

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

April 11, 2017

Members:	Lilie Bonzani	Dan Hill	Bill Rote
	Barb Chapman	Dave Klibanow	Jenny Warnasch
	Andy Hencke	Bill Poteat (absent)	Steve Warshaw, chair

Ex Officio:	Thom Belote	Bonnie Nelson	Andrew Wright
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Welcome

Chalice Lighting/Reading – D. Hill opened the meeting with a reading and the lighting of the chalice.

Check-in

Agenda

Approval of Tonight's Agenda – S. Warshaw sent the agenda out in advance of the meeting. D. Hill made a motion to approve. D. Klibanow seconded the motion. All in favor with none opposing.

Minutes from 3/14 Meeting

Approval of Minutes from March Meeting – B. Nelson sent out the minutes in advance of the meeting.

B. Rote made a motion to approve.

J. Warnasch seconded the motion.

All in favor with none opposing.

Consent Agenda

Minister's Report – T. Belote sent his report out in advance of the meeting. The Annual Pledge Drive (APD) currently has 158 pledges totalling \$355K. We've collected about 3/4 of the expected monies with about 1/2 of the pledges given. D. Klibanow asked if we'll be rescheduling the guest minister; T. Belote said no, we'll just wait until next year with a new invitee.

T. Belote shared his notes on the Unitarian Universalist Association (UUA) "Conflict Over Racial Diversity and Hiring Practices." There was a discussion of the issues involved. The UUA has requested that on April 30, each church have a discussion on white superiority and racial justice. D. Klibanow asked if there were any local repercussions due to the UUA changes; T. Belote said no. A. Hencke wondered if there might be any conversations going on locally about

the issue. B. Chapman shared her thoughts on the white role with regards to minority grassroots leadership. S. Warshaw mentioned his appreciation of T. Belote bringing the facts to the BoT and for his thoughts about what had occurred.

In a later discussion, T. Belote reviewed the 3rd Quarter Budget, which he had distributed prior to the meeting. The final balance will be given in September. T. Belote noted that he reviews the budget monthly with the Congregational Administrator, A. Sordean-Mintzer. He wishes that we were a little ahead with our income but sees no cause for alarm. A. Hencke said that we're at 75% of income at 75% of the fiscal year. T. Belote said that he'd like to be at 82% at this point.

Keeping Record of Closed Sessions

B. Chapman is investigating whether or not minutes need to be kept for Board of Trustees (BoT) Closed "Executive" Sessions. Her discussions with similar organizations yielded a mix of replies but most recommended keeping them. Suggestions included having the Board Secretary take them, make them as brief as possible, and keep only a single printed copy in a secure location. Later discussion by D. Hill helped to clarify that B. Chapman will further refine the policy and work with J. Warnasch to incorporate it into the Board Policy Book. The policy will be voted upon at a later BoT meeting.

Our Space Our Future

B. Chapman and C. Cole (not present) reviewed their notes about M. Ewert's agreement and found that the retreat was within the scope of his contract. So no additional funding will be needed.

Building Project TF Progress - S. Warshaw and A. Hencke gave an update on the Building Project and the upcoming Task Force meetings. S. Warshaw said that the official name of the project is "Our Space, Our Future." S. Warshaw distributed in advance of the meeting a summary provided by B. Kosiba of conversations and suggested action items for the Building Project Task Forces.

All Building Project Task Forces have been notified that A. Hencke will be the chair of the Task Force Coordinating Committee. On May 1, 2017, there will be a full meeting of all Task Force chairs and some additional Task Force members. The goal will be to draft timelines and set milestones. Each Task Force will provide a review of their process and accomplishments. They will also note what they need the other Task Forces to be doing to assist them. A. Hencke will create a master timeline "on the fly" as the information is shared at the meeting. S. Warshaw will chair the May 1 meeting and then A. Hencke will chair all future meetings. The Capital Campaign is on hold until after the APD finishes. The earliest start date for the Building Project is January 2019, as per the architect. A. Wright commented that the Finance Task Force will begin to talk to banks about refinancing and construction loan options. The Communication Task Force is most dependent upon the work and needs of the other Task Forces.

