

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

June 13, 2017

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

Ex Officio: Thom Belote Bonnie Nelson Andrew Wright

Welcome

Chalice Lighting/Reading – B. Rote 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. He called for a motion to approve the agenda.

B. Chapman made a motion to approve.

A. Hencke seconded the motion.

All in favor with none opposing.

Minutes from Meeting of April 11, 2017

Approval of Minutes from April Meeting – B. Nelson sent out the minutes in advance of the meeting. S. Warshaw asked if there were any changes to be made and, there being none, called for a motion to approve as presented.

J. Warnasch made a motion to approve.

B. Rote seconded the motion.

All in favor with none opposing; D. Klibanow and A. Hencke abstaining.

Consent Agenda

Minister's Report – T. Belote sent his report out in advance of the meeting. It contained an updated membership count and a list of General Assembly (GA) delegates. A discussion of the report ensued.

A. Hencke: Asked for T. Belote's thoughts on the change in membership numbers

T. Belote: 5-10% attrition is expected; it's good to attract more members

D. Klibanow: Asked if T. Belote was comfortable with the numbers added

T. Belote: Really good and balanced growth

S. Warsaw: Added in reply to D. Klibanow's question that T. Belote's sermon on how people view the Church, as consumers or creators or transformers, is good to keep in mind.

B. Poteat: Asked T. Belote about General Assembly (GA) and the size and make-up of our delegation

T. Belote: GA is often a more transactional relationship for some Congregations, as it is where the business of the UUA takes place. However, many attendees experience it at a different level and for the youth, it can be very affirming.

S. Warsaw: Asked if the Board of Trustees (BoT) needed to vote on the delegates

T. Belote: A motion to affirm the slate of delegates presented, with the provision that T. Belote can substitute a replacement delegate, if necessary.

D. Klibanow: Asked if F. Price-Stern can still represent our church as a delegate

T. Belote: She is still a current member on our rolls.

A. Hencke made a motion that the BoT accept T. Belote's recommendations for our church's delegates to GA, including T. Belote's authority to make any last minute changes.

B. Poteat seconded the motion.

All in favor with none opposing.

A. Hencke and S. Warsaw asked if J. Warnasch would see if there was a policy on how UU GA delegates were selected. B. Chapman replied that a policy isn't needed as appointing delegates falls under the minister's purview.

Committee on Ministry – J. Warnasch reported on a charter change requested by the Committee on Ministry (CoM), as well as a change in pre-approval of members. A. Hencke asked about the status of the Strategic Management Team (SMT). S. Warsaw clarified that he was asking about staffing the team; not the role of the team. T. Belote replied that both the CoM and the SMT had on their charters to assess the health of the ministries. J. Warnasch added that the CoM charter change was sent to the Vice President last summer but was never brought before the Board for approval. B. Poteat asked for a clarification of the assignment of members to the CoM. T. Belote replied that the minister brings a list of candidates to the BoT for approval. When there is an opening on the CoM, T. Belote asks someone from the approved list of candidates. When someone that T. Belote asks accepts, T. Belote notifies the BoT about who was asked and who accepted. J. Warnasch will rework the language on the nominees list for the proposed, revised CoM charter.

The BoT went into a closed session to discuss the list of CoM candidates. After a period of discussion, the BoT returned to open session.

D. Klibanow made a motion that the BoT accept T. Belote's recommended list of candidates for any potential openings on the CoM as submitted.

B. Rote seconded the motion.

All in favor with none opposing.

Status of Strategic Management Team – S. Warsaw introduced the agenda item. D. Hill is currently on the Strategic Management Team (SMT). T. Belote said that the SMT is responsible for keeping the strategic plan updated and refreshed, communicating about the

plan to the church community, and making sure that the ministries are advancing the goals of the strategic plan. Due to the departure of members and a minimal meeting schedule, the SMT only focused on the requirements for the ministries. D. Hill noted that there was a report by P. Byrd to the Congregation last year about refreshing the three-year plan. A discussion regarding the ministries' report to the SMT ensued.

B. Chapman: When would you like the ministries to report?

T. Belote: In August, we'd like to request committees and ministries summarize their efforts on the strategic plan; T. Belote would communicate the request

A. Hencke: What has been the process and empowerment of the SMT?

B. Poteat: The only requirement has been the annual report

D. Klibanow: (to D. Hill and T. Belote) Is the current SMT charter appropriate?

A. Hencke: Is it a resource or chartering problem?

B. Poteat: What's been done with the results of the annual report?

D. Hill: The annual report was part of the budgeting process last year.

B. Chapman: it would be good for the committees and ministries to start the church year matching their goals to the strategic plan and to end the year with a reflection.

