

# 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 10, 2018

<b>Members:</b>	Lilie Bonzani Russ Bowen Barb Chapman	Steve Day Andy Hencke Dave Klibanow	Bianca Rodriguez Jenny Warnasch, chair Steve Warshaw
<b>Ex Officio:</b>	Thom Belote	Bonnie Nelson	Andrew Wright
<b>Guests:</b>	Ivy Brezina	Cathy Cole	Bill Poteat

**Chalice Lighting/Opening Reading (7:03)** J. Warnasch called the meeting to order. S. Warshaw lit the chalice while S. Day gave a reading.

**Check-in** The Board of Trustees (BoT) members and guests checked-in. R. Bowen explained why he reads the BoT Mission Statement during check-in.

**Consent Agenda (7:10)** J. Warnasch announced one change to the proposed agenda and asked if there were any other changes that needed to be made. There were none. Via email, B. Chapman corrected a word on the previously distributed minutes. There being no further changes,

S. Warshaw made a motion to approve the amended Consent Agenda and the amended March BoT Minutes, as well as accept the Minister's Monthly Report.

D. Klibanow seconded the motion.

All in favor with none opposing or abstaining.

**Building Project Task Force (BPTF) Update (7:15)** I. Brezina, Stewardship co-chair, provided an update on the Annual Pledge Drive (APD) and the Capital Campaign. Over 160 pledges to the Capital Campaign have been received out of about 300 expected. Total raised to date is \$1,350K. The APD has raised \$367,830.00 from approximately 180 pledges. Capital Campaign pledges have ranged from upwards of \$50K to \$15.00. All pledges have been gratefully accepted.

Around ninety pledgers did not attend a cottage meeting or request a steward visit so follow-up on those pledges will begin soon.

T. Belote noted that the normal pledging cycle is that about half of the pledges are received by the deadline, twenty-five percent are received by the end of the due date month, ten percent are received over the course of the following month, and the remaining come in over the summertime.

D. Klibanow asked about the financial goal of the APD. (J. Warnshaw?) replied that it was

\$490K. T. Belote said that he was quite pleased with the response so far and expected the final amount to exceed last year's record.

S. Warshaw asked about the possibility of the remaining 150 people raising the additional \$385K necessary to reach the Capital Campaign goal of \$1.7M. T. Belote replied that the giving for the APD and Capital Campaign varied widely. A. Hencke said that that meant it was hard to extrapolate. S. Warshaw said that he was encouraged by the amount raised so far. I. Brezina said that those giving now are the more interested and involved congregants and that those left tend to be less involved in the church. C. Cole noted that some of the largest givers were not even identified as such during the silent phase of the Capital Campaign last fall.

C. Cole said that there are various options for conducting the mop-up phase, including calling from the church phones, a scripted dialog, and personal engagement. Therefore, no follow-up list has been created yet. D. Klibanow noted the convergence of Tax Day and the end of the pledge drive and wondered if that had cause a delay in pledging by some people. T. Belote said that part of the first phase of follow-ups will be focused on those people who attended a Cottage Meeting but have not yet pledged.

C. Cole mentioned looking ahead to the June 10, 2018 Congregational Meeting. She said that they will be talking about the number of pledges received, as well as the amount raised. It will be an ideal time to make a second ask for funds, if needed. She distributed and reviewed a hand-out from the Capital Campaign Task Force plan for the meeting. Subsequent meetings will be scheduled to allow the congregation to provide feedback on the building plans.

At the October 14, 2018 Congregational Meeting, the congregation will vote on the Building Loan. D. Klibanow asked if the church asks new members to contribute to the Capital Campaign. T. Belote said that information about doing so is included in the new members class but they are not expected to contribute at this time. D. Klibanow followed-up by inquiring if they would be asked eventually. T. Belote confirmed that they would. C. Cole anecdotally mentioned that she was asked immediately upon joining the church.

C. Cole stated that they will be postponing the normal APD celebration until the June 10, 2018 Congregational Meeting, and that it will be combined with the New Member Welcome. This was cleared with Rachel Rose, Membership Director.

