**Community Church of Chapel Hill Unitarian Universalist**

**Board Meeting Minutes**

**April 8, 2014**

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| **Attending:** | Mary Hulett | Peter Bird | Gary Kowalski |
|  | Ginger Long | Mike Vann | Becky Waibel |
|  | Cathy Cole | Laurence Kirsch | Elsbeth van Tongeren |
|  | Dave Klibanow | Richard Edwards | Andrew Hennessy-Strahs |
| **Guests:** | Ivy Brezina |  |  |

1. **Welcome**

Cathy Cole opened the meeting with a reading.

1. **Announcements**
2. **Consent Agenda**

The Board received the Council Minutes, and the minister’s report from Gary Kowalski.

Communications Survey Response.

Dave made a motion to approve the Consent Agenda.

Becky seconded the motion.

All in favor with none opposing.

It was noted a vote was taken via email in the month since the March Board Meeting. The vote approved the final draft of the letter of call, based upon recommendations of the nominating committee.

1. **Review of March Minutes**

Elsbeth made a motion to approve the March Minutes as amended.

Peter seconded the motion.

All in favor with none opposing.

1. **Old Business**
2. Search Committee Report—Ivy Brezina reported on behalf of the Search Committee. An all church email went out today, 4/8, to church membership announcing the candidate for settled minister, and an update was put on the C3HUU facebook page.
3. Plans for Candidating Week—we are putting the final touches on the schedule. The Candidating Week Task Force is Bill Rote, Carolyn Buckner, Marni Goldshlag, PeterWitt, and Lilie Bonzani. We are hoping to have the finalized schedule this week.
   * 1. Board Dinner—The ministerial candidate will meet the Board at a potluck dinner—discussed whether there were any restrictions on food or access. Dinner will be held in the Jones Building.
     2. Congregational Meeting—The formal May 4th meeting will be called with two weeks’ notice. Mary LeMay will be putting together a packet about the candidating week and the candidate for members who do not receive email. Mary and Becky will facilitate the meeting. Discussed the order of the meeting to include check-ins, voting, tallying of the votes and the threshold for approval, which is in the church by-laws.
4. Committee Reports
5. Strategic Plan—Becky shared that there will be a congregational survey in conjunction with the Religious Education survey (Marion’s). The Council was invited to include question items to the survey. Working with Bryan Sexton and Steve Garfinkel. The survey will go out in June.
6. Healthy Communications—Becky updated the board on the communications process, and said notes will be going out to the Board weekly. Cathy discussed one communication received verbally and via email, questioning the use of the church’s name at the Moral Monday demonstrations in 2013. Cathy reviewed the Board Meeting minutes, and there does not seem to be any evidence that the Board considered the matter. Mary pointed out that the church is listed by name as a supporter of Moral Monday on the NAACP website. Congregant was concerned that a decision was made without congregational input. Mary suggested discussing this at the next meeting as a part of the discussion around the annual meeting, and possibly including it as an agenda item in the annual meeting.

Other topic issues have concerned the bike rack; clarifying the difference between with CoM book and the Communications Team. So far, feedback on the process has been limited, but positive.

1. UUA Relationship—Mary updated on conversation with Cathy McGowan from the Southern Region, who offered a transitions weekend workshop, at limited or no expense to the Community Church, where they come and meet with the new minister and the Board about role clarity and responsibilities. She suggested the weekend of September 27th, but this is flexible. The candidate has voiced his support of the program. It was also discussed that we have invested significant time already in the governance processes to include role of the minister/Board. Mary will pursue a different date.

Also discussed a learning experience this summer available through UUA—highly recommended for Board Leadership. Mike Vann and Cathy Cole will review the materials and make a suggestion about how to select participants.

Discussed what, if anything, the Board can do to get more people involved in General Assembly. Discussed whether we, as a Board, should be including this as a budget issue to support congregants to attend. We have, in the past, paid for registration, but not consistently. There is very limited money to help pay for registration, although there is a separate line of funding for the youth who are interested in attending. Some scholarship money is available from the UUA, but we would need to notify interested attendees well in advance.

Mary suggested that we need to drum up interest, explore available funding streams. Mike suggested an insert in the upcoming order of service that would publicize some available subsidy money. There is also a virtual General Assembly, with the main sessions webcast live.

