

**The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of January 13, 2009**

Present: David Abels, Barbara Chapman, Mariana Fiorentino, Mary LeMay, Erich Lieth, Steve Marshall, Joan Meade, Susan Spalt, George Thompson, Bob Weston

Absent: Joel Grodensky, Susan McDaniel

Ex Officio: Maj-Britt Johnson, Scott Provan

Minutes: Laurence Kirsch

Erich called the meeting to order at 7:04 pm. Susan Spalt, the Board Member of the month, lit the chalice and offered a reading.

PRELIMINARIES

Erich went through the agenda for the January 24 board retreat. Each of the twelve board members will be responsible for leading a discussion on one of the twelve principles of governance that power exceptional boards.

Each of the Board members and other meeting attendees introduced themselves.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - Concert Series TF Charge
 - Habitat Initiative
 - January Exec Com Report
- For approval:
 - December Minutes
 - Courter nomination UUA moderator

Except for the minutes, the foregoing items are attached hereto. Barbara Chapman moved acceptance of the consent agenda. Susan Spalt seconded. Unanimously approved.

REPORTS

1. Budget

Treasurer Scott Provan led the discussion on the budget. The annual financial report would best be moved back to March because that is when all data become available. This would have the

additional convenience of occurring at same time as the first quarter review. Present numbers indicate that actual 2008 income exceeded budgeted income by \$8,000. Pledges for 2009 are about \$385,000 as compared to the \$375,000 budgeted.

David Abels said that there were of course some members who made no pledges, though these did not include major donors. Barbara Chapman and Susan Spalt volunteered to send letters to the members who have not made pledges.

2. Mold Report

Erich Lieth passed out copies of the Mold Walkthrough Report drafted by Barbara Chapman and Susan McDaniel.

Barbara explained that Dr. Wayne Thomann is a researcher who provided his time pro bono. Dr. Thomann concurred with the Building Committee's approach of repairing the roof first and then working downward to other repairs. He also said that carpeting replacement or removal is a necessity, and that no testing for mold is necessary or advisable until all of the repairs have been made. Dr. Thomann does not think that the problems in the sanctuary are as great as in the commons. Mary Hulett has been looking into dehumidifiers that would run most of the time.

There was discussion about whether this matter should be passed to Council or to the Building and Grounds Committee. Erich will ask the Committee to get information about the costs about building duct work into the Music Director's office.

ACTION ITEMS – PAST

1. Endowment Committee

Susan Spalt says there is one more slot to fill to complete this committee. In addition to the three members already on board, a fourth person is Mary Beth Powell. Susan will look for a fifth person to complete the committee.

2. Staff Work on Rental Policies

Erich Lieth says that the Manse raises questions about the Church's rental policy, particularly as regards safety issues. Susan Spalt will find the written policy.

3. Board Reports to the Newsletter

Erich Lieth wants the Board to consider how it gets information to the monthly Church newsletter. He wants more visibility for the Board, and thinks every newsletter should have a Board report because there is a Board meeting every month. The newsletter does not always include such a report. It was agreed that the Board Member of the Month would write such a report for the newsletter following the monthly Board meeting. Consequently, Susan Spalt will draft this month's newsletter report.

There was discussion about the information that the Board wants to provide to the congregation. Maj-Britt Johnson suggested that perhaps the Board should have meetings with various

populations of the Church (like an elder summit), that would provide good communication between the Board and small groups of members.

Erich passed out a list of the Board Members of Month and a sign-up sheet for Board members to act as Committee Liaisons.

ACTION ITEMS – NEW

1. BMOM Signup

No discussion.

2. Ministry (committee) Liaison Signup

No discussion.

3. 2009 Congregational Meeting

Erich Lieth wants to set the date for the meeting now, as there were conflicts last year that created complications. He proposes the first Sunday in December. There was discussion of the merits of various dates, of whether the Church's fiscal year should be changed, and of the best time of day for the meeting. Bob Weston moved that the annual meeting be scheduled for December 6, 2009 at 1 pm, and that whole Church be reserved for meeting-related events. George Thompson seconded. 9 ayes, 1 nay. Motion approved.

Maj-Britt Johnson will ask Pat to put this on the Church calendar.

4. Gala Proposal

Glenn Mehrbach has requested a Community Church Music Gala for April 18. There was a discussion of the budget policy issues that are raised by this proposal. Susan Spalt moved that the Board accept Glenn's proposal subject to redefining the disbursement of net income as follows: 20% to Church stewardship; 40% to the Musical Instrument Fund; and 40% to an outreach partner to be determined by the Music Committee, which will inform the Board of its determination by February 9. Barbara Chapman seconded. 8 ayes, 1 nay, 1 abstention. Motion approved.

The Board will communicate with Glen about the Music Committee's participation in the budgeting process. Mary LeMay is the newly designated Music Committee liaison, and will work with Glenn on budget issues.

5. 2009 Annual Report

Erich Lieth wants the new Committee liaisons to provide two paragraphs of information on what each Committee did in 2008.