A. Hencke suggested that between now and May the Stewardship team should really "go for it" so that at the June 10, 2018 Congregational Meeting, they could raise enough funds to request a decision on taking on a loan then. J. Warnasch and A. Wright noted that there's no problem with delaying the loan decision until the October 14, 2018 Congregational Meeting.

J. Warnasch requested the BoT members to hold open the date of 5/22/2018 for a possible joint meeting with the BPTF. C. Cole noted that the amounts raised are no longer being held back and A. Hencke congratulated the Stewardship team for a very successful drive.

**Congregational Sponsorship for Carter Smith (7:45)** T. Belote requested that the BoT, on behalf of the C3HUU, sponsor C. Smith as an Aspirant at Harvard Divinity School. T. Belote called for a motion to vote on the sponsorship.

A. Hencke made a motion to approve the request.

D. Klibanow seconded the motion.

All in favor with none opposing or abstaining.

**Planning for Maintenance Expenses (7:47)** J. Warnasch asked the BoT to review the maintenance budget created by Brad Kosiba and previously distributed. She noted that the Manse sewer line installation is targeted for late June 2018. A. Wright said that there is \$39K in maintenance reserves now and there is \$11K being added for a total of \$50K; however, \$48K has already been committed. This means that the fiscal year will end with only \$1K. J. Warnasch clarified that there is not \$45K in FY19 for the sewer expense. B. Kosiba has been instructed to do only what must be done and to delay what can be delayed. Church leadership will continue to talk about possible options, including requesting funds from the Endowment or the Operating Reserves.

A. Hencke inquired as to the amount in Operating Reserves. A. Wright said that it was about \$55K. T. Belote noted that the Operating Reserves are supposed to be approximately \$40K. A. Hencke added that if the Operating Reserves drops below that, it must be paid back within three years. T. Belote said that based on pledges and expenses in the last quarter, there is a positive of \$29K. T. Belote expects expenses to stay level but that he will not know until September 2018 if an extra \$15K is available. A. Hencke noted that the total expenses match the monthly average but that they are not evenly distributed. J. Warnasch asked if \$45K could be taken out of the budget early in the FY. T. Belote replied that none was taken last year so it is possible that it could be done this year. A general question was posed if it was possible to use some of the money from the Capital Campaign for the maintenance expenses. A. Wright indicated that this is not a crisis situation at the moment; more of a check-in, right now. A. Hencke requested a process approach to this issue and asked for: 1)an analysis of expenses and income; 2)all cash flow impact/analysis; and 3)the options. A. Wright noted that Q3 of this year is equal to Q3 of last year. A. Hencke followed-up asking how did we end up last year. T. Belote replied that that it was about a \$5K loss.

L. Bonzani asked what was allowed to be requested from the Endowment. B. Chapman replied that the fund was greater than \$190K. A. Hencke noted that grants come from the interest; not the principal.

J. Warnasch said that she will meet with B. Kosiba again in early May. She asked if the BoT need to have a plan or a request to Finance now? T. Belote replied that there should be a plan made at the June 2018 BoT meeting. A. Hencke reminded Finance Committee representatives that it would be good to see the requested analysis at the May 2018 BoT meeting.

**Board Policy Book (BPB) Proposed Changes (8:09)** B. Chapman informed the BoT that she spoke with Mary Hulett about the questions raised on the Policy for the Management/Care for People and they decided on the the phrase, “related identity” so as to prohibit a person with a problematic history from being protected under this policy. T. Belote added that there are many cases of persons with criminal convictions being involved with church life and that it is difficult for churches to deal with those cases. L. Bonzani noted that it is important for the church to have good, written practices. R. Bowen asked for clarification of the term “color”. B. Rodriguez replied that there is discrimination based on color, which is linked to the shades of skin color. B. Chapman asked if there were any other concerns with the policy. J. Warnash asked if the phrase, “in respect of” to be changed to “in respect to”. A. Hencke quested the use of the word “related”. He added that the BPB is a living document and that perhaps there should be a preamble to indicate the spirit behind the BPB.