D. Klibanow: The BoT is responsible for the creation of the SMT and to review and update the strategic plan.

S. Warshaw: Following A. Hencke's comments about using the analysis from the strategic plan, what is the process for using the results to improve church programs? There's a concern about issuing an annual report at this late date. Inquired if the BoT could structure a survey for committees/ministries that could be used to create the annual report?

B. Chapman: Why do we need or is it necessary to have an annual report?

T. Belote: The SMT hasn't been monitoring but the committees have reviewed their goals with respect to the strategic plan.

S. Warshaw: Is concerned that that doesn't honor the process.

B. Poteat: There are three parts required -- the Minister's Report, the President's Report, and the details from the Committees. A. Hencke: The process would be to review and recommend changes.

S. Warshaw: The strategic plan can be modified upon BoT review.

B. Chapman: Recommends postponing until the Fall when the ministries resume their meeting.

S. Warshaw: BoT will table this agenda item until the August BoT meeting. Points of discussion will be what's necessary and/or desirable for the SMT annual report and how it should be created.

S. Warshaw, D. Hill, and T. Belote will focus on recruiting members for the SMT.

Process for Approving Manse Sewer Improvements – T. Belote reported that the water currently feeding the Manse is coming from the main church supply. OWASA has been erroneously billing the church for both water and sewer. For the sewer repair, there is currently money available to cover the estimated cost. A question was raised as to the policy on BoT approval for expenditures greater than \$10K or if no approval was needed if the project had already been approved and funds were available. B. Poteat noted that the second

condition only applied if the project was in the 10-year plan. S. Warshaw asked T. Belote to clarify his request. T. Belote would like the BoT to approve B. Kosiba to proceed with the project of getting a new sewer line for the Manse. B. Poteat recommended that T. Belote/B. Kosiba come to the BoT with a revised 10-year project plan. T. Belote replied that nothing is needed now. A. Hencke suggested holding this item for the August BoT meeting. Further discussion points were:

D. Klibanow: when do we expect the work to be completed?

T. Belote: The schedule depends on OWASA timing

J. Warnasch: the tank can be pumped indefinitely

B. Poteat: remember that the Manse renovation is part of the “Our Space, Our Future” Capital Campaign. He suggested getting pricing for the full renovation.

T. Belote: will check with B. Kosiba.

S. Warshaw: previously contacted B. Kosiba to schedule a meeting on what’s necessary to make the Manse usable for rental and church programming. The meeting is scheduled for next week.

A. Hencke: follow-up to B. Poteat’s suggestion of the sewer pipe installation as part of full renovation.

T. Belote: S. Warshaw will spearhead a task force subcommittee from the Building Project to focus on this issue. [S. Warshaw: if necessary.]

Building Project (“Our Space, Our Future”) Update – A. Wright reported that the Task Forces requested a timeline for budgeting. It should be done and provided to them this week. A. Wright will provide an update at the August BoT meeting.

S. Warshaw reported on the Task Force Building Project meetings held on 5/28/17. There was to be a follow-up meeting this Thursday about reorganizing the Task Force teams. He reported that they are working much better together now. J. Warnasch supported that statement.

A. Hencke offered the BoT’s appreciation to T. Belote for his role in helping to improve the relationships. A. Hencke is now the BoT Building Project Task Force Liaison. B. Poteat inquired as to whether T. Belote’s aid is still needed to facilitate the cooperation. T. Belote replied that the preparation work with the Task Forces for the Congregational Meeting was extensive and no further intervention is needed.

B. Poteat updated the BoT on the preschool move and noted that the issue they were having with regards to traffic at the new location has been resolved.

Review of the Congregation Meeting - A round-robin discussion of thoughts and impressions from the Congregational Meeting occurred.

A. Wright thought it was a good meeting

A. Hencke inquired as to the turn-out compared to the previous meeting.

J. Warnasch noted that attendance was down. S. Warshaw concurred. T. Belote suggested that fewer R.E. parents were there. B. Nelson commented that most of those who spoke at the previous meeting were in attendance.

A. Hencke felt like it was a good move away from the negative to the positive.

B. Rote said that the turmoil at the last meeting was mostly caused by the BoT. B.

Chapman noted that this meeting was more tightly scripted, with a positive tone and therefore, it ran smoother.

