Warshaw and Belote	16-Jan	1.00
9-3 pm	Work on Report	17-Jan	6.00
1:30-5 pm	Work on Report	18-Jan	3.50
10:30-5 pm	Work on Report Call with Cathy Paige	19-Jan	6.50
2-3:30 pm	Work on Board presentation	23-Jan	1.50
6:30-8 pm	Board presentation webinar	24-Jan	1.50
	Total = 98.75		
	<b>Number of Hours in Contract = 91</b>		
	<i>Advise Office and sign off</i>		
	<b>Summary Total Hours</b>		
	<b>Less Deductions</b>		
	<b>Total Billable Hours</b>		91
	<b>Office use only</b>		
	<b>Details agreed - signed:-</b>		



# Expense Report

**PURPOSE:** DC to Community Church Chapel Hill UU for Financial Feasibility Study

**PERIOD:** From 1/4/2017

To 1/4/2017

**PERSON:**

Name Mark Ewert

Position Consultant

SSN Ending -6174

Date	Vendor	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
1/4/2017		DC-Chapel Hill								
		275 mi. @ 53.5 cents per mile*		\$ 147.12						\$ 147.12
1/4/2017	Weaver St	Groceries for 6 Days				\$ 87.75				\$ 87.75
										\$ -
										\$ -
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										\$ -
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										\$ -
* Standard Govt rate as per contract			\$ -	\$ 147.12	\$ -	\$ 87.75	\$ -	\$ -	\$ -	

**Subtotal** \$ 234.87

**NOTES:** Mileage reimbursement rate is 57.5 Cents per mile.  
Receipts available upon request.

**Advances**

**Total** \$ 234.87



#003-005 1/5/2017 10:29:47 Joddy  
Inv#:00087503 Trs#:623962

GROCERY

BARBAR PUFFINS ORIGINAL \$4.99 T1F  
Tare: 0.01 lb  
1.11 lb @ \$3.99/lb  
GOLDEN GRANOLA GINGERSNAP \$4.43 T1F  
MIDEL LEMON SNAPS \$3.99 T1F  
BACK CRACKERS MULTIGRAIN FLA \$3.99 T1F  
Tare: 0.01 lb  
0.59 lb @ \$12.99/lb  
NUTS MIXED DELUXE R/S \$7.66 T1F  
ENDANG CHOCOLATE BAR DRK/HZL \$3.19 T1F  
Tare: 0.01 lb  
0.57 lb @ \$12.99/lb

COFFEE BAR AND BAKERY

TEA ICED/BAG \$1.50 T3L  
QUICKBREAD PUMPKIN \$4.99 T3LF

PREPARED FOOD

WSM SALAD TABOULI \$2.99 T3LF  
WSM SALAD MACEDONIAN PASTA \$3.49 T3LF  
WSM DIP HUMMUS TRADITIONAL \$4.49 T3LF

Items Subtotal \$169.25  
Subtotal \$169.25  
Tax 1 [\$120.14] \$2.40  
Tax 2 [\$31.65] \$2.37  
Tax 3 [\$17.46] \$1.48

TOTAL \$175.50  
Visa \$175.50  
# \*\*\*\*\*7639

Item count 42  
SAVING GRAND TOTAL \$10.52

Merchant Id: 884300801391=HILLS  
Terminal Id: 005  
Card type: VISA

87.75 ONLY

March 2017

Dear Hosts, Assistants, and Facilitators,

Thank you for agreeing to lead cottage meetings for the *Strengthening Our Beloved Community* Annual Pledge Drive. Your generous leadership is important to having a successful fundraising drive this year.

We anticipate that there may be questions that come up related to the *Our Space, Our Future* building project. The FAQs on the reverse side should help you answer those questions.

Thank you,

Ivy Brezina, Cathy Cole, and Paige Smith  
Annual Pledge Drive Co-chairs

## **FAQs: The *Our Space, Our Future* Building Project**

### **Q: What is the difference between an Annual Pledge Drive and a Capital Campaign?**

The Annual Pledge Drive is held yearly to secure pledges of financial support to fund the ministries and programs of the church. Your pledge funds our staff, our programs (like Religious Education, Music, Worship), and all our operating expenses including utilities and routine building maintenance. An annual pledge is generally paid from your readily accessible funds, your income stream.

Capital Campaigns happen infrequently (every 10-15 years) and are intended to raise a large sum of money over several years for the purposes of funding a major project. Most capital campaigns involve expansion and/or significant renovations to a building. A capital campaign pledge is paid over three years and is usually from savings, investments, or other creative solutions.

### **Q: How do you decide between giving to the Annual Pledge Drive and planning to give towards the Capital Campaign?**

The Annual Pledge Drive always comes first! It is not helpful to reduce annual giving to the pledge drive in order to save money to go to the capital campaign. A church cannot undertake a building project if it is unable to support its programs and staff.

We hope that people will maintain or increase their annual pledges this year. When we start our capital campaign, we will ask members to maintain their level of pledging for the three-year duration of the campaign, which will allow us to maintain our level of programming.

### **Q: Am I being asked to make a Capital Campaign gift at this time?**

No.

### **Q: Where does the *Our Space, Our Future* Project stand?**

The Board of Trustees unanimously passed a resolution on February 6 which specified that our focus will be on expansion and renovation of the Jones Building to provide additional space for religious education of all ages and adult meeting space. In addition, we will focus on retiring the indebtedness that remains from the previous building project.

### **Q: What are the next steps in the *Our Space, Our Future* Project?**

The four task forces leading this project (Capital Campaign, Communications, Building, and Finance) will meet for planning after the Annual Pledge Drive is completed. At that time, the task forces will develop strategies for engaging the congregation in ongoing preparation for a capital campaign to be completed in conjunction with the Spring 2018 Annual Pledge Drive.

### **Q: We wish to contribute to the Capital Campaign in 2017 so that we can use it as a charitable deduction on our 2017 income taxes. Can this be done? How do I do this?**

The church has established a Capital Fund, and donations can be made to this fund at any time. We ask that you contact Cathy Cole, Paige Smith, or Ivy Brezina about donating to the Capital Fund, but wait until May when the Annual Pledge Drive is completed.

### **Q: Where can I get more information?**

Minutes of the January 29 Congregational Meeting and the subsequent resolution passed by the Board of Trustees on February 6 can be found on the website under both **Board of Trustees** and ***Our Space, Our Future***. The latter site provides information on the step-by-step process used to reach consensus.

### **Q: When can I anticipate additional information coming out?**



You can look forward to future communications with more information following the completion of the Annual Pledge Drive in May.

**Building Project**  
**Task Force Coordination (TFC)**  
**A Board of Trustees Task Force**  
October 11, 2016

*Mission*

The mission of the TFC is to facilitate the interaction and communication among the four operating Board Task Forces that are undertaking the anticipated Building Project, and to inform the Board of progress and of issues requiring Board input. Normally the operating task forces should work together to plan, communicate and undertake project activity involving their task force.

*Membership*

The TFC shall be chaired by a Board Member designated by the Board. The membership comprises the Chair or Co-chairs of each of the four building project task forces.

*Duties*

1. Initiate discussion about and attempt resolution of building project issues, including design, budgetary and scheduling issues.
2. Hold in-person meetings of the task force when called by the TFC chair or any of its members.
3. Bring to the Board those building project issues that require Board input or approval.
4. Budget for and contract for professional assistance or other services that involve more than one task force, e.g., legal.

*Termination*

The TFC will dissolve once the building project is completed or as directed by the Board.