

**Community Church of Chapel Hill Unitarian Universalist
Board Meeting Minutes
October 11, 2016**

Attending:	Cathy Cole	Bill Poteat	Dan Hill
	Kathy Hodges	Mike Vann	Bill Rote
	Katie Heineman	Bryan Sexton	Pete Bird
Ex Officio:	Thom Belote	Laurence Kirsch	Richard Edwards
Guests:	Andrew Wright		

1. Welcome

- a. **Chalice Lighting/Reading** – Pete Bird opened the meeting with a reading.
- b. **Sharing**

2. Approval of Tonight’s Agenda – Bill Poteat provided a draft agenda in advance of the meeting.

Cathy Cole made a motion to approve the agenda as presented.

Bryan Sexton seconded the motion.

All in favor with none opposed.

3. September Minutes – Reviewed the September minutes.

Bill Poteat made a motion to approve the September minutes as presented.

Mike Vann seconded the motion.

All in favor with none opposed.

4. Minister’s Report – Thom Belote provided his report in advance of the meeting (attached). There has been a lot of activity with preparing for the service auction and the congregational meeting for the building project. Discussed whether the Board would be interested and open to having an intern minister at some time in the next several years (beyond fall, 2017). Discussed the process and cost variations, depending upon the internship model. Board expressed general agreement and voiced support for the concept.

Also discussed Brad Kosiba’s 10-year financial projection on maintenance and facility costs. Discussed prioritization of maintenance activities as constrained by current budget projections, as well as how these activities might be affected by the building plan and capital campaign. The budget for the coming year follows the projection.

Pete Bird made a motion to accept the 10-year cost projection as presented by the Chief of Staff, as required by policy.

Cathy Cole seconded the motion.

All in favor with none opposed.

Thom Belote presented the first quarter financial report to the board and noted that spending is on track for the first quarter. Reviewed individual line items as requested,

including pledges/revenues. The annual pledge amount has changed from the budget that was originally passed. That change and those changes effected by formula using that amount were not deemed substantive so as to require the Board to reapprove the budget.

5. Nominating Committee Status – Mike Gilliom presented on behalf of the Nominating Committee—Joe Farinola, Elsbeth Van Tongeren, and Steve Warshaw – that Jenny Warnasch (Vice President), Barb Chapman, Lilie Bonzani, and Russ Bowen have agreed to be nominated for Board Membership for next year. Russ would be doing a two-year term, and the rest would have three-year terms. Publication of the nominating committee members will be made to the congregation, along with voting/election procedures, with results to be provided by December 1st. Discussed the process.

6. Board Committees & Treasurer – Bill Poteat presented a charter (attached) to the Board for the Building Project Task Force Coordination (TFC), which will facilitate efficient coordination of the various task forces’ activities. Bill Poteat made a motion to approve the charter for the Building Project Task Force. Bryan Sexton seconded the motion. All in favor with none opposing.

Bill Poteat volunteered to be the Chair of the TFC through the end of December, at which time the Board will approve a new chair.

Cathy Cole made a motion to approve Bill Poteat as the chair of the TFC through the end of December.

Dan Hill seconded the motion.

All in favor with none opposing

Andrew Wright has agreed to serve as the Treasurer following Laurence Kirsch’s stepping down as Treasurer in December 31st. Andrew will begin work immediately to work on the financial reviews and learn with Laurence’s support.

Bill Poteat moved that the Board appoint Andrew Wright as Assistant Treasurer, suggesting that the new Board might appoint Andrew as Treasurer come January.

Katie Heineman seconded the motion.

All in favor with none opposing.

7. Governance—Board Policy – Bryan presented to the Board a draft procedure for selecting delegates for the General Assembly. Policy clarifies process for identifying and commissioning delegates from the Community Church. Discussed individual costs for attending General Assembly, in light of the fact that the Community Church typically does not have many people attending. Also discussed whether the content of the General Assembly should be discussed with delegates, and whether we should even be concerned with the General Assembly’s content when there are controversial issues. Traditionally, the Board has approved the slate of delegates. Discussed whether any voting issues from the GA should be presented to the congregation for review, and whether delegates should be directed to vote on behalf of the congregation. The procedure, as presented, does not go into this level of detail. Discussed practical means for disseminating information and

collecting information, as well as broader implications for UUA relations, which extend beyond the annual General Assembly and may be more the responsibility of the Ministry, rather than the Board. Tabled discussion for the next meeting on this topic.

Bryan Sexton then presented a proposed policy for Capital Projects over \$25,000 and outside the current operating budget. The Board Bylaws need to be updated for how we handle these expenditures. There is currently a one-line note in the policy book under Capital Campaigns. Policy proposal clarifies procedure for such projects including congregational notification, approval and managing responsibilities. Clarified difference between capital projects/improvements versus maintenance of facilities and grounds and how that relates to management of the project.

Cathy Cole made a motion to approve the Capital Projects policy.
No one seconded the motion.

Discussed need to clarify some of the definitions in the policy, including clarifying expenditures versus capital projects, as well as financial sources for information. Policy proposal tabled until November meeting.