D. Klibanow felt that the congregation was better informed. B. Chapman added that the agenda was better structured and supported.

B. Poteat noted that the BoT needs to continue to be communicative and transparent.

A. Hencke indicated that the congregational meetings should be largely ceremonial.

B. Poteat said that some folks just didn't show up. B. Nelson inquired if the attendance was low due to the attendance at the Budget pre-meeting. T. Belote replied that only seven people attended the pre-meeting.

T. Belote added that when the presentation is positive (such as our current financial situation) it usually leads to a positive meeting. However, it's harder when the information is negative. That usually creates a larger turn-out and more comments.

All agreed that the congregational meeting was a success.

S. Warshaw asked about posting the slides from the meeting. [B. Nelson will include in the minutes of the meeting.] B. Chapman asked about the posting of the minutes. J. Warnasch replied that they will be posted on the BoT page. T. Belote reminded the BoT that the congregational meeting minutes are not approved but are affirmed by the BoT. This will occur at the August BoT meeting.

Committee on Ministry – J. Warnasch returned to the agenda item on the charter for the Committee on Ministry. She read their draft charter. There being no further discussion, J. Warnasch made a motion to accept the revised charter.

A. Hencke seconded the motion.

All in favor with none opposing.

Closing

Process Observations - B. Rote provided an observation on the flow of the meeting, noting an abundance of cross-talk.

Action Items - B. Nelson listed out the action items from the minutes taken, in particular the additions to the August BoT agenda and S. Warshaw's focus on the SMT membership. B. Chapman requested a change in the "Board Member of the Month". S. Warshaw will revise the list and share.

Closing Words - B. Rote gave a reading and extinguished the chalice.

Attachments:

Board Agenda (Proposed)

June Minister's Report, including UUA GA Delegate information

Committee on Ministry charter - draft

BOARD AGENDA (Proposed)
June 13, 2017
Straley Room

<u>ITEM</u>	<u>RESPONSIBLE PERSON</u>	<u>END TIME</u>
<u>Welcome</u>		
Chalice Lighting/Reading	Bill R.	7:04
Check-in	Steve	7:10
<u>Agenda – Approval Needed</u>	Steve	7:12
<u>Minutes from 05/09 Meeting – Approval Needed</u>	Steve	7:15
<u>Consent Agenda</u>		
Minister’s Monthly Report	Thom	7:20
<u>Committee on Ministry</u>		7:25
<u>Amendments to Charter – Approval Needed</u>	Jenny	
<u>New Members – Approval Needed</u>	Thom	
<u>Status of Strategic Management Team</u>	Dan and Thom	7:35
<u>Process for Approving Manse Sewer Improvements - Approval Needed</u>	Thom	7:50
<u>Task Force Budget – Approval Needed</u>	Andrew	7:55
<u>GA Delegates – Endorsement Needed</u>	Thom	8:00
<u>Building Project (including update from Preschool)</u>	Steve	8:15
<u>Annual Congregational Meeting Debrief</u>	Steve	8:50
<u>Closing</u>		9:00
Process Observations	Bill R.	
Action Items	Bonnie	
Closing Words	Bill R.	

June Minister's Report
Rev. Thom Belote
6/13/17

Since Last Time

- Preached and led worship on 5/14, 5/28, and will preach on 6/11.
- Assisted Marion with the Coming of Age service on 5/21 and the Rising Up service on 6/4.
- Held last session (preach-off) of Preaching Practicum class.
- Hosted New Member Reception at my home.
- Four of our Coming of Age youth signed the book as youth members: Reno Fahringer, Madeleine Brooks, Charles Rubinas, and Parker Sexton.
- Co-taught final Exploring Membership class of this church year with Rachel Rose on 6/4 and 6/11.
- Coordinated the scattering of ashes for Stella Lyons and facilitated a gathering of remembrance for Stella for church members and Carol Woods residents.
- Attended going-away festivities for Frankie Price Stern.
- Facilitated Building Campaign Leaders Meeting on 5/25.
- Will host Budget Town Hall meeting on 6/8 with Andrew Wright.
- Assisted with preparations for Congregational Meeting on 6/11 by creating materials for slides, writing portions of the script, and other tasks as requested.
- Collaborated with Marion to plan goodbye recognition for Sara Gush as she leaves the staff position of RE Assistant to attend divinity school.
- Marion and I interviewed four candidates for the position of Religious Education Assistant. Position was offered to and accepted by our top choice for the position.
- I completed end of year evaluations for five staff members: Marion, Glenn, Andrea, Elisabeth, and Rachel.
- Held end of year staff breakfast at Elmo's!
- Attended Coming of Age celebration and gathering the evening of 5/21.
- Held one meeting of Sanctuary and Refugee Support Team. Next meeting scheduled for 6/12.
- Attended Moral Action on Health Care rally hosted by NC NAACP and Forward Together movement.
- Will attend Caring Ministry end of year potluck on 6/8.
- Additional meetings attended included: Worship Ministry, Caring Ministry, Committee on Ministry, and Executive Committee.
- Attended Durham Bulls ballgame auction event hosted by Don & Susan Blanchard.