Preschool Lease Extension - S. Warshaw distributed before the meeting a letter from the Chapel Hill Cooperative Preschool (CHCP) requesting a lease extension to August 31, 2018. The Executive Committee recommends approving the request and that the BoT ask M. Hirsch to communicate the BOT approval of the extension to the CHCP.

Discussion of the recommendation: B. Chapman asked if there was any information about the opposition to the Preschool's building request; S. Warshaw said that the Board of Adjustment

uses the same criteria as the original building request and since that was granted, the CHCP anticipates the appeal to be dismissed. D. Klibanow asked what happens if the CHCP stays past the new lease date; L. Bonzani said that it depends on our plans and our budget and B. Rote added that we might need that extra 3 months to prepare for the construction. A. Wright asked if anyone had spoken to the other church that has the younger CHCP program to see how they are handling the transition and delays. [No-one has to the BoT's knowledge.] J. Warnasch said that she believes that the CHCP plans to move over their June 2018 summer break. A. Wright noted that there are financial pluses to the delay in the CHCP moving.

A. Hencke made a motion to approve the Executive Committee's recommendation.

J. Warnasch seconded the motion.

All in favor with none opposing.

S. Warshaw will let M. Hirsch know of the decision. [Note: Subsequent to this meeting, S. Warshaw received an official letter requesting the extension addressed to him from the Preschool Board Chair, so he responded rather than M. Hirsch.]

Gift Policy

J. Warnasch is reviewing the policy on undesignated gifts, such as those given at end of life or in memorial. Under the current policy, all undesignated end-of-life gifts go to the Endowment Fund. Discussion on issues of a great need within the church and donation of larger amounts: T. Belote suggested that donations of greater than \$100K should be reviewed by the BoT, as that amount would be transformative to the church. Donations less than \$100K would still go directly to the Endowment Fund. T. Belote and J. Warnasch will be meeting with P. Johnson on April 23, after the second service to discuss how to handle undesignated end-of-life gifts in the Gift Policy. J. Warnasch said that feedback and attendance by other BoT members was welcome.

T. Belote said that he had gotten information from other ministers about their donation policies. There is universal support for the efforts of Endowment Ministry; however, undesignated gifts are the fiduciary responsibility of the BoT. A. Hencke asked for clarification of the term "undesignated." S. Warshaw asked if gifts given with minimal involvement by the Endowment Ministry still go to the Endowment Fund; T. Belote said that they would. J. Warnasch and A. Wright commented that the Endowment Ministry can give money to the church/BoT via a Congregation vote with a 2/3 majority.

B. Chapman asked for a reading of the current policy. A. Hencke was recently on the Endowment Ministry and said that he supports 100% of undesignated gifts going to the Endowment Fund, as the Endowment Fund provides long-term financial viability for the church. B. Chapman feels as if there are two competing fiscal groups in the church and confirmed that the Endowment Ministry must be under the BoT for insurance purposes (as opposed to being its own organization). T. Belote said that such an arrangement is not unique to our church but that he knows of situations where the Endowment Committee is its own entity.

J. Warnasch will work on identifying the Endowment Ministry policies and incorporating them into the Board Policy Book. A. Wright asked about what could happen in the case of a financial crisis; T. Belote replied that the Endowment Fund is there for a very rainy day.

T. Belote said that there is approximately \$200K in the Endowment Fund and that it must grow significantly to generate enough interest on the principal to support significant programs. J. Warnasch has emailed M. Ewert, our church's financial consultant, as he had issues with the

current policy during his work on the pending Capital Campaign; no reply received yet. S. Warshaw said that for the Endowment Fund to be strong, it needs

- A policy that is clear and robust
- not only a policy but procedures as well
- To help keep down any perceived fiscal conflict in the church, and
- Provide fiscal security for the future of the church.

