

**The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of February 10, 2009**

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

Ex Officio: Maj-Britt Johnson, Scott Provan

Minutes: Laurence Kirsch

Erich called the meeting to order at 7:00 pm. Barbara Chapman, the Board Member of the month, lit the chalice and offered a reading.

PRELIMINARIES

Patricia B. Learned was welcomed to the Board.

George Thompson explained the importance of covenants for communication among members of a group. Each Board member then shared a reason why the Board should or should not operate with a covenant. The consensus was that a covenant is likely to help facilitate the Board's discussions and interactions.

ANNOUNCEMENTS

There has been a request for additional delegates to the General Assembly. Interested persons should speak to Frankie Stern or George Thompson. There are about \$1,000 of travel costs that are not covered by the church, which raises concerns about leadership development. Patricia B. Learned pointed out that some leadership development opportunities are also available at the district level.

The organizers of the Freedom Rider marker event are requesting additional participation on February 28. Interested persons should speak to Erich Lieth. Bob Weston volunteered to attend.

The Kitchen Committee has no chair and no members. Eleanor Schaller has recently resigned, and we are sending her a thank you card. Maj-Britt Johnson will take to the Council the issue of finding members for this Committee.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - Endowment Committee Confirmation Vote
 - Executive Committee Meeting Summary – February 3, 2009

- Council Minutes for January 27, 2009
- For approval:
 - January Board Minutes
 - Retreat Record
 - Rental Policy Simplification
 - 2009 Board Covenant Addendum
 - UUCCNC Cluster of UU Communities Formation

For the UUCCNC Cluster, we have been asked to provide two representatives. There was general agreement that Frankie Stern would be one of these representatives, and that Frankie may find a second representative.

Except for the minutes and the Retreat Record, the foregoing items are attached hereto. Susan McDaniel moved acceptance of the consent agenda. Patricia B. Learned seconded. Unanimously approved.

REPORTS

1. Previous Month’s Action Items

All action items have been completed, with the following exceptions:

ACTION	BY WHOM	DUE DATE
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

2. Retreat Action Items

All action items have been completed, with the following exception:

ACTION	BY WHOM	DUE DATE
Email a one-paragraph summary of 2008 committee work to Erich (per directions in attachment to January Board packet “2009 Community Church Annual Report”)	Each Board liaison to a Church Council committee	02/10/09

3. January Budget

Scott Provan said that \$10,000 has been paid for roofing and the mortgage was increased accordingly. Because Andrea Sordean-Minzer is currently over her hours, Scott proposes that her work be reduced by having her prepare quarterly rather than monthly financial reports. No objection was raised to this change.

4. How the C3H Designated Funds Work

Scott Provan says that the church has about 45 non-operational funds, many of which are transient and are for well-defined one-time purposes. For the continuing funds, however, it is often unclear who controls these funds and what the disbursement policy is. Consequently, Scott, Jay Miller, and Andrea Sordean-Minzer will attempt to identify the “owners” of these funds and the specific persons who are authorized to serve as fund stewards who can request disbursements of these funds. Scott will provide to Erich Lieth a list of Designated Funds to be closed, with action to be taken by the Board by the May Board meeting.

5. Minister’s Report

Maj-Britt Johnson handed out her report to the Board, which is Attachment H to these minutes. The points that she discussed included the following:

- Her hours are becoming more sane as she has gotten beyond her initial months and has better prioritized her time.
- She is working most intensively on her relationships with Council members, covenant group leaders, and area clergy.
- She is working with staff on streamlining work processes.
- She proposes that all staff take vacation at the same time as this will minimize workloads.
- She proposed her vacation times for the next several months.

Erich said that the Board will need time to digest her report and vacation requests, but that it should act now on the late March vacation request so that the decision will be timely.

Barbara Chapman moved that the Board approve Maj-Britt’s request for the week off March 30-April 6, 2009, for an on-call week. Susan McDaniel seconded. Unanimously approved.

Several Board members indicated that it would be good for Maj-Britt to continue to provide monthly reports rather than quarterly reports.

ACTION ITEMS – PAST

1. Human Resources Committee

Susan Spalt led a discussion of the Committee’s checkered past, which was complicated by the lack of a settled minister. The Board is charged with hiring and firing decisions. Perhaps the revived Committee should consist of three Board members. The existing statement of *Mission, Responsibilities and Relationships*, dated December 12, 2006, is a good starting point but needs to be updated.

Maj-Britt Johnson is using *When Moses Meets Aaron* in her dealing with staff and thinks that members of this Committee should read this book. She thinks it will take this Committee a year to go through all the necessary documents and issues. Erich Lieth wants one person from each of the Board’s three annual classes to serve on this Committee. Scott Provan suggested that members of the Committee need not be Board members. Marianna Fiorentino says that her experience with this issue is that this will be a huge job, so having non-Board members can be a good idea when there is expertise or energy outside of the Board. Erich says that the burden will

be smaller now that the Minister is the chief of staff. Barbara Chapman thinks the Committee needs to include only Board members because of the legal responsibilities. Susan Spalt and Bob Weston are on the Committee so far, so consideration needs to be given to whom the third member will be. A charter for the Committee is due at April meeting.