Summer Schedule

- June 12 – 13. Out of office during day but present for evening meetings both nights.
- June 14 – 17. Out of town for family vacation.
- June 19 – 26. Attending the UUA General Assembly and the UU Ministers Association Ministry Days in New Orleans.

- June 28 – July 2. Out of town for family vacation.
- July 3 – 31. Vacation / Study Leave but in-town.
- July 8. Memorial Service for Dorothy Mayer.
- Between June 12 and July 31 I will not respond to emails or attend to church business unless it is a true emergency. I will respond to pastoral emergencies during this time. My cell phone is my preferred means of contact.

Year In Review

- From July 31, 2016 to June 11, 2017 I preached or was the lead creator of worship at 35 Sunday morning services plus Christmas Eve services. I assisted with worship at several additional services including Coming of Age, Rising Up, and the Winter Choir service. Here is a breakdown of this past year's services.
 - Minister led services: 35
 - Marion led: 4 (Little Women in October, Campus Ministry, Coming of Age, Rising Up)
 - Music services: 2 (Britten's Ceremony of Carols and Bernstein's Mass)
 - charlie kast, Minister Emeritus: 1
 - Guest Ministers: 2 (Rev. Jim Magaw and Rev. Holly Lux-Sullivan)
 - Lay led: 7 (Bryan Sexton on 1/29. Preaching Practicum on 4 dates in July 2016 and 2 dates in June 2017.)
 - Services cancelled due to inclement weather: 1
- Members added July 1, 2016 through June 7, 2017: 51
 Members lost in 2016-2017: 34
 Breakdown of members lost:
 - 3 deceased (John Ballantyne, Stella Lyons, Dorothy Mayer)
 - 10 moved out of area (New Jersey, Washington DC area, Asheville, Colorado, and Mongolia!)
 - 3 told us they live too far from church to participate (Cary, Burlington)
 - 2 transferred membership to ERUUF (they had joined our church a year previously due to conflict with minister at ERUUF and returned to ERUUF when that minister left the staff.)
 - 7 responded that church was no longer a priority in their lives.
 - 3 did not respond to pledge drive.
 - 6 indicated that they were leaving due to conflict or complaints.
 - 1 person reported interpersonal conflict with another member in the church Lectio group.
 - 1 person reported feeling aggrieved at the meetings surrounding the Building Project.
 - 2 people (one couple) reported feeling that congregants behaved unwelcomingly to their child in worship and that they felt harassed by callers with the Annual Pledge Drive.
 - 2 people (one couple) reported in April 2017 that they had been offended by the minister's sermon on "Humanism" in April 2016.

General Assembly Delegates

Q. How many delegates is our church allowed?

A. Two people in our congregation are assigned delegate status automatically. I am automatically a delegate because I am the minister. Charlie Kast is automatically a delegate as the Minister Emeritus. Additionally, we are allowed one delegate for every 50 members (or portion thereof.) We certified 392 members in February and are therefore allowed 8 additional delegates.

Q. What does the UUA say about delegates?

A. Not very much. The UUA only says that delegates have to be members. Congregations can vote on their delegates or the board can appoint them or the minister can appoint them or they can be drawn out of a hat. The UUA doesn't care. The UUA says that congregations can instruct delegates to vote the democratic will of the congregation or send delegates with no instructions on how to participate. The UUA doesn't care.

Q. What do our bylaws and policies say about delegates?

A. Not a thing, I think. In some years it has been the practice of the Board to vote to approve delegates. Some years the board has not voted to approve delegates. Our policies are silent.

Q. How are our church's delegates assigned?

A. In practice, I log onto our congregational profile on the UUA website and click a box to assign delegate status to those registered for General Assembly. They are then sent an email confirmation that they must bring to the delegate credentialing table at General Assembly. If they lose the email, either the minister or congregational president may show up at the delegate credentialing table at General Assembly and sign a form authorizing the person to be a delegate.