S. Warshaw offered a motion to approved the revised policy.

L. Bonzani seconded the motion.  
All in favor with none opposing or abstaining.

**Strategic Management Team (SMT) Report (8:17)** R. Bowen announced that the SMT met with the Governance Committee. He noted that there are five planning documents that address instances of strategic management. The Committee is working on a recommendation on the Annual Vision of Ministry and the Vision of Ministry and the recommendation will be brought to the May 2018 meeting. In addition, they are considering the need for a Procedure Manual, as the BoT Bylaws rarely mention procedure and the BPB has to change as needed. There is no formal proposal on this yet.

S. Warshaw said that the SMT could serve as reviewers on behalf of the BoT on documents such as mission, vision, etc. A. Hencke said that he believes that they already have that role as part of their charter. J. Warnasch said the health of ministry was not the same as oversight of the church. T. Belote replied that the ministry teams and the SMT share those responsibilities. B. Chapman added that there are definitions, a sort of glossary, in the Bylaws and BPB and that they serve as an institutional history.

J. Warnasch asked if there was any further discussion. There being none, she moved on to the next agenda item.

**Endowment Committee Report (8:26)** B. Chapman said that the Endowment Committee had received three grant requests. She also informed the BoT that she and Polly Johnson had a meeting with T. Belote scheduled for tomorrow to review the grant requests. She recommended that the BoT and the Endowment Committee seek clarity on the roles of the liaison and the minister. She had spoken with M. Hulett about the liaison position. Previously the minister was an ex officio member of the Endowment Committee but due to time constraints, the role was transitioned to a BoT liaison position. B. Chapman indicated that she will keep the BoT apprised of any relevant information from the meetings.

**Stewardship Candidates for Next Year (8:32)** J. Warnasch provided an overview of what Stewardship might look like next year. Currently, C. Cole is on her third year of Stewardship and has become deeply involved with new church initiatives and is not continuing with Stewardship next year. D. Klibanow asked if C. Cole planned not to be involved at all. J. Warnasch clarified that C. Cole would likely only be in an advisor role. T. Belote said that he has been thinking about Stewardship, noting that the Cottage Meeting format, while very successful, is in its third year and that there are limitations to the APD due to the demands of the Capital Campaign. He is suggesting a shortened APD; perhaps a church-wide Day of Service which would end in a pledging event. The focus would be on service to the community and the world. He added that he would work the ministries and the Stewardship chair(s) to create the day and the event. A. Hencke said that this idea was raised at the last Church Council Meeting. B. Rodriguez wondered if a Day of Service would resonate with those not closely connected to the church. J. Warnasch said that she was not concerned about that if the various service options were “group” based. T. Belote noted that the service options would be open to all. B. Chapman tied this idea back to the concept of “simple church”, with the idea of getting people involved and broadening the responsibility of stewardship.

D. Klibanow made a motion that the BoT move to a closed session.

S. Warshaw seconded the motion.  
All in favor with none opposing or abstaining.

**CLOSED SESSION: Stewardship Candidates for Next Year**

B. Chapman made a motion that the BoT return to open session.  
A. Hencke seconded the motion.  
All in favor with none opposing or abstaining.

**Process Evaluation (8:56)** S. Day provided a process evaluation. He noted the brisk pace of the meeting and that it moved along the agenda items in a timely fashion. L. Bonzani added that everyone contributed. S. Warshaw said that there was lots of laughter. R. Bowen was glad to have learned about the grammar behind “in respect to”. J. Warnasch remarked that the meeting ran long. A. Wright commented that the BoT needs to resist the urge to microplan.

**Action Items (9:00)** B. Nelson indicated the following items that require follow-up: J. Warnasch will send out a follow-up regarding the possible joint meeting with the BPTF. A. Wright and B. Rodriguez will work on the requested impact analysis. J. Warnasch will meet with B. Kosiba about the maintenance budget. B. Chapman will report back to the BoT about the Endowment grant requests. S. Washaw will begin contacting the approved Stewardship candidates and provide a report at the next BoT meeting.