2. Gala Proposal

The Music Committee has proposed a Spring Gala musical event that will cost nothing but generate net revenues (profits) of perhaps \$1,000 or more. The Committee proposed to use 80% of the net revenues for the Musical Instrument and Equipment Fund and to raise money for musicians who were hired for performances in 2008 such as the sung mass, with the other 20% going to the Church general funds. At its January meeting, the Board determined that there is no need to pay for 2008 performers because the 2008 budget has been balanced. Instead the Board voted to allocate 20% of proceeds to stewardship, with 40% going to Musical Instruments and 40% to be shared with a partnering committee for outreach.

Mary LeMay is the Board liaison to the Music Committee and has had difficulty persuading the committee that 40% of the net revenues should go to community outreach activities, leaving only 40% of net revenues for the Musical Instrument and Equipment Fund. The Committee has asked the following questions and made the following points:

- Why can't 80% of net revenues go into purchases of instruments and equipment, consistent with their reading of the guidelines?
- What is the rationale for the 40% limitations for music fundraisers? Do other groups have to give 40%?
- Other Church groups can create their own opportunities for raising money in innovative ways.
- The Committee's partnering group for the Iolanthe production provided very little help with that production.
- Music is very supportive of the life of the community and the mission of the church.
- Music-making is expensive, and costs more money than other groups equipment needs.

There was a discussion of the Board's general fundraising policies, whether comparable requirements are being made on the Music Committee, and the relationship of the Musical Instrument and Equipment Fund to the Music Committee. This raises the larger issue of who makes decisions about particular funds.

Steve Marshall moved that the Board accept that profits from the 2009 Music Gala will be allocated 80% to the Musical Instrument and Equipment Fund and 20% to the Stewardship Fund. Susan McDaniel seconded. 8 ayes, 3 nays. Motion passes.

3. Prioritization of 2009 Agenda

Not discussed.

4. 2008 Annual Report

Not discussed.

5. Game Parking

Not discussed.

ACTION ITEMS – NEW

1. Request for Hymnal Supplements

Not discussed.

ADJOURNMENT

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

The meeting adjourned at 9:28 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Email a one-paragraph summary of 2008 committee work to Erich (please see directions in attachment to January Board packet "2009 Community Church Annual Report")	David Abels Barb Chapman Mary LeMay Scott Provan	1/13/09
Draft a letter to members who did not complete 2008 pledges	Barb Chapman	2/13/09
Write and submit January BMOM report for newsletter	Barb Chapman	2/14/09 noon
Take to the Council the issue of finding members for the Kitchen Committee	Maj-Britt Johnson	2/24/09
Revise the charter for the HR Committee	Maj-Britt Johnson Susan Spalt Bob Weston	4/14/09
Communicate with Music Committee about decision regarding disbursement of profits from Gala	Mary LeMay	ASAP
Communicate with Music Committee about decision regarding purchase of supplemental hymnals	Mary LeMay	ASAP
Convene Task Force for Coffee House	Mary LeMay Scott Provan	3/10/09
Send letters to members who did not complete 2008 pledges	Erich Lieth	ASAP
Get list of Designated Funds to be closed to Erich for BOD approval	Scott Provan	5/12/09
Communicate with Frankie about decision regarding C3H-UU participation as founding member of UCCNC	George Thompson	ASAP
Communicate with Frankie about decision regarding C3H-UU delegates for GA	George Thompson	ASAP
Represent BOD at Freedom Riders event	Bob Weston	Feb. 28

Attachment A (Consent Agenda)
Endowment Committee Confirmation Vote

Background: At its December 2008 congregational meeting the Community Church of Chapel Hill voted to approve a resolution and Bylaws amendment that created an endowment for the church. The resolution gave the Board of Directors the task of appointing 5 members to the interim Endowment Committee, which is charged with the task of initiating the endowment, publicizing it, and determining procedures for the operation of the endowment. This committee will be replaced by the permanent endowment committee within one year, at which time the congregation will vote on the five members. At its December 2008 meeting, the Board of Directors appointed three members to this committee: Kari Andrade, Jay Miller, and Frankie Price-Stern.

After some additional searching, two additional candidates have been identified that are willing to serve on the interim Endowment Committee. Mary Beth Powell was one of our initial candidates, and though she initially declined, she has now agreed to serve. Dan Pollitt is a lawyer and a longstanding member of the church.

The Board voted via email on the confirmation of the additional candidates during the period of 1/20-1/23/2009. The vote results were:

Abels - aye
 Chapman - aye
 Fiorentino - aye
 Grodensky - no response
 LeMay - aye
 Lieth - aye
 Marshall - aye
 McDaniel - aye
 Meade - aye
 Spalt - aye
 Thompson - aye
 Weston - no response

Summary: Aye: 10; Nay: 0; Abstain/no response: 2

The candidates are confirmed. Erich notified Kari Andrade, who will organize the first meeting.