6. Archive of Board Actions

No discussion.

7. All Church Retreat 2010

No discussion.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Determine how people can get into 2008 Board minutes on C3H-UU wiki site.	Erich Lieth	January 14
Draft follow-up letters to members who did not make 2008 pledges	Susan Spalt Barb Chapman	February 10
Convene Task Force for Coffee House	Mary LeMay Scott Provan	February 10
Contact Mary Hulett regarding whether more dehumidifiers are needed for the commons (George & Erich have some to loan.)	Barb Chapman	January 16
Ask B&G Committee to get estimate for installing venting in the Music office off the Straley Room	Erich Lieth	January 16
Find fifth member for Endowment Committee	Susan Spalt	ASAP
Write and submit January BMOM report for newsletter	Susan Spalt	January 17
Ask Pat to put Congregational Meeting on church calendar for December, 6, 2009 @ 1:00 p.m., reserving all church facilities	Maj-Britt Johnson	January 16
Complete and send out BMOM and Liaison lists	Erich Lieth	January 16
Work with Glenn on Music Program budget issues	Mary LeMay	ASAP
Inform Glenn that Gala fundraiser has been approved and of conditions regarding approval	Mary LeMay	ASAP
Notify Andrea that Gala has been approved and of conditions regarding disbursement of funds	Scott Provan	January 14

ADJOURNMENT

The next Board meeting is Tuesday, February 10, at 7 pm.

The meeting adjourned at 9:22 pm.

Consent Agenda Attachment A
Charge to the Concert Series Task Force

The Board of Directors of the Community Church of Chapel Hill at its regular meeting on December 16, 2008 recognized that its Coffee House policy (attached below, adopted Nov. 2001) is in need of revision or conversion to a charter. After recognizing the above issues, the Board constituted a task force to facilitate resolution of these issues. The task force will consist of Mary LeMay, Joel Grodensky and Scott Provan. The Board charges this subgroup with the following tasks:

1. Congratulate the organizers of the Concert Series on the enormous success of their program and thank them for their substantial contributions to church life.
2. Determine a process by which the Board can interact constructively with the Coffee House organizers to resolve issues, i.e. find out what this relationship needs. The Board does not wish to micromanage the Concert Series, but rather support it to further the mission of the church.
3. Inform the organizers of the Concert Series of the items of concern that have been identified, taking care to note that emphasis is on creating an effective model for future interactions rather than attempting to address past transgressions.
4. Request the concert organizers to work more closely with other committees within the Church Council and with the Board of the church. For instance, the Concert Series could partner with another group in the church as was recently done by the organizers of Iolanthe. The committee should send a representative to participate in Council, and seek approval from the Board regarding fund raising events.
5. Initiate discussions on ways in which the existing problems can be resolved. Most importantly the following questions should be addressed:
 - a. What is the role of the Concert Series in advancing the mission of the Church?
 - b. How can the Church help the Concert Series succeed and continue to advance the mission of the Church
 - c. What kind of approach can be taken to initiate a charter for the Concert Series and to facilitate ministry of the committee in the context of the Church Council?
 - d. How can the financial operations of the Concert Series be made consistent with current Church budgeting procedures?
 - e. How can the Concert Series be brought into compliance with the Board's fund raising policy?
6. Determine a reasonable time frame for the execution of these discussions and report back to the Board as soon as possible with a date by which the issues can be resolved.

The Board thanks the members of the task force for their time, effort and skill in approaching this important issue.

email Vote tally:

Aye: Lieth, Spalt, Perry, Abels, Leopold, Mead, Chapman, LeMay (received after 12/31/08)

Nay: none

Abstain (e.g. unavailable): Ward, McDaniel, Grodensky, Grine

Consent Agenda Attachment B
Habitat for Humanity Letter of Intent

The Community Church leadership signed a letter of intent to partner with Habitat For Humanity of Orange County, NC (HHOC) to build a house in the spring of 2009. HHOC has selected a family partner, the Perez/Porras family. C3H will provide a Volunteer Coordinator and volunteers as well as a gift of \$3500. This is a project of the Social Concerns committee, and our contact person is Katie Donovan.

Consent Agenda Attachment C
Community Church of Chapel Hill – Executive Committee Meeting
January 6, 2009 @ 7:00 p.m.