1. Stewardship—Gary shared that the campaign is making progress—369k in pledges from 180 pledges/households, a 6.67% increase over last year. This is still significantly short of the goal. There will be continuing communications thanking members who have pledged and encouraging everyone to pledge by April 19th. We do not, as yet, have a firm forecast on the expected pledge amount.
   1. Budget Process—Mary we have traditionally presented a budget at the annual meeting, not to be voted on, but for information purposes (although it may be affirmed). If we are going to do that, we have to have a budget by the May Board meeting for the June congregational meeting. Gary will meet with Andrea prior to the Finance Committee to provide first roll up of the budget.
   2. Final Budget—Discussed that we may have to revise down our planned expenditures, based upon the current pledges. Suggestion to review the current budget against forecast revenues at the May Finance Committee
   3. Town Hall Meeting—should we have a town hall meeting this year—which will need to happen between the May 13th Board Meeting and the June Annual Meeting. Proposed May 18th, after the second service to review the budget.
2. Finance Committee—Andrew shared some leadership changes effective June 1st. Andrew will be stepping down as Chair, and Ginger will become Chair, and Mike will join the committee.

Mary made a motion to approve.

Dave seconded the motion.

All in favor, with none opposing.

Also, Terry Baker has been Assistant Treasurer, but is leaving for New York in the summer. Andrew will take on that role as Assistant Treasurer, also effective June 1st.

Mary made a motion to approve.

Cathy seconded the motion.

Discussed whether a Board Member could be the Assistant Treasurer, but the By-Laws do not address the role of Assistant Treasurer.

All in favor, with none opposing, and one abstention (Andrew).

1. Sun Solar—Mary updated the organizational meeting of the Sun Solar group—they have enough members to form the LLC. Hank has agreed to be the Managing Partner. They have received 2 of 3 bids on the systems, and it looks like we will be able to install a larger system than originally anticipated. The Sun Solar group is working to having the partnership formed, contracts signed, and the units installed by January 1, 2015.

The Board went into closed session for update from Preschool Negotiating Committee.

1. **New Business**
2. Governance—Cathy updated Board on policy changes.
   * 1. Board Committee & Task Force—presented suggested modifications to this policy clarifying that, “In general, committees and task forces report to the Board, while ministries report to the Minister.” An additional section was added, stating that, “The Board will inform the congregation of openings on the standing committees, and will encourage self-nomination.”

Mary made a motion to approve the policy revisions.

Becky seconded the motion.

All in favor, with none opposing.

* + 1. Benevolence Fund Policy—presented suggested revisions to this policy.

Mary made a motion to approve change from “committee” to “ministry” and eliminate provision for Board approval of the ministry’s membership.

Elsbeth seconded the motion.

Discussed revision to motion to clarify role of committee versus ministry.

Cathy moved to approve the revised policy as presented.

Elsbeth seconded the motion.

Mary moved to amend the motion to remove the requirement that Benevolence Committee membership appointment “subject to Board approval”.

All in favor of the amendment, with none opposing.

All in favor of the main motion, with none opposing.

* + 1. Benevolence Committee Charter—no approval necessary.
    2. Stewardship Policy—would change the oversight of annual operations pledge campaign from the Chief of Staff to the Board of Trustees. Discussed the Minister’s role in the pledge campaign, which may not be affected in terms of day to day responsibilities. Concern has been that the Minister is in the role of increasing the budget for her/his own salary and benefits.

Mary moved that we adopt the change to the Stewardship policy.

Peter seconded the motion.

All in favor, with none opposing.

* + 1. Committee on Ministry Policy—inserting a paragraph about the Healthy Communications that the Board is handling right now. Discussed proposed changes. This has been reviewed by the Committee on Ministry and approved as written. Discussed potential conflict for the CoM to be both the supporter of the minister, as well as the handler of potential grievances. This led to further discussion about the role of the Committee on Ministry and whether the revised policy actually describes what would function best as two separate committees. Vote was tabled for next meeting.

1. Church History—Cathy shared the following.

According to Stella Lyons, the only founding member who still attends regularly, it is true that Freedom Riders in the 1960s were housed overnight at the church and did, indeed, sleep on the floor of the Jones Building. Stella also states that it is important to remember that the official name of our church when founded was The Community Church of Chapel Hill. There was much discussion about using “The” in the name and “The” was intentionally included to set our church apart as the only “community church” in town.

1. **Closing**
2. Action Items
3. Board Dinner with Ministerial Candidate
4. Moral Monday
5. Finance Committee
6. Town Hall Meeting
7. Continue Preschool & Space Assessment
8. Tabled CoM
9. Healthy Communications.
10. Closing Words—Cathy Cole closed the meeting with a reading.