Attachment B (Consent Agenda)
Executive Committee Meeting Summary – February 3, 2009

Present: Erich Lieth, Susan Spalt, Barb Chapman, Scott Provan, Maj-Britt Johnson
 (George Thompson had to be absent)

Topic Discussed

- Minister's Report – Will be added to agenda for Board of Directors meeting
- Content of Board Learning
 - Discussion of how to hold a discussion
 - Topic for February meeting will be why we do covenants (lots of information on UUA website)
- Benevolence Fund
 - What is the relationship, if any, between Benevolence Fund and Minister's Discretionary Fund? This needs clarification by first of April
 - Maj-Britt is on the Benevolence Committee by its charter, but she would rather not be. However, she does need to know what the Benevolence Committee has done.
 - The Benevolence Committee needs another member; at this time Alyson and Katie are the committee
 - Clarification is needed regarding at which dollar amount [for disbursements] the Board of Directors should/must be consulted
 - A simple policy for the disbursement of funds is needed
 - We will discuss this (see above) at the BOD meeting
- Consent Agenda Items
 - January minutes
 - Retreat minutes
 - Rental policy
 - Covenant addendum – will be emailed out for BOD approval
- Action Items
 - Past Business
 - Prioritization of 2009 agenda – currently being compiled.
 - Board learning – Governance Task Force will do Board learning for the next several months, including mission setting, governance structure, cottage meetings
 - 2008 Annual Report – Erich will give status report
 - Gala proposal – Maj-Britt and Mary LeMay will meet with Glenn and the Music Committee
 - Game parking – this is an RE issue with BOD intervention
 - Human Relations Committee – Who will/should be on the committee? How will grievances be handled?
 - New Business

- Request for hymnal supplements – Can this be done through donations? How would they be stored?
- Courtyard sculpture or fountain? Cost of sculpture = \$10,000 with 15% off for donation to church. Cost of fountain = \$20,000 and would be constructed by church members. Susan Spalt and Mary Hulett will write a three part plan incorporating both.
- Role of Committee on Ministry – The COM has some problems, primarily due to so much transition in our church, but it is finding its way. Charter of committee v. actual current operation? In other churches the COM helps other ministries evaluate themselves; the COM does not evaluate other ministries. The COM is working on a behavioral covenant. Question – In the future will someone from the COM do Board learning?

Attachment C (Consent Agenda)
Council Minutes for January 27, 2009

Attendance:

B&G	Gary Giles	IT		W&A	Marni Goldshlag
Caring	Cathy Cole	Kitchen		WomenCircle	Marni Goldshlag
CRE		Membership	Rick Szymanski	Young Adults	Rebecca Rhodes
CAP/EATF	Cecilia Warshaw	Music		Youth Programming	Teri Brooks
Coffeehouse		Nominating		Board Rep	George Thompson
COM	Jim Magaw	P&J		Council Convener	Tifani Hencke
Covenant Groups	Bob Weston	Social Concerns	Katie Donovan	Minister	Maj-Britt Johnson
DC		Stewardship			Elsbeth van Togeren
HR		Synergy			

Chalice Lighting – Maj-Britt**Centering with Maj-Britt – 30 minutes**

Maj-Britt gave everyone 3 questions related to committee vs. ministry and leadership. Everyone shared their answers and Maj-Britt collected the answers to use in helping shape the format of future Council Meetings

Business Meeting:**Statement of Purpose (1995)**

The Community Church of Chapel Hill is a Unitarian Universalist fellowship of Judeo-Christian origins which seeks inspiration in all faiths. It is a spiritual home of open membership dedicated to the celebration of life and the dignity of every person. We are committed to religious education and service both to each other and the larger community.

Announcements from Tifani: 10 minutes

Moving to use of Consent Agenda for certain items

To help facilitate having more time to minister to the council we will start using a consent agenda. George, Tifani and Maj-Britt will develop the consent agenda. Items may be removed from this agenda if discussion is needed otherwise the agenda will be approved as a whole.

Addition of Lifetime Achievement Award – Need name

Tifani requested folks begin to think of a name and the reason for picking that name for a Lifetime Achievement award to be added to the Volunteer Recognition Awards.

Committee Charters

*Received Membership and CRE. **Please see template on wiki and get charters into council for feedback – thanks.***

Organizational Changes/Designated Rep

Maj-Britt and Tifani explained trying to structure Council meetings to have time for spiritual centering/feeding and business/discussion. We are striving toward the council being a place to minister to leaders of ministries so having a designated representative or committee chair present for all meetings is ideal.

Updates/Business Check-in:

- Tabling policy update (C. Warshaw) – *Cecilia informed group that the taskforce has met a couple of times and are working within a format and are working within the scope of what the membership committee is exploring (regarding making commons more hospitable). If you have any input (all is welcome) please contact Marni Goldshlag*
- Share-the-plate taskforce update (F. Price-Stern) – *Frankie was unable to attend so Katie gave a brief update that the taskforce has been created to monitor Share-the-Plate for a one year trial to see how it works. **Please contact Kathy Putnam with any questions or input.***
- Committee updates/check-in – *Each rep gave a brief update on activities their group is working on/involved in.*

Next Meeting

February 24th 7pm Commons

Attachment D (Consent Agenda)
Retreat Record
“Toward Board Excellence”
January 24, 2009, 9am - 3pm in the Manse

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

Absent: Joel Grodensky, Bob Weston

Ex Officio: Maj-Britt Johnson, Scott Provan

Minutes (in blue): Laurence Kirsch

Erich Lieth called the meeting to order at 9:11 am.