D. Klibanow suggested that the policy could provide a set amount to the Endowment Fund and then any remainder would go to the church/BoT. L. Bonzani said that she had been contacted by the Endowment Ministry but it was not clear that she had to indicate so in her gift. A. Hencke said that the Endowment Ministry needs to identify those with the intent to give to the Endowment fund (versus a donation to the church in general). B. Chapman said that there is an end-of-life giving form that indicates a gift's intention.

S. Warshaw informed the BoT that the Endowment Ministry wants to support the Capital Campaign. Therefore, they are not requesting any fund disbursements at the next Congregational Meeting. The details of their support of the Capital Campaign isn't determined yet -- whether it's to be a general gift or a targeted gift. The BoT felt that any gift should be made next year, not this year. T. Belote said he'll be bringing the Endowment Ministry and the Building Project Task Forces together. A. Hencke asked if it would be at a regular meeting or a full Building Task Forces meeting. L. Bonzani thought that the Endowment Fund donation could be used towards the end of the campaign when the Task Forces were making their final choices on where money should be spent.

Annual Congregational Meeting

S. Warshaw said that the next Congregational Meeting will be June 11, 2017. He distributed a draft agenda in advance of the BoT meeting, and he will send out announcements to the church office for inclusion in the weekly newsletter and monthly bulletin. Assignments for the Congregational Meeting will be discussed at the next BoT meeting.

Closing

Process Observations- D. Hill provide an observation on the flow of the meeting.

Action Items - B. Nelson called out the action items as listed in the minutes taken.

Closing Words - D. Hill gave a reading and extinguished the chalice.

Attachments:

Board Agenda (Proposed)

April Minister's Report 4/11/2017

Budget vs. Actuals Through End of 3rd Quarter

Communication - Building Project Meeting and Action Item Summary

CHCP Letter - Request for Lease Extension

Congregational Meeting Agenda (Proposed)

BOARD AGENDA (Proposed)
April 11, 2017
Straley Room

<u>ITEM</u>	<u>RESPONSIBLE PERSON</u>	<u>END TIME</u>
<u>Welcome</u>		
Chalice Lighting/Reading	Dan	7:04
Check-in	Steve	7:10
<u>Agenda – Approval Needed</u>	Steve	7:12
<u>Minutes from 3/14 Meeting – Approval Needed</u>	Steve	7:15
<u>Consent Agenda</u>		
Minister’s Monthly Report	Thom	7:25
<u>Keeping Record of Closed Sessions</u>	Barb	7:30
<u>Our Space Our Future</u>	Steve and Andy	8:15
Building Project TF Progress		
Preschool Lease Extension		
<u>Gift Policy</u>	Jenny	8:35
<u>Annual Congregational Meeting</u>	Steve	8:50
<u>Closing</u>		9:00
Process Observations	Dan	
Action Items	Bonnie	
Closing Words	Dan	

March Minister's Report
Rev. Thom Belote
4/11/17

Since Last Time

- Preached and led worship on 3/19, 3/26, and 4/2.
- Rev. Holly Lux-Sullivan will be guest preaching on 4/9.
- It was necessary to cancel the Distinguished Guest Minister weekend that had been planned for 4/7 to 4/9 due to circumstances beyond our control.
- 7 people are taking my Preaching Practicum class. The class includes one member of our UNC UU Campus Ministry and one member of the UU congregation in Winston-Salem who will be starting seminary in the fall.
- Rachel Rose and I co-led our penultimate Exploring Membership class of the 2016-2017 church year. Our final class will be held the first two Sundays in June.
- 9 new members since last time: Dave & Donna Gulick, Carole Fleming, Chaz Bousman, Evelyn Brandeburger, Michael Smith & Leigh Hall, and Hugh Heldenbrand & Lisa Lackey.
- Attended a Justice United action at St. Thomas More. Twelve members of our church were present along with 600+ members of the community including more than 200 latinos. The action announced progress that had been made in negotiations with the Orange County District Attorney around avoiding giving “no operator license” fines to immigrants who are legally barred from obtaining a drivers license.
- Held a meeting with representatives of our different justice and service committees to plan collaborative work around becoming a Sanctuary congregation and working with refugee communities. 21 members attended.
- I met for a session with our Coming of Age youth.
- Meetings attended included Caring Ministry, Committee on Ministry, Worship Ministry, and Executive Committee.
- I took part in four different cottage meetings and otherwise provided assistance and support to the Annual Pledge Drive committee.