Q. Who from our church is going this year?

A. In addition to me, we are sending 14 people to General Assembly this year. Those going include: Virginia Bruhn, Emma Friedman*, Sara Gush*, Franklin Hirsch*, Kathy Hodges*, Maura Holt-Ling*, Laura Lauffer*, Jenny Nelson, Matthew Nelson, Julia Pelletier, Will Pelletier, Frankie Price Stern*, Alan Reece, and Carter Smith*.

Q. How will we choose delegates from among the 14 people attending?

A. Of those who are attending, only 8 (those starred above) are members of the church and eligible to serve as delegates. We will have a full slate of delegates, but nobody eligible to serve as an alternate delegate.

Q. You've spoken with them, Thom?

A. Yes, I have communicated with the group about who wants to serve as a delegate, about a time for us to meet for a meal during the General Assembly, and other matters of coordination.

Q. What is the minister looking for from the Board?

A. I want clear affirmation from the Board that the Board supports me in assigning delegate status to those attending General Assembly. I want to feel empowered to manage our delegates before and during General Assembly.

Facilities Update

Brad Kosiba has received a bid for \$25,000 to connect the Manse to the city sewer. However, OWASA has come back and is telling us to connect the Manse to the city sewer in a different direction. The new route they are recommending is shorter (cheaper.)

To date this fiscal year, Brad has spent very little from the Maintenance Reserves. The Maintenance Reserve balance (when Andrea makes the next scheduled transfer at the end of June) will be about \$34,000.

Brad believes we will be able to complete this project without exhausting the maintenance reserves. There may be additional costs with getting OWASA to handle connecting the lines, but the project is expected to run under \$34,000. Brad said that this project will have no impact on the long term Maintenance Reserves forecast. He simply expects to push all the other projects back by a year.

According to Board Policy 4.3.4 and 4.3.10 the Chief of Staff “has the authority to approve the accomplishment of a replacement or an alteration if the item is fully funded in the maintenance reserves... The Chief of Staff will inform the Board of any maintenance expenditure of ten thousand dollars or more.”

With the Board not meeting in July, this is my communication informing the Board. I will have a full report on the costs of the project in August.

DRAFT

Committee on Ministry Charter Revised, June, 2016

Charge

The Committee on Ministry is responsible to the Board of Trustees and to the Minister(s) for supporting and monitoring the health of the church-wide ministry.

Membership

1. The Committee shall consist of six (6) members, serving staggered three-year terms.
2. The Minister will submit a list of nominees to replace each retiring member, and the Board, who select all of the members, will select a replacement from that list. If the Board does not agree to any of the individuals proposed by the Minister, the Board will ask the Minister to submit additional names. No one can serve more than two consecutive terms.
3. No current Board member may serve on the Committee.
4. For a newly settled Minister, members of the search committee will be nominated to serve on the Committee.

Role of the Committee on Ministry

1. Support.
 - a. The Committee on Ministry will advise and support the Minister in the fulfillment of the duties and expectations of ministry.
 - b. The Committee will facilitate dialogue between the Minister and the congregation as needed. Where possible, the Committee will encourage congregation members with concerns to address them directly with the Minister. The Committee will serve to facilitate those discussions when appropriate.
2. Annual Review.
 - a. Basis. The annual goals for the Minister will be developed jointly between the Committee and the Minister based on such criteria as the mission of the church, covenant with the congregation, letter of call, annual vision of ministry goals, strategic goals as appropriate, areas identified as needing strengthening in previous reviews, and goals that the Minister will set.

b. Procedures. The Committee will conduct a regular review of the Minister. It will establish its procedures to be approved by the Board. The procedures will adhere to the following principles:

(1) The Committee will gather open feedback from staff and congregation leaders and members.

(2) All communications with the Committee will be open with no anonymous information. The Committee will provide the minister with feedback but has the discretion to keep sources confidential.

3. Grievances.

a. The Committee will develop systematic grievance procedures, making them known to the congregation.

b. The Committee will be responsible for addressing and resolving grievances between congregation members and the Minister. The parties should be encouraged to address and attempt to resolve all differences directly whenever possible. When direct communications do not resolve the issue, the Committee will facilitate further as appropriate.

4. Annual Review of Minister's Compensation

The Committee will annually review the Minister's compensation package and, after consultation with the Finance Committee, will negotiate any changes to the package with the Board.