**Chalice Extinguishing/Closing Reading (9:01)** S. Day shared a reading from R. W. Emerson and S. Warshaw extinguished the chalice. The meeting was then adjourned.

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**ATTACHMENTS:**

**Board Agenda**

**Minister’s Monthly Report**

**Financial Report for FY18/Q3**

**Building Project Task Force report for the June 10th Congregational Meeting**

**Proposed Policy on Management/Care for People**

**Comprehensive Maintenance Budget**

# *The Community Church of Chapel Hill*

## *Unitarian Universalist*

April Board Meeting  
April 10, 2018  
7-9pm; Straley Room  
Board Member of the Month: Steve Day

<b>Item</b>	<b>Responsible Person</b>	<b>Time</b>
<u>Chalice Lighting/Opening Reading</u>	Steve D.	7:00-7:02
<u>Check-in</u>	All	7:02-7:15
<u>Consent Agenda [vote]</u> <ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Approval of March Minutes</li><li>• Acceptance of Congregational Meeting Minutes</li><li>• Acceptance of Minister's Monthly Report</li></ul>	Jenny	7:15-7:20
<u>Building Project Task Force Update</u>	Andy/CCTF	7:20-7:45
<u>Congregational Sponsorship for Carter Smith [vote]</u>	Thom	7:45-7:50
<u>Planning for Maintenance Expenses</u>	Jenny	7:50-8:10
<u>Board Policy Book Proposed Changes</u>	Russ	8:10-8:20
<u>Endowment Committee Report</u>	Barb	8:20-8:25
<u>Stewardship Candidates for Next Year</u>	Jenny	8:25-8:40
<u>Process Evaluation</u>	Steve D.	8:40-8:44
<u>Action Items</u>	Bonnie	8:44-8:46
<u>Chalice Extinguishing/Closing Reading</u>	Steve D.	8:46-8:47

**April Minister's Report**  
**Rev. Thom Belote**  
**4/10/18**

**Since Last Time (3/13/18)**

*Worship*

- Preached and led worship on 3/18 and 4/1.
- Coordinated 3/25 worship service with guest preacher Sadie Lansdale (a candidate for the ministry position at the Unitarian Universalist Church of Greensboro.)
- Recruited for and began teaching Preaching Practicum. Class participants will deliver sermons in June and July.

*Membership*

- Attended New Member Reception on 3/18.
- Co-taught two session Exploring Membership class with Rachel Rose.
- 7 New Members since last report: Lauren Adair & Adam Rosen, Adam & Kat Good, Judy & Norbert Lechner, and Cheryl Wilder.

*Stewardship*

- Communicated regularly with, advised, and provided assistance and support to Annual Pledge Drive / Capital Campaign co-chairs.
- Hosted "Pints & Pledges" cottage meeting at Milltown in Carrboro on 3/14.
- Made one additional Visiting Steward visit.
- Reached out to 40 people who are not currently members or associates for pledges to operating fund and/or contributions to the building fund. (There is a strategy for bringing in additional funds to the building campaign by asking for contributions from family members of church leaders, former members, and those in the wider community who support the church.)

*Community Engagement*

- Hosted and chaired meeting of Religious Affairs Committee of the Chapel Hill / Carrboro NAACP.
- Helped plan and will attend interfaith event to commemorate 50<sup>th</sup> anniversary of the assassination of Martin Luther King, Jr. on 4/4.
- Was featured guest on the WILPF radio show on WCOM to discuss the sanctuary movement.
- Community Church hosted and provided lunch to walkers on Witness For Peace's Holy Week pilgrimage.

*Parish Ministry*

- Meetings attended included: Worship Ministry, Caring Ministry, Committee on Ministry, Strategic Management Team, and Sanctuary & Immigrant Support Ministry.
- Officiated memorial service and interment of ashes for Bettie Bradford (mother of Karen Abbotts, daughter of Charles M. Jones) on 3/17.