**The Community Church of Chapel Hill UU
Budget vs Actual for Fiscal Year 2016-2017**

FY2017 March 31, 2017

	FY2016 YR End 6/30/2016	FY2017 BUDGET	FY2017 ACTUAL 3/31/2017	DIFF	%	Last Year ACTUAL 12/31/2015
Income						
Collections						
Operations Pledge Income	430,207	478,920 *	358,920	-120,000	75%	*originally \$471,000
ID Contributions (checks)	5,241	6,000	1,925	-4,075	32%	
Loose collection (cash)	7,250	7,000	5,857	-1,143	84%	
Total Collections	442,698	491,920	366,702	-125,218	75%	
Other Inc 90						
Interest Income	105	100	224	124	224%	
Service Auction Fund Raiser	15,374	13,350	18,162	4,812	136%	
General Operation Fund Raiser	2,999	4,000	218	-3,782	5%	
Transfer Temp Restricted Clyde Long Fund	1,450	0	0	0	0%	
Misc. Income	0	0	0	0	0%	
Total Other Income	19,927	17,450	18,603	1,153	107%	
Rental Income						
Building Rental	6,566	5,000	6,177	1,177	124%	
Parking Lot Rental	55,267	52,000	42,492	-9,508	82%	
Pre-School Lease	64,045	66,287	49,574	-16,713	75%	
Total Rental Income	125,878	123,287	98,243	-25,044	80%	
Total Income	588,503	632,657	483,548	-149,109	76%	339,233
Expense						
Administrative Operations						
Board Activities	1,315	500	0	-500	0%	
Congr Admin - F/M & Benefits	15,548	16,629	12,243	-4,386	74%	
Congr Admin - Wages	38,786	39,562	29,672	-9,890	75%	
Endowment Committee	0	0	0	0	0%	
Misc. Expenses	0	0	0	0	0%	
Off Assist - F/M & Benefits	7,889	8,707	6,403	-2,304	74%	
Off Asst - Wages	19,703	19,890	14,918	-4,973	75%	
Office Expenses / Technology	17,612	19,000	13,687	-5,313	72%	
Payroll service	1,389	1,350	1,122	-228	83%	
Personnel Expenses	0	0	0	0	0%	
Total Administrative Operations	102,240	105,638	78,044	-27,594	74%	
Building & Grounds						
B&G Committee Operations						
Contracted Maintenance Services	8,614	11,200	7,627	-3,573	68%	
Janitorial & Restroom Supplies	1,756	1,550	718	-832	46%	
Kitchen Supplies	116	100	0	-100	0%	
Maintenance & Project Supplies	1,575	1,400	2,212	812	158%	
Total B&G Committee Operations	12,061	14,250	10,557	-3,693	74%	
Commons Project	0	700	672	-28	0%	
Facility Mgr or Handiman - Contracted	0	3,000	0	-3,000	0%	
Insurance	9,275	9,500	8,886	-615	94%	
Janitorial Service - Contracted	10,400	11,000	7,000	-4,000	64%	
Lawn care - Contracted	1,771	2,300	1,933	-367	84%	
Maintenance Reserves	29,425	37,959 *	27,750	-10,209	73%	*originally \$37,000
Manse Operations Expenses	5,020	4,875	3,709	-1,166	76%	
** Mortgage P&I - Church & Manse	48,220	47,784	29,085	-18,699	61%	
Space Assessment Team	1,009	0	0	0	0%	
Tax - Stormwater Mgmt	1,809	1,850	1,809	-41	98%	
Utilities	15,879	17,000	11,134	-5,866	65%	
Total Building & Grounds	134,869	150,218	102,534	-47,684	68%	
Denominational Affairs						
Denominational Connections	350	1,800	0	-1,800	0%	
UUA GIFT Annual Dues	28,950	29,856	22,392	-7,464	75%	
Total Denominational Affairs	29,300	31,656	22,392	-9,264	71%	
Lifespan Religious Education						
Adult Ministry (SEA)	28	2,500	22	-2,478	1%	
Campus Ministry	936	1,000	1,001	1	100%	
Children's Ministry	3,069	3,640	2,505	-1,135	69%	
Dir of Lifespan F/M & Benefits	19,277	20,692	14,507	-6,185	70%	
Dir of Lifespan RE - Wages	53,085	56,149	41,943	-14,206	75%	
RE Assistant - F/M & Benefits	5,558	5,841	3,609	-2,232	62%	
RE Assistant - Wages	15,192	15,297	9,624	-5,673	63%	
Sunday Childcare	9,833	10,592	6,725	-3,867	63%	