Present: Erich Lieth, Susan Spalt, George Thompson, Barb Chapman, Scott Provan
(Maj-Britt is on vacation)

- Preliminary/proposed agenda for January 24 Board of Directors Retreat
 - Susan has made arrangements for lunch to be delivered (Breadmen's).
 - Barb will track and summarize/report back action items at retreat.
- Consent Agenda Items
 - December minutes
 - Concert Series Task Force Charge
 - Habitat Initiative
- Action Items
 - Past Business
 - Endowment Committee – Susan will speak with interim committee members regarding revisions/clarification needed in wording of how election of members will be scheduled. Should the election of members be at the Congregational Meeting or on the ballot with those running for BOD?
 - Staff work on rental policies – Susan will check with staff regarding progress on revisions to rental policy and procedures. Susan will check to see whether we have a rental policy. Barb will get facilities use policies and procedures from Orange County Schools.
 - Formation of HR Committee [moved to February BOD agenda] – What is the role of the BOD with regard to HR? Where are we with regard to staff (number and hours) in relation to the size of our congregation?
 - Current state of custodial arrangement [removed from agenda] – Pat Smith has negotiated a contract with Caraclean and reports this is working well for all heavy cleaning, including the preschool. Olga works 3-4 hours each Sunday morning.
 - Board Member of the Month (BMOM) Reports to Newsletter – How do we make format and content consistent from one month to the next?
 - New Business
 - BMOM signup – Meetings will be in the manse. Board members should see Pat Smith for keys to the manse and the church.
 - Ministry (committee) signup – Is this liaison function still necessary? Yes, at least for the time being.
 - 2009 Congregational Meeting – December 6 @ 11:15 a.m., after 2nd service, or later in the day? Should election of members to Endowment Committee be added to this meeting?
 - Gala Proposal – We need to work with Glenn to get a plan and budget for the entire year. Do we need a Fundraising Committee for the church?

- Archive of BOD Actions – Do we need a task force to work on this? We need to document what has been and is being done with regard to significant actions such as developing or implementing policies and personnel decisions.
- Annual Report – Each board member will be asked to write a paragraph summarizing the work done as a liaison with assigned Church Council committees. Erich will develop a template for this report. The report should be submitted by the next BOD meeting, February 10.
- All Church Retreat 2010? – Is this something we want to work toward?

Consent Agenda Attachment D
Nominating Gini Courter for a second term as Moderator of the UUA

This from Susan Spalt:

I think we should do this--should only take a minute at the board meeting. Gini is amazing..she spoke here at our building dedication and she is the best meeting moderator I have ever seen!

This from Richard Perry:

Those of us who attended GA last year would support this motion heartily - Gini Courter is a powerful leader who we need to keep.

--- On **Thu, 1/8/09, Clark Olsen <clarkolsen@charter.net>** wrote:

Subject: Nominating Gini Courter for a second term as Moderator of the UUA
Date: Thursday, January 8, 2009, 10:24 AM

To: UU Congregation Presidents and Ministers of the Thomas Jefferson District

Would you be willing to get your congregation's Board of Trustees to nominate Gini Courter for another term as Moderator of the UUA? Can you do it by February 1st?

I have volunteered to recruit nominations for Gini Courter in her quest to be elected to a second four-year term as Moderator of the UUA General Assembly. The position of Moderator is a volunteer job and includes responsibility for moderating all delegate meetings at the annual UUA General Assembly, plus chairing the UUA Board of Trustees meetings. Informally, her position requires enormous energy, commitment and untold hours of travel and communication outside of formal Board and GA meetings.

I believe her election to the Moderator position will be by acclamation. As far as I know, no one else has yet declared him/herself in running for the position. Gini is widely seen as highly competent, dedicated, insightful and wise, as well as having a sense of humor that serves us all magnificently as she conducts meetings of some 4,000 delegates!

NEVERTHELESS, our UUA rules require that a candidate for the Moderator position must be nominated by at least five congregations in each of at least five UUA "Districts."

You and I are in the Thomas Jefferson District -- which includes 60+ congregations in NC, SC, plus parts of GA, VA and TN.

PETITIONS MAY BE VOTED AT A CONGREGATIONAL MEETING, OR SIMPLY BY YOUR CONGREGATION'S BOARD OF TRUSTEES. I realize that time is short, but I chose not to send this message over the holidays, out of fear that it would be lost in your own rush of activities.

The petition form is attached below in a "PDF" form. The completed petition may be sent to Gini by the deadlines mentioned on the petition (1/25 or fax 1/28), or to the Secretary of the

UUA, Paul Rickter, 25 Beacon St., Boston, MA 02108. Petitions sent to Rickter must be sent by February 1, 2009.

Time is of the essence. PLEASE PUT THIS ON YOUR BOARD AGENDA WITHIN THE NEXT FEW DAYS. The petition does not require your Board to finally support Gini in the election next June, it simply means that your Board supports her to be a candidate for that position. I hope you will choose to send in the Petition for her Nomination.

Thank you. I would greatly appreciate it if you would also inform me of your Board's action, so that I may keep track of progress in this matter.

Sincerely,

Clark Olsen

4 Mountain Meadow Circle

Weaverville, NC 28787-9378

Mobile Phone: 828-484-9239

clarkolsen@charter.net

(About me: I am a retired UU minister, still active in our UU Association of Congregations and in the Asheville UU congregation. I have served on the UUA Staff in Boston and have attended numerous General Assemblies and UUA Board meetings. In my opinion, Gini Courter is the most talented, wise, and effective Moderator I have ever seen in our movement. That is high praise, in that many of her successors have been very talented, wise and effective as well.)