FY2018	YTD MAR 31, 2018				
		FY2018	FY2018		
		ORIGINAL	ACTUAL	DIFF	%
		BUDGET	3/31/2018		
<b>Income</b>					
<b>Collections</b>					
Operations Pledge Income		490,000	377,851	-112,149	77%
ID Contributions (checks)		6,000	8,474	2,474	141%
Loose collection (cash)		7,000	6,823	-177	97%
<b>Total Collections</b>		<b>503,000</b>	<b>393,148</b>	<b>-109,852</b>	<b>78%</b>
<b>Other Income</b>					
Interest Income		100	193	93	193%
Service Auction Fund Raiser		13,350	19,019	5,669	142%
General Operation Fund Raiser		4,000	215	-3,785	5%
Vanco Fee Offset Income		0	226	226	0%
Misc. Income		0	0	0	0%
<b>Total Other Income</b>		<b>17,450</b>	<b>19,653</b>	<b>2,203</b>	<b>113%</b>
<b>Rental Income</b>					
Building Rental		5,000	3,260	-1,740	65%
Parking Lot Rental		55,000	41,841	-13,159	76%
Pre-School Lease		68,607	51,309	-17,298	75%
<b>Total Rental Income</b>		<b>128,607</b>	<b>96,410</b>	<b>-32,197</b>	<b>75%</b>
<b>Total Income</b>		<b>649,057</b>	<b>509,211</b>	<b>-139,846</b>	<b>78%</b>
<b>Expense</b>					
<b>Administrative Operations</b>					
Board Activities		500	70	-430	14%
Congr Admin - F/M & Benefits		17,730	13,016	-4,714	73%
Congr Admin - Wages		40,749	30,561	-10,188	75%
Misc. Expenses		0	0	0	0%
Off Assist - F/M & Benefits		8,365	6,057	-2,308	72%
Off Asst - Wages		20,487	15,365	-5,122	75%
Office Expenses / Technology		19,000	14,748	-4,252	78%
Payroll service		1,500	1,095	-405	73%
Personnel Expenses		0	0	0	0%
<b>Total Administrative Operations</b>		<b>108,331</b>	<b>80,913</b>	<b>-27,418</b>	<b>75%</b>
<b>Building &amp; Grounds</b>					
<b>B&amp;G Committee Operations</b>					
Contracted Maintenance Services		11,200	10,874	-326	97%
Janitorial & Restroom Supplies		1,550	965	-585	62%
Kitchen Supplies		100	75	-25	75%
Maintenance & Project Supplies		1,400	2,600	1,200	186%
<b>Total B&amp;G Committee Operations</b>		<b>14,250</b>	<b>14,513</b>	<b>263</b>	<b>102%</b>
Commons Project		0	0	0	0%
Facility Mgr or Handiman - Contracted		2,000	0	-2,000	0%
Insurance		10,000	8,518	-1,483	85%