**The Community Church of Chapel Hill UU
Budget vs Actual for Fiscal Year 2016-2017**

FY2017 March 31, 2017

	FY2016 YR End 6/30/2016	FY2017 BUDGET	FY2017 ACTUAL 3/31/2017	DIFF	%	Last Year ACTUAL 12/31/2015
Youth Ministry	1,833	2,450	1,020	-1,430	42%	
Total Lifespan Religious Education	108,812	118,161	80,957	-37,204	69%	
Ministerial Operations						
Minister - Benefits & Expenses	30,529	33,588	25,647	-7,941	76%	
Minister - Wages & Housing	84,203	85,887	64,415	-21,472	75%	
Ministerial Transitions Reserves	4,000	4,000	3,000	-1,000	75%	
Total Ministerial Operations	118,732	123,475	93,062	-30,413	75%	
Rental Expense						
Tax Accountant Services Fees	1,205	375	0	-375	0%	
Tax - Parking Business	6,635	6,700	5,135	-1,565	77%	
Facility Supervisor & Sound Technicians	238	0	81	81	0%	
Rental Space Janitorial - Contracted	186	0	75	75	0%	
Preschool Janitorial - Contracted	10,200	10,500	6,800	-3,700	65%	
Total Rental Expense	18,463	17,575	12,091	-5,484	69%	
Programs and Ministries						
Anti-Racism Training	928	0	0	0	0%	
Caring Ministry	14	462	250	-212	54%	
Committee on Ministry	0	0	0	0	0%	
Communications	1,053	1,030	225	-805	22%	
Community Service Ministry	300	300	0	-300	0%	
Covenant Groups	387	760	331	-429	43%	
Dir of Membership - F/M & Benefits	976	6,136	4,531	-1,605	74%	
Dir of Membership - Wages	12,769	16,177	12,735	-3,442	79%	
ECO	-45	385	50	-335	13%	
Fellowship Ministry	797	1,000	693	-307	69%	
General Childcare	326	515	224	-291	43%	
Membership	1,981	2,200	1,543	-657	70%	
Mental Health Ministry	0	500	100	-400	20%	
Peace and Justice	325	350	265	-85	76%	
Sanctuary for Dialogue	0	550	0	-550	0%	
SOSL	319	215	28	-187	13%	
Stewardship	5,166	1,350	606	-744	45%	
Sunday Fellowship Hour	803	950	602	-348	63%	
Sunday Hospitality F/M	213	217	159	-58	73%	
Sunday Hospitality - Wages	2,784	2,841	2,075	-766	73%	
Total Programs and Ministries	29,097	35,938	24,417	-11,521	68%	
Service Auction						
Service Auction Expense	883	850	965	115	114%	
Service Auction Distribution	1,511	0	1,500	1,500	100%	
Total Service Auction	2,394	850	2,465	1,615	290%	
Worship & Arts						
Accompanist - Contracted Staff	5,853	6,273	4,575	-1,698	73%	
Art Team	21	50	0	-50	0%	
Dir of Music - F/M & Benefits	12,568	13,304	10,667	-2,637	80%	
Dir of Music - Wages	31,096	31,718	23,788	-7,930	75%	
Music Committee	3,768	4,200	3,437	-763	82%	
Sound Room Technology	302	1,000	0	-1,000	0%	
Worship Honorariums	1,000	1,500	750	-750	50%	
Worship Ministry	1,578	1,500	230	-1,271	15%	
Total Worship & Arts	56,187	59,545	43,447	-16,098	73%	
Total Operations Expense	600,094	643,056	459,410	-183,646	71%	300,972
Net Income	-11,590	-10,399	24,138	34,537	-232%	38,261