There are additional policy changes that are being considered (Audit Policy; Check Signing Policy; Stewardship Charter; Nominating Committee; Charter of Committee on Ministry; and the Endowment Charter). These are in the process of being reviewed and revised for Board review. Discussed the Check Signing and Audit Policies and need for those to be developed with input from Andrew Wright as Assistant Treasurer (until January, when he becomes Treasurer) to be done by the December meeting.

- 8. Annual Report to the Congregation** – Pete Bird presented the Draft Annual Report to the Congregation that includes a high-level overview, a synopsis from Thom Belote about the past year’s church activities, as well as reports from each of the ministry committees on their past activities and plans for the coming year. Discussed that not all groups reported back—including the Peace & Justice Committee, among others, although activities are reflected in the Minister’s Report. Discussed the possibility that the report may be updated should Thom receive input from the delinquent committees.

Bill Poteat made a motion that the Board accept the Annual Report as presented, to be posted on the website, with the proviso that it may be updated as additional information becomes available.

Dan Hill seconded the motion.

All in favor with none opposed.

- 9. Building Project Finances** – Laurence Kirsch presented the plan, which the Board affirmed receiving and accepted with appreciation. Laurence noted that there will be expenditures that are currently unforeseen, including the proposed, currently unsigned contract with Mark Ewert, to do a financial feasibility study of the congregation. A decision has to be made on this contract because Ewert is expecting to begin work in January. There are concerns about the terms of the contract. Laurence requested approval to go forward with the contract of up to \$12,500 with Mark Ewert to study the feasibility

of going forward with a capital campaign. Bill Poteat reminded the group that we began the fiscal year with \$50,000 in the Capital Fund That amount must cover building project expenses until a capital campaign attracts additional contributions.

Cathy Cole made a motion to approve a contract with Mark Ewert for an amount not to exceed \$13,000, to support the capital campaign, including communications and a financial feasibility study for the capital campaign.

Bryan Sexton seconded the motion.

Bill Poteat made a motion to amend the original motion to include authority to approve and to sign the contract.

Bryan Sexton agreed to the amendment to the motion.

All in favor with none opposed. Motion carries.

Laurence will work with Dan Hill, Larry Ross, and Bill Poteat in negotiating terms with Mark Ewert.

Laurence asked the Board to authorize the creation of the Capital Fund Bank Account for which Laurence Kirsch, Dan Hill and Larry Ross shall be signatories. Checks less than \$5,000 shall require a single signature and checks equal to or greater than \$5,000 shall require two signatures.

Bill Poteat made a motion to authorize the creation of the Capital Fund Bank Account as described.

Dan Hill seconded the motion.

Cathy Cole questioned whether \$5,000 is an appropriate and feasible limit and whether the finance team would be burdened with keeping up with requests. Laurence Kirsch therefore suggested that the limit be increased to \$10,000 in the motion.

Bill Poteat accepted the modification of the motion to increase the limit to \$10,000.

Dan Hill accepted the modification of the motion.

All in favor with none opposed. Motion carries.

10. Town Hall Meeting Preparation – Cathy reviewed agenda and content for the Town Hall Meeting on October 23rd, including planning, feedback received from the congregation, preliminary conceptual plans and ideas for the building plan. A single service is being planned for the day to encourage optimum attendance at the Town Hall Meeting. Clarified that the Board does not have a position on the building plan—this is a congregational decision—the Board is not pushing a specific plan or concept.

11. November Meeting Look Ahead – There will be several items from the Governance Committee. Also discussed changing the date of the November Board Meeting, which is currently scheduled for Election Day (November 8th). Revised time for 6pm on 11/8. Noted that Pete Bird would be presenting the first draft of the Annual Vision on Ministry at the November meeting.

12. Closing – Bill Poteat made a motion to adjourn; Pete Bird seconded the motion. All in favor with none opposed. Meeting adjourned.

Links to meeting documents:

First Quarter Financial Results

Building and Grounds Forecast

Resume of Andrew Wright

October Minister's Report
Rev. Thom Belote
10/11/16

Items of Interest to the Board

- I was in the pulpit on 9/11, 9/18, and 9/25. Marion led the worship service on 10/2.
- Delivered SEA kick-off lecture on "Politics and Religion" on 9/15.
- Began teaching SEA course on "Understanding the Bible."
- Co-taught Exploring Membership class with Rachel Rose.
- We welcomed six new members since the last Board meeting: Lisa Epner, Liz & Fred Welfel, Elise Stanford, Kellie Walters, and Amy Maddox.
- Worship services on 9/25 included welcoming new members and commissioning the Caring Ministry.
- Attended church picnic on 9/10.
- Meetings included: Church Council, Worship Committee, Building Committee, Sanctuary for Dialogue, Finance Committee, Committee on Ministry, regular staff meetings.
- Two of our church's young people have gone to tour Harvard Divinity School. Carter Smith is visiting with a program for undergraduate students and Sara Gush is also touring.

Upcoming Events

- Big Building meeting for the congregation after service on 10/23.
- Auction on 10/29. (Has everyone on the Board offered something?)
- Thom to be at Southeast UU Ministers Association Retreat November 14-17.

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.