Janitorial Service - Contracted	11,000	6,800	-4,200	62%	
Lawncare - Contracted	2,300	1,441	-859	63%	
Maintenance Reserves	45,434 *	34,510	-10,925	76%	* 7% income
Manse Operations Expenses	4,875	2,917	-1,958	60%	
** Mortgage P&I - Church & Manse	47,784	35,838	-11,946	75%	July-Sept principal = \$19,585.48, July- Dec interest = \$4306.52, Jan-Mar Capital Fund=\$11,946
Space Assessment Team	0	0	0	0%	
Tax - Stormwater Mgmt	1,850	2,249	399	122%	
Utilities	17,000	12,651	-4,349	74%	
<b>Total Building &amp; Grounds</b>	<b>156,493</b>	<b>119,437</b>	<b>-37,056</b>	<b>76%</b>	
<b>Denominational Affairs</b>					
Denominational Connections	1,000	0	-1,000	0%	
UUA GIFT Annual Dues	30,000	22,500	-7,500	75%	
<b>Total Denominational Affairs</b>	<b>31,000</b>	<b>22,500</b>	<b>-8,500</b>	<b>73%</b>	
<b>Lifespan Religious Education</b>					
Adult Ministry (SEA)	1,000	654	-346	65%	
Campus Ministry	1,000	929	-71	93%	
Children's Ministry	4,000	2,027	-1,973	51%	
Dir of Lifespan F/M & Benefits	21,737	14,695	-7,042	68%	
Dir of Lifespan RE - Wages	57,823	43,367	-14,456	75%	
RE Assistant - F/M & Benefits	5,806	4,367	-1,439	75%	
RE Assistant - Wages	15,756	12,320	-3,436	78%	
Sunday Childcare	10,592	8,323	-2,269	79%	
Youth Ministry	2,450	583	-1,867	24%	
<b>Total Lifespan Religious Education</b>	<b>120,164</b>	<b>87,266</b>	<b>-32,898</b>	<b>73%</b>	
<b>Ministerial Operations</b>					
Minister - Benefits & Expenses	34,682	25,092	-9,590	72%	
Minister - Wages & Housing	88,464	66,348	-22,116	75%	
Ministerial Transitions Reserves	0	0	0	0%	
<b>Total Ministerial Operations</b>	<b>123,146</b>	<b>91,440</b>	<b>-31,706</b>	<b>74%</b>	
<b>Rental Expense</b>					
Tax Accountant Services Fees	440	0	-440	0%	
Tax - Parking Business	7,000	5,825	-1,175	83%	
Facility Supervisor & Sound Technicians	0	143	143	0%	
Rental Space Janitorial - Contracted	0	300	300	0%	
Preschool Janitorial - Contracted	10,500	6,800	-3,700	65%	
<b>Total Rental Expense</b>	<b>17,940</b>	<b>13,068</b>	<b>-4,873</b>	<b>73%</b>	
<b>Programs and Ministries</b>					
Anti-Racism Training	0	0	0	0%	
Caring Ministry	462	141	-321	31%	
Committee on Ministry	0	0	0	0%	
Communications	500	26	-474	5%	
Community Service Ministry	300	72	-228	24%	
Covenant Groups	760	148	-612	20%	
Dir of Membership - F/M & Benefits	6,747	4,793	-1,954	71%	
Dir of Membership - Wages	18,000	13,145	-4,855	73%	
ECO	385	77	-308	20%	
Fellowship Ministry	1,000	1,042	42	104%	

General Childcare	515	775	260	150%
Membership	2,400	878	-1,522	37%
Mental Health Ministry	500	150	-350	30%
Peace and Justice	350	0	-350	0%
Sanctuary for Dialogue	450	0	-450	0%
SOSL	215	122	-93	57%
Stewardship	1,350	1,337	-13	99%
Sunday Fellowship Hour	950	496	-454	52%
Sunday Hospitality F/M	224	168	-56	75%
Sunday Hospitality - Wages	2,926	2,195	-731	75%
<b>Total Programs and Ministries</b>	<b>38,034</b>	<b>25,565</b>	<b>-12,469</b>	<b>67%</b>
<b>Service Auction</b>				
Service Auction Expense	850	191	-659	23%
Service Auction Distribution	0	0	0	0%
<b>Total Service Auction</b>	<b>850</b>	<b>191</b>	<b>-659</b>	<b>23%</b>
<b>Worship &amp; Arts</b>				
Accompanist - Contracted Staff	6,162	4,500	-1,662	73%
Art Team	0	21	21	0%
Dir of Music - F/M & Benefits	14,076	11,816	-2,260	84%
Dir of Music - Wages	32,669	24,502	-8,167	75%
Music Committee	4,200	3,163	-1,037	75%
Sound Room Technology	1,000	161	-839	16%
Worship Honorariums	1,500	1,300	-200	87%
Worship Ministry	1,500	69	-1,431	5%
<b>Total Worship &amp; Arts</b>	<b>61,107</b>	<b>45,533</b>	<b>-15,574</b>	<b>75%</b>
<b>Total Operations Expense</b>	<b>657,065</b>	<b>485,913</b>	<b>-171,152</b>	<b>74%</b>
<b>Net Income</b>	<b>-8,008</b>	<b>23,298</b>	<b>31,306</b>	<b>-291%</b>