** Profit and Loss Statement only shows Mortgage Interest payments
Balance Sheet only shows Mortgage Principal payments
This report combines both for Budgeting purposes

Year End FY2016 Operations Reserves 54,041

Note: Required 6% of Budget Income to Maintenance Reserves

March 16, 2017

Steve,

Per our conversation a week or so ago, here are three plans:

"You Gotta":

Pay off loan, make urgent electrical, plumbing and cosmetic repairs to classroom wing as necessary. (Most of the plumbing repairs would not be applicable to the next level plan which would simply abandon in place (not repair) some ancient plumbing where possible.) Manse continues as overflow meeting and RE space.

"You Aughta":

Pay off loan. Build an addition adjacent to the current classroom wing including: two new meeting rooms one atop the other, an elevator, unisex restrooms upstairs & down and new storage closets. Rework stairway and upgrade mechanical, electrical & plumbing systems as needed. Combine two small existing classrooms into one larger meeting room. Fix-up manse to make it rentable on residential market. Purchase new meeting room furniture as budget allows.

"Youtopia":

Execute full "You Aughta" Plan plus make upgrades to kitchen, Jones Hall noise/acoustics and Commons Restrooms.

I have copied the Communications leaders since this question of Scope came out of my conversations with them per your request.

Please let me know if I have missed anything important.

Cheers,

Brad

March 22, 2017

I met with Phil Kiester today to start him on providing a few items for the brochure. He will align it all with the current 3 spending level options summarized in my previous email. Specifically-

By mid April, he will provide final versions of :

1- Cleaned up layouts showing construction and heavy renovation in Jones classroom wing and access doors from breezeway. on the main Jones floor level. These will be noted to have new motorized door actuators. Major changes and new items will be noted by red markings.

2- One concept drawing showing the interior of of the new large upstairs classroom.

3- A second concept drawing showing a view of the project from the SW area of lower playground showing the exterior of new classroom addition and south end of Jones building. This will show how the new construction fits onto Jones and into the hill, playground, etc.

4- Estimated project costs for the three spending levels detailed in my previous email. Note that the lowest level does no real building, just painting and utilities remediation so he will provide no drawings for that.

I will see drafts prior to the mid-April deadline.

Cheers,

Brad

March 22, 2017

Steve and Josh,

I wanted to give this to you two for your use and for Steve to handle any other distribution besides Josh and myself.

Phil Kiester, our architect, and I discussed the question of timing for the execution phase of our prospective project. Here is our collective wisdom.

The fixed time point is a June 2018 scope alignment after the capital campaign. The project timing flows in both directions from there.