Chalice lighting and reading - MBJ

Welcome and reading of Vision statement - Erich

a moment of quiet reflection on why we are here: *to become the most effective Board possible that can advance the mission of the Community Church*

Joel Grodensky’s Board Resignation

Erich Lieth announced that Joel Grodensky is resigning for personal reasons. Erich has accepted Joel’s resignation. The bylaws say that a Board vacancy is to be filled by the runner up in last election, which in this case is Patricia B. Learned. Erich will contact her. Joel will continue to work on the Concert Series Task Force.

Review of 2008 Board accomplishments - Susan S.

Susan Spalt reviewed a list of the Board’s accomplishments last year.

Moment of Reflection

Board learning: 12 principles of exceptional Boards - All

each member is assigned one principle and explains what it means to him/her

Revisit and recommit to Board covenant - Erich

add item to address Board demeanor outside of chambers

1. discussions with non-Board members of church
2. email discussions among Board members
3. Board meetings and minutes are open to public view aside from closed sessions
4. covers MBJ as well

vote to adopt covenant (must be unanimous)

There was a lively discussion of the extent to which Board members and *ex officio* members can discuss Board business outside of Board meetings. By the end of January, the following will be drafted: point 1 by Susan McDaniel; point 2 by Susan Spalt, and points 3 and 4 by Erich Lieth.

Break

Agreement between Minister and Board - Susan S. and MBJ

- presentation
- discussion

Maj-Britt Johnson reported on the hours that she is spending on her ministry, which has been about 60 hours per week. The UUA recommends that ministers work 48 hours per week. Maj-Britt is unable to identify ways that she can reduce her time, and so asks for the Board's help. She suggests that we eventually get an additional part-time minister or intern who can perform a portion of her tasks. She does not want an intern until she has been here two full years. Board members noted that the hiring process would need to begin many months before an intern could be found.

There was discussion about the need to have a reconciliation/grievance procedure by which conflicts with staff can be resolved.

Maj-Britt also pointed out that the staff work long hours and really need their time off. She wants some way to communicate to the congregation that her time off is really her time off. She can line up alternative local ministers to take her place in emergencies. She wants specificity about the circumstances under which she might be called during her on-call time (i.e., vacation).

Operation and changes in operation of the Board - Erich

- email vote – Erich reported that a recent email vote worked well. The results of such votes become part of the next Board meeting's consent agenda.
- implementation of 2009 Board Calendar - a series of agenda documents for each month
- inclusion of consent agenda in meeting minutes
- tracking execution of action items
- monthly reports to newsletter (BMOM)
- quarterly reevaluation of budget

The Board intended to deal with the following items, but lacked time to do so.

- roles of Board members e.g. as liaisons at committee meetings
- role of Board vs Council in church management
- Ambassador to elder summit and other groups
- Process observer
- Multi-modal transparency

Lunch

catered meal from Breadmen's

Setting and staffing Board tasks for 2009 - All

Generative tasks - *step outside of what is and look at what could be*

- A. foster a "simple" church whose work is aligned with its mission
- B. generate a concise and memorable mission statement at congregational level
- C. revise vision statement and develop five-year strategic plan
- D. create behavioral covenants
- E. restructure governance around stewardship/ministries
- F. make church work more rewarding

- G. foster congregation ownership of Board
- H. train leadership
- I. facilitate more integration between congregation and the UUA (workshops, leadership seminars)
- J. create framework for congregational dialog
- K. help congregation take ownership of issues outside of the Church

Strategic tasks - *how do we get to where we want to be*

- A. make council a part of the official Church structure and offer leadership training
- B. nurture endowment
- C. manage growth
 - membership
 - religious education (all ages) and expanded classroom space
 - staffing needs (personnel and staff hours)
 - ministerial staff expansion
- D. facilitate ministry initiatives
- E. evaluate Church computer-based and alternative communications and systems, including website
- F. address grievance issues
- G. prepare for intern minister
- H. initiate Church-wide project (referring to generative tasks J and K)
- I. review size of Board
- J. manage building and grounds
- K. explore mechanisms for better mutual communication with congregation
- L. complete governance study
- M. establish new human resources committee
- N. expand denominational affairs committee
- O. broaden participation of Board and congregation in financial stewardship
- P. consider how to get more young people involved with the Church
- Q. promote and grow a sense of stewardship and participation within the congregation in terms of service to the Church and the larger community

Fiduciary tasks - *everyday operations*

- A. financial
 - i. handling of funds outside of the operational budget
 - ii. regenerate reserve funds
 - iii. explore independent audit
 - iv. consider budgeting of additional professional ministry
 - v. consider expansion of budget for existing staff
 - vi. create a budget FAQ for congregation
- B. complete policy overhaul - take on the next set
 - i. finalize fundraising policy and share-the-plate process
 - ii. revisit accountability of Benevolence Committee
- C. diagnostic tools for board effectiveness

Prioritize

- review tasks
- each person ranks tasks - *if number of tasks is large*
- whole group ranks tasks

Each Board member wrote their priorities for each of the three task groups listed above. Steve Marshall will compile the results.