Ronnie

## Capital Campaign Task Force Report at June 10<sup>th</sup> Congregational Meeting

- Our goal was \$1.7 million, and the contributions to date total X.
  - We will probably continue to receive commitments through the next few months.
  - We may or may not ask people to consider increasing their commitments, depending on the total amount contributed to date.
- The CCTF will hand the reigns to the Building Task Force for the next phase of the Building Project. Their next steps:
  - The Building Task Force will prepare a package for the engineer.
  - The architect will adjust our drawings and estimates based on the engineer's report, current construction costs, and total funds available.
  - The BTF will be ready to present one or more proposals to the congregation for their input in the fall.
  - Once the congregation agrees on final drawings, they will vote on whether or not to approve a construction loan.

April 10, 2018

TO: Board of Trustees Community Church of Chapel Hill – UU  
FROM: BOT Governance Committee (Bowen, Chapman, Warshaw)  
RE: Policies for consideration/second reading at 04 10 18 BOT meeting

Below are the three BOT policies that we were advised should be revised and/or adopted by sanctuary churches. **The changes and additions, indicated in red, are those requested by BOT members after the first reading of the policies on March 13.**

Please come to the April 10 BOT meeting prepared to discuss these policies, and bring your BOT binder or an electronic version of the BOT policy manual.

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## **From Community Church of Chapel Hill – UU Board Policy Manual**

### **MANAGEMENT**

#### **4.5 Care for People**

##### 4.5.1 Non-Discrimination

Date Adopted: March 13, 2012

Date Last Amended: November 12, 2013

The Community Church of Chapel Hill Unitarian Universalist is a welcoming congregation. Membership in the church and participation in all aspects of church life will be encouraged without regard to race, gender, gender identity, **sexual orientation, ethnicity**, color, religion, national origin, age, disability, **immigration or citizenship status**, or any other ~~classification~~ **related identity**.

**[Why change “classification” to “related identity” – (1) “classification” is how others group or sort us; “identity” is how we group or sort ourselves. (2) using “related identity” rules out a negative, such as pedophiles, as all previously listed groups are positives?]**

Participation in all aspects of church life should be free of harassment of any kind.

Anyone who feels that they have experienced discrimination or harassment should report this to either the Chief of Staff or the President of the Board of Trustees.

**4.5.2 In respect of all persons’ privacy, members of the congregation or members of the public who interact with the congregation, except those who are employed by the church, will not be asked about their immigration or citizenship status, and no information will be provided regarding any individual’s immigration or citizenship status, except as required by law.**

**4.5.3 In keeping with the mission of our church to “strive to nurture spiritual growth, support and care for each other, and effect change through our love for the world,” shelter, food, or other services may be provided to ~~others~~ **individuals**, consistent with policy 4.5.1, and without regard to whether the individual(s) is or is not a member of this congregation.**

