

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

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

**Absent:** David Abels

**Ex Officio:** Maj-Britt Johnson, Jay Miller

**Minutes:** Laurence Kirsch

Erich called the meeting to order at 7:02 pm. Mariana Fiorentino, the Board Member of the month, lit the chalice and offered a