Staff Tasks

- each task is adopted by a Board member or small group
- deadlines for execution of tasks

Review of action items - Barbara

ACTION	BY WHOM	DUE DATE
Contact Patricia B. Learned about completing Joel's term on the BOD	Erich Lieth	01/26/09
Create T-chart to track rationale/practices regarding roles of BOD and Church Council (governance)	Barb Chapman	02/03/09
Let Cecilia know the new BOD member said the New Board Member Orientation was very helpful	Barb Chapman	01/26/09
For BOD Covenant, draft statement regarding how Board members will represent Board actions to those not on the Board, particularly actions when there was not 100% agreement	Susan McDaniels	01/28/09
For BOD Covenant, draft statement regarding manner/tone of Board members' responses when communicating with one another through email	Susan Spalt	01/28/09
For BOD Covenant, draft statement regarding how all actions and interactions of the BOD are open to the view of the church community	Erich Lieth	01/28/09
Tabulate results of Board members' responses to prioritizing Board tasks	Erich Lieth	01/30/09
Determine discussion points for disbursement of non-operational funds	Scott Provan	02/03/09
Email a one-paragraph summary of 2008 committee work to Erich (per directions in attachment to January Board packet "2009 Community Church Annual Report")	Each Board liaison to a Church Council committee	02/10/09

Extinguish the chalice

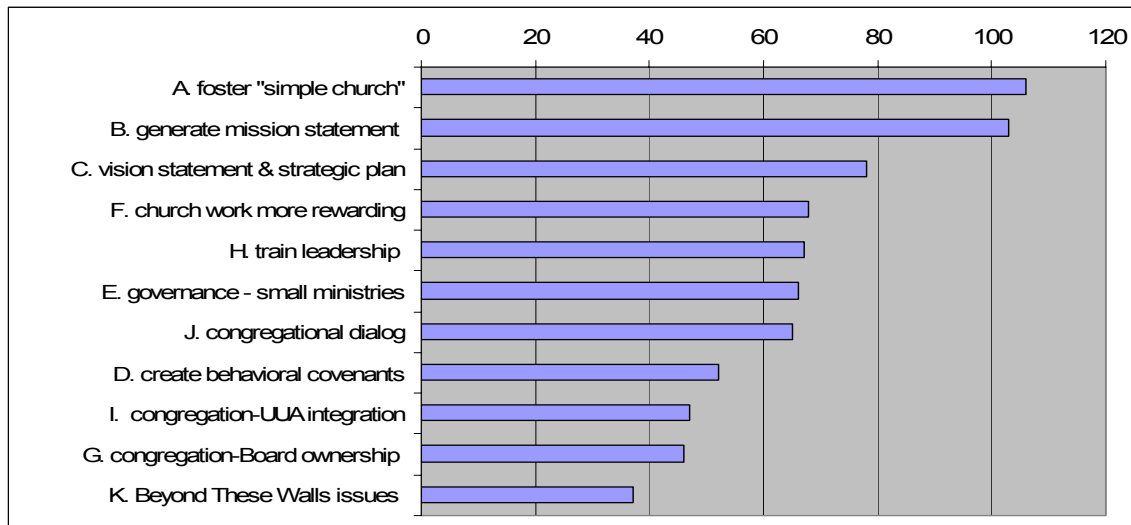
The meeting was adjourned at 2:46 p.m.

Results of prioritization of Board goals for 2009:

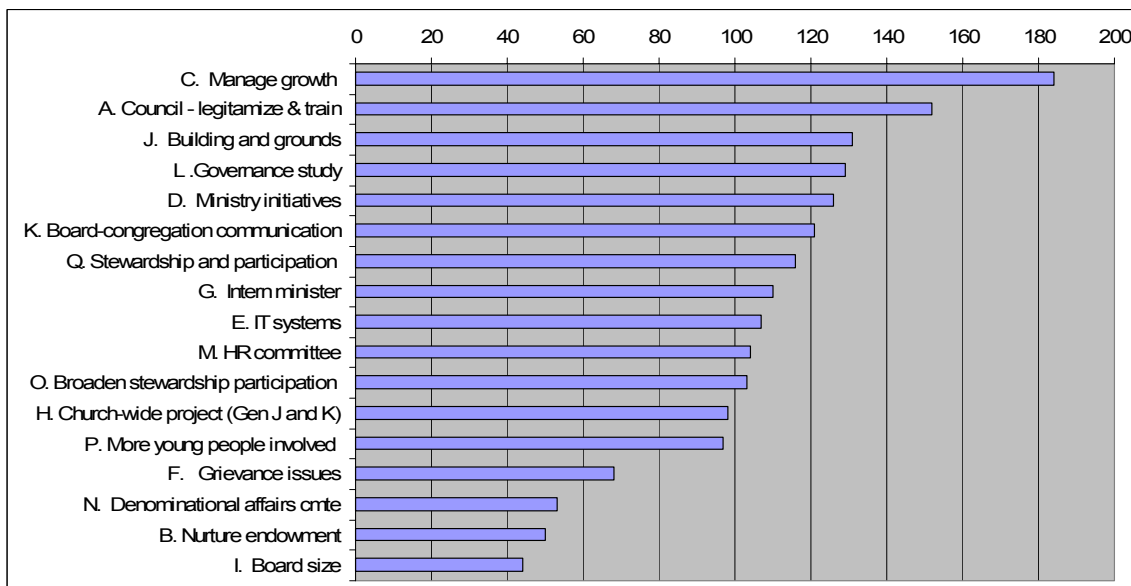
For those board members unable to attend the retreat, the items in the goals lists are perhaps a bit cryptic. We will clarify the highest priority items at the next meeting.