FY Year	Location	Description	Periodicity (years)	Cost Estimate	Total Cost	3% Inflation from 2018	Notes
2015	Jones	Install exterior lighting for grounds between Jones and sheds		\$ 1,000	\$ 32,055	\$ 32,055	
2015	Jones	Replace HVAC Compressor		\$ 6,000			
2015	Jones	Replace broken air handler drain pan above fireplace lounge area		\$ 2,000			
2015	Jones	Replace burned out hot water heater in Janitor mop sink		\$ 2,000			
2015	Manse	Manse Roof		\$ 5,319			
2015	Paving	Pave Rear Entry Drive & Parking Lot		\$ 15,736			
2016	Paving	Paving Main Parking Approach + Sidewalk		\$ 23,500	\$ 42,200	\$ 42,200	
2016	Manse	Replace hotwater heater		\$ 4,700			
2016	Jones	Repair HVAC units: condensate plumbing		\$ 4,000			
2016	Sanctuary & Jones	Repairs to roofs (includes ladder install)		\$ 10,000			
2017	Manse	Surveys in support of Sewer project		\$ 1,808	\$ 1,808	\$ 1,808	Held off spending due to sewer
2018	various	Small Capital		\$ -	\$ 78,163	\$ 78,163	\$45,434 added to MR 2018
2018	Grounds	Install upgraded exterior lighting for main walkways		\$ 12,000			
2018	Jones	Replace roof (not under solar array)	20	\$ 23,038			
2018	Main	Repair roof leak and west exterior sanctuary wall		\$ 10,000			
2018	Main	Paint Exterior Sanctuary/Commons & Trim Repairs	10	\$ 13,000			
2018	Manse	Mold remediation		\$ 7,125			
2018	Manse	Engineering and Legal for Manse Sewer		\$ 10,000			
2018	Manse	Post Mold remediation repairs		\$ 3,000			
2018	All	Building Equipment Replacement		\$ -		Assume no	more major issues
2019	various	Small Capital		\$ 5,000	\$ 75,000	\$ 77,250	Sewer year
2019	Manse	Sewer line installation		\$ 45,000			
2019	Manse	Replace Front Door/Window assembly		\$ 10,000			
2019	Manse	Paint Exterior Manse & Trim Repairs	10	\$ 5,000			
2019	All	Building Equipment Replacement (South Sanctuary AC/Furnace?)		\$ 10,000			
Construction Project							
2020	various	Small Capital		\$ 5,000	\$ 31,000	\$ 32,888	Delay paving 1 year
2020	Main	Paint Interior Sanctuary	10	\$ 10,000			
2020	Jones	Paint Interior Office Wing	10	\$ 3,000			
2020	Manse	HVAC replacement	15	\$ 8,000			
2020	Manse	Interior and appliance upgrades		\$ 3,000			
2020	Manse	Replace porch/steps		\$ 2,000			
2020	All	Building Equipment Replacement		\$ -		Assume no	major issues
2021	various	Small Capital		\$ 5,000	\$ 65,000	\$ 71,027	Paving year
2021	Paving	Repave Main Parking Lot	30	\$ 50,000			
2021	All	Building Equipment Replacement		\$ 10,000			

*Line of pure speculation*

2022	various	Small Capital		\$ 5,000	\$ 45,000	\$ 50,648
2022	Sanctuary	Replace Stage flooring with stronger wood product & remediate		\$ 20,000		
2022	Main	Replace Sanctuary & Commons Carpet	15	\$ 10,000		
2022	All	Building Equipment Replacement		\$ 10,000		
2023	various	Small Capital		\$ 5,000	\$ 45,000	\$ 52,167
2023	All	Building Equipment Replacement		\$ 40,000		
2024	various	Small Capital		\$ 5,000	\$ 45,000	\$ 53,732
2024	All	Building Equipment Replacement		\$ 40,000		
2025	various	Small Capital		\$ 5,000	\$ 45,000	\$ 55,344
2025	All	Building Equipment Replacement		\$ 40,000		
2026	various	Small Capital		\$ 5,000	\$ 50,000	\$ 63,339
2026	Main	Main Roof Membranes		\$ 30,000		
2026	All	Building Equipment Replacement		\$ 15,000		
2027	various	Small Capital		\$ 5,000	\$ 50,000	\$ 65,239
2027	All	Building Equipment Replacement		\$ 45,000		
2028	various	Small Capital		\$ 5,000	\$ 50,000	\$ 67,196
2028	Main	Paint Sanctuary/Commons Exterior & Interior	10	\$ 25,000		
2028	All	Building Equipment Replacement		\$ 20,000		
2029	various	Small Capital		\$ 5,000	\$ 55,000	\$ 76,133
2029	Jones	Paint Jones & Administrative Exterior & Interior	10	\$ 30,000		
2029	Manse	Paint Manse Exterior & Interior	10	\$ 10,000		
2029	All	Building Equipment Replacement		\$ 10,000		
2030	various	Small Capital		\$ 5,000	\$ 55,000	\$ 78,417
2030	All	Building Equipment Replacement		\$ 50,000		