Q4 2017 - Hire Phil Post, our Civil Engineer, to prepare and deliver an update with us to the Town of Chapel Hill. This would reaffirm our Master Plan for the site of 15 or so years ago for a modest sized RE pavilion at the end of the Jones building. In fact, it may be even more modest than the old plan envisioned. This would get us in front of the Town and prepare them for the real submission later in the spring. The whole process takes 6m - 1 year, depending on how much we get to claim we are following the previous masterplan. This is a preliminary round, I hope we can claim adherence to plan allowing for a less than 1 year time from design completion.

Q2 2018 - Decide on the scope to design. Interview several Engineering firms and select one to begin design (Probably design and build). As I have said, the architectural designs thus far are mere outlines compared to final engineering drawings. These will be submitted to the Town for approval. This will take time.

Q4 2018 - very earliest we could start if Town is quick. But please, don't start in Q4, just before the holidays. Please wait til January. The Town may take this long anyway, but Q4 starts are not optimal due to holiday distractions both for customer and the construction trades.

Q1 2019 - First week of January is recommended start. Occupancy in the fall. Unless we have record breaking snows and freezing, this should be just fine weather-wise.

The cheapest way to do this is to do it all at once. We should resist trying to accelerate renovations of old areas. This will cost more. Each time a trades crew moves onsite there are one-time mobilization costs build into their fees. There may well be possibilities to complete some old areas early, but that will depend on how it all stacks up for the general contractor. Patience is a virtue here.

I hope this helps in understanding the proposed flow. I know it looks like a long process, but I think it is a solid plan, especially given the long approval cycle for the Town and the need to complete the engineering design cycle with the inevitable design refinements.

Cheers,

Brad



March 14, 2017

Dr. Steve Warshaw
Board Chair
Community Church
106 Purefoy Road
Chapel Hill, NC

Dear Dr. Warshaw,

On behalf of the Chapel Hill Cooperative Preschool board of directors, thank you, Bill, and Jenny for taking the time to meet with us the other day. I am writing you to share our thoughts regarding the progress of finding a new location for the preschool and respectfully request an extension to our current lease agreement with the church.

As you know, the Chapel Hill Cooperative Preschool was founded by Community Church members over 60 years ago with amazing intentions. With the Preschool at an independent site, we would be in a position to continue to strengthen those original intentions in ways that will hopefully allow us to more fully address socioeconomic diversity and access to high quality early childcare for local families through subsidized tuition and scholarships. It is with mixed emotions that we find ourselves parting ways after six decades, but we are immensely grateful of your support throughout this process of growth and change.

Since the Preschool embarked upon the process of establishing a new home, we have identified a potential site that our Board has worked diligently to secure. We were hopeful to have a better understanding of our building project timeframe by this point. However, due to a protracted course of approval of our site plan with the Town of Chapel Hill, we still do not have a definite start date for breaking ground on the new site. Due to this delay, we need to request a lease extension that we had indicated might be a possibility in our earlier communications to the Church.

We understand you are also in the process of fundraising and will want to begin your expansion as soon as possible to accommodate the growing needs of your congregation. Our current lease with The Community Church is through September 30, 2017. We would humbly request that this be extended through to August 31, 2018.

Thank you for taking the time to meet with us and consider our request, and please contact me if your board needs any additional information.

Sincerely,

Marian Rollins-Raval
Chair, Board of Directors
Chapel Hill Cooperative Preschool

The Community Church of Chapel Hill

UNITARIAN UNIVERSALIST

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

CONGREGATIONAL MEETING AGENDA DRAFT

June 11, 2017

IMMEDIATELY AFTER the SERVICE

In The SANCTUARY

Chalice Lighting and Opening Words

Covenant

Congregational Awards

Al & Ann Sawyer Within These Walls Award

Joe & Lucy Straley Beyond These Walls Award

Gertrude Willis Lifespan Religious Education Award

State of the Church

Annual Pledge Drive Results

Update on Building Project

Capital Campaign

Construction Plans

Endowment Committee - Election of New Members

Affirmation of FY 2017-18 Budget

Extinguish the Chalice and Closing Words