In order to generate the following graphs each item received a rank from each Board member. All the ranks for each item were then summed to give an overall rank across the Board. Consequently the resulting numbers are on an arbitrary scale (i.e. 100 does not mean 100%). Numbers are only meaningful in terms of relative magnitude within each graph, not between graphs.

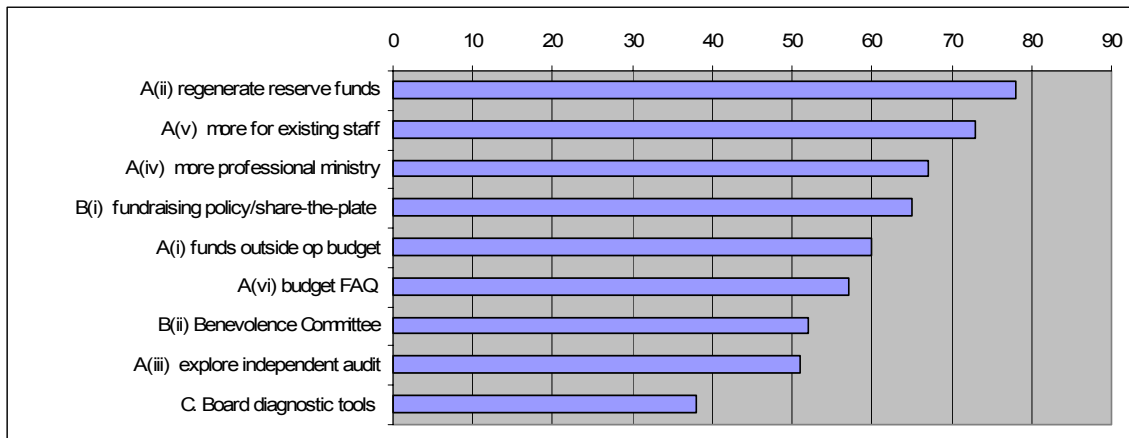
Generative Tasks



Strategic Tasks



Fiduciary Tasks



In preparation for discussion at the Board meeting please look at the top 4 or 5 in each graph and consider 1) how we can accomplish these tasks and 2) how we might staff these items. In addition, clearly there is overlap between items on the three different graphs, e.g. such that some of the fiduciary items impact the generative items, etc. Please take this complexity into consideration. Finally, please consider which of the top priority items you yourself can get excited about working on.

Attachment E (Consent Agenda)
Rental Policy Simplification

Existing Rental Policy dated 1/4/07:

THE COMMUNITY CHURCH OF CHAPEL HILL, UNITARIAN UNIVERSALIST
BUILDING USE POLICY

NOTE: Pat found a note from Charlie Kast saying that the church was not to be rented for parties except to a member--which has been taken as part of the policy because there was a party not long ago where a lot of damage was done.

(Release 1.1, 1/4/07, jaf, ls, mbp)

In General:

The guiding principles are that:

All church-wide activities should be open and free to all Members and Friends and paid for by the church operations budget.

At the same time, the church wants to encourage activities that foster our church's ideals (see U.U. principles) that may not be part of the church's direct program.

As an environmental concern, the church would like to maximize the use of its space, and as an operation concern would like rental fees for non-church-wide activities to help cover facility overhead.

Definitions:

In general, church-wide activities are ones to which all church Members/Friends are invited, that are basic to our mission or that are part of running the church. Such activities include worship, religious education classes, fellowship events, committee meetings, and individual church member events such as weddings, memorials, and christenings.

Church-related activities are those which are desired by an individual, a committee or a group within the church which are not integral to their mission, but would enhance their programming, such as the Church Concert Series or the AIDS group (part of the caring committee) or those events which are conducted by outside organizations who use church facilities for meetings and events unrelated to the church, but in essence, embrace the church's broader mission.

Non-church activities are those conducted by a church member or non-member which are not related to church activities.

Procedures:

1. All requests for church use (members and non-members) should be made with the church office administrator (919-942-2050) who will schedule the activity in accordance with this policy and assess fees (where applicable) as established in the Community Church Facility Use Fee Schedule.
2. Money collected is to be deposited with the assistant treasurer.

3. Questions as to policy interpretation or exceptions to the policy (e.g., for financial reasons) should be made directly to the minister (or the board chair in his/her absence).

Notes/Special Circumstances:

1. Members (including contributing friends) will not be charged for weddings, but must be a member/friend for at least six months to take advantage of member rate for weddings. Family members of church members will be charged non-member fees.

2. A refundable Security Deposit will be due at signing of rental contracts. A refundable Key Deposit will also be charged.

3. Fees (in the form of donations) may be requested to cover church costs for such activities as special dinners (Christmas and Thanksgiving), or special events such as Seder and potlucks (example: donations to cover childcare and dinner settings for Thursday meditation and potluck.). Committee and other church groups are expected to budget adequately for their core programs and activities and to use the annual budget process as the time to evaluate what offerings are considered integral to that committee's charge.

4. Church-related activities such as the Church Concert Series may charge a fee or request a donation.

Preamble to Fee Schedule

In our role of providing building space to a wide variety of church and social action groups, no set of rules is going to cover all circumstances. There are groups to whom we have provided space without charge in the past and for whom we probably will want to in the future; there will be new groups, too. These will be exceptions and handled as such (above, Procedures, 3.). In these cases a suggestion of "passing the hat" would be appropriate. In the interest of maintaining consistency, a list of the exceptions to fees should be maintained.

Our fee schedule should be viewed as a current guess of our rental space value in the current rental market; this will be a moving target. The office administrator, in consultation with the Operations Council, should adjust our rate schedule periodically as she/he finds appropriate.

Exceptions List

<u>Organization</u>	<u>Date</u>	<u>Fee adjustment/rationale</u>
Balance and Accuracy in Journalism	grandfathered 12/06	no fee/ part of Peace and Justice Committee program
Coalition for Peace with Justice	grandfathered 12/06	no fee/ part of Peace and Justice Committee program
Members, Rick Szmanski's wife's student recital	grandfathered 12/15	\$150 / compromise of grandfathered and new charge

Simplified policy draft:

NAME OF POLICY: BUILDING USE POLICY

Adopted: 3/07

Revised:

Date of Next Review:

Purpose:

To ensure that the C3HUU buildings are available for church use, for use by organizations consistent with the mission of the church, available for rent by community groups whose mission is compatible with that of the church, and by individuals who wish to use the church facilities for special events. In addition, the purpose of this policy is to ensure that the buildings are safely and properly cared for during use.

The policy applies to all buildings on the campus, including the manse.

Procedure:

1. All requests for church use (members and non-members) should be made with the church Office Administrator who will schedule the activity in accordance with this policy and assess fees (where applicable) as established in the Community Church Facility Use Fee Schedule. A refundable security deposit will be due at the signing of all rental contracts.
2. Church Members who have been members for at least 6 months may use church facilities at no charge for the following events:
 - a) weddings
 - b) church-wide events to which all members and friends are invited, including memorials or child dedications
 - c) church-related events or meetings which are open to all members and friends of the church and which are consistent with the church's mission
3. Church Members who have been members for at least 6 months may rent the facilities for private parties.
4. The Board of Directors may approve the rent-free use of facilities for events which are of particular importance.
5. Individuals who are not church members may rent the facilities for a fee for events that are consistent with the mission of the church.
6. Church staff reserve the right to refuse to rent the facilities when:
 - a) there is a probability of excessive wear and tear on the buildings
 - b) the planned event conflicts with the mission and ideals of the church

Attachment F (Consent Agenda)
2009 Board Covenant Addendum

- The covenant accepted by the board will apply to all Board-related interactions within and outside of Board meetings, including person-to-person and telephone conversations as well as electronic communication and action.
- Items discussed or voted upon in confidence electronically will be made public through a report to the Board that will be approved as part of the Board minutes. Until that time electronic communication regarding Board business will stay within the Board, excepting instances where outside expertise is required.
- When disagreements arise and are discussed electronically, resolution should be sought initially between the disagreeing parties and involving the Board chair as needed, but only as a last resort involving the entire board.
- Board members will remain cognizant and respectful of the fact that Board discussions and minutes aside from closed sessions are open to public view.
- This covenant applies to the entire Board, including ex-officio members.
- As a general rule, individual board members are free to state their own opinion on any issue, but should share information about the opinions of other board members in an anonymous manner only. They should also clearly and accurately state any final decision, and its rationale, taken by the board on any issue, even if they do not support that decision. Board discussions should be presented in a manner that is fair and balanced and accurately reflects the range and diversity of the opinions shared.

Attachment G (Consent Agenda)
UCCNC Cluster of UU Communities Formation

Action: Board approval of being a founding member in a new multi UU congregation community (SEE BELOW)

Background: Meeting Saturday, February 7 at UU Fellowship of Raleigh to consider a TJD “cluster” including congregations in the Piedmont & Sand hills region

Attendees: 18 leaders from 6 Congregations:

- All Souls Church UU, Durham
- Community Church (Frankie Stern & George Thompson)
- Peace Fellowship, Raleigh
- UU Church of Greensboro
- UU Congregations of Hillsborough
- UU Fellowship of Raleigh

Expected, but did not attend: Eno River UU Fellowship

Not yet invited:

- UU Fellowship of Winston Salem
- Yadkin Valley (emerging)
- Caldwell County (emerging)

All 10 Congregations have 2,230 members together

- Probably annually connect with over 5,000 adults and children

Benefits of stronger connections were discussed:

- Stronger presence through combined marketing & communications
- More UU people to get to know and spend time with
- Stronger & effective voice for Social action
- Sharing special events such as concerts
- Sharing expertise – possible mentoring by larger congregation
- Sharing curriculum
- Forming a council of presidents
- Sharing worship resources
- Having defined contacts in each congregation connecting like passionate lay leaders
- Possibly promote a combined project to the District for Chalice Lighter funding

The group agreed on a name:

UNITARIAN UNIVERSALIST COMMUNITY OF CENTRAL NORTH CAROLINA

Current financial commitment: None.

Community next meeting: Saturday, April 11.

Agenda: What are the values and priorities of the Community?

Kickoff first project – combined media advertising

Attending from our congregation: Frankie Stern & (Other person)

Attachment H
Minister's Report to the Board – Rev. Maj-Britt Johnson
For January 2009

The theme of this month was definitely loss. Three of our members: Joan Phillips-Trimmer, Rebecca Socolar, and Frances Calhoon were memorialized. Joan on January 17th. Frances' was on the 25th, and Rebecca's on the 31st.

The first week of January was relatively light as the office was closed on the 1st and 2nd enabling me to work with few interruptions. I worked on the January 4th service and rehearsed it with Carolyn Holt and Bob, planned future staff meetings, wrote a column, planned and held my Friday group, planned and held the meeting for Covenant Group facilitators, met with Mike Trimmer and Glenn to plan Joan's service, was interviewed by a Cub Scout for one of his badges, began planning the Staff Retreat with Annette Marquis (a half day retreat we held on January 13th), got written versions of sermons on the web, worked with Cathy Cole on some plans for the Installation, and reworked my list of topics for future sermons.

The next week I took a week of vacation in Florida.

When I returned we hit the ground running. Rather than list all the details I'll give you a "unit" report. As we discussed at the Board Retreat minister's Agreements generally say a minister will work 12 units. A unit is a morning, afternoon or evening.

The week of 12th-18th was an 18 unit week which worked out to roughly 70 hours.

The week of 19th-25th was a 17 unit week, roughly 65 hours. These two weeks are about the same pace I kept up September through December, with one week (Christmas week) being the exception at only 6 units.

The week of the January 26th- 1st of February was a 12 unit week, which was fabulous.

After our discussion at the Board meeting something clicked and I was able to refigure how I re-work my schedule.

For the last two weeks things have been more manageable. This is how: On Tues. and Thurs, I will start work at 1 p.m. rather than 9 or 10 a.m. as I usually do, because I have meetings (or will be leading a class) every Tues. and Thursday night. Sometimes, as last week, something like a minister's meeting forces me in at 9 a.m. making it a 3 unit day.

On Wednesdays I will work from 9-5 on my sermon, and keep up with email and other must-do's. On non-sermon weeks I will try when possible to reserve this time for reading and preparations for teaching and future sermons, and general catch-up.

Fridays I will be in either 1-5 if it is a sermon writing week, and 9-5 if it is not.

Saturdays I generally work 8-12 hours (2-3) units, depending on whether there is a church event (retreat, new member orientation, Denominational event) on Saturdays.

Sundays I generally work two units 6 a.m.-1:30 or 2:00, three if I go to a colleagues ordination or installation.

The long and the short of it is: I should be able to get my units down to 13 (as happened week of Feb. 2-8th, sometimes 14, on sermon weeks. On non-sermon weeks I generally work at least that many units as it becomes the “overflow” week absorbing everything I couldn’t get schedule during the other three weeks.

In general these will be the constants in the next few months:

- Writing: Sermons, columns, “lesson plans” for Covenant groups.
- Weekly Staff meetings: Integrating “simple church” principles into our shared work, developing cohesiveness. Individual staff meetings monthly.
- Leading: Monthly Covenant Group facilitator meetings, weekly Friday noon group,
- Lead “Building A Spiritual Practice” – spiritual centering group twice a month.
- Regular participation Worship and Arts meeting, Council. In both of these groups my role is under construction.
- Participating in: Committee on Ministry, Exec, Board, Governance Task Force, Caring Committee.
- Being a resource for other ministries/committees as needed and requested.
- Visiting ill members as needed.

The new relationships I am building are with leaders at Council, The Board, Covenant Group facilitators, area clergy. I also plan to meet soon with Gary Giles and Lee Shaller soon, of Buildings and Grounds Committee, to review our uses of the Memorial Garden.

Goals:

Keep generating the Simple Church discussion (Board, COM, Governance, Staff, Council) and integrate those principles into our staff and volunteer work

Support the staff in efforts to streamline communications with the congregation, especially around work requests.

Work with Volunteer Coordinator to establish the new Council of Ministries format.

Work with volunteers to establish a solid Caring Ministry with trained volunteer visitors.

Work with the Board on a process of coming up with a simple vision statement.

Coordinate with staff, governance taskforce, council, and Board on a simple design for congregational life/programs.

Near Future:

Work with HR to review and establish staff policies.

February 10, 2009

Request to the Board for Approval of time off- from Maj-Britt Johnson

My Letter of Agreement states that the Board and I need to come to agreement on my leave time.

The agreement says I have “two months” off. Historically UU ministers, like teachers, take the summer off, for us that meant July and August. One month is not on call, one month is on-call for emergencies.

Most of us find that coming back in September makes the start of the church year too difficult.

I would like to propose the following:

1 week off in January (already done)- not on call.

1 week off March 30th- 6th of April 2009 (on call)

July 1-21st on call. July 4th- 17th I will be with the youth on our trip to Transylvania. I would like to consider this as “on call” time, rather than work time.

July 22-August 16th – vacation/not on call.

There are area ministers who can be “on retainer” for pastoral emergencies of any kind during the Transylvania trip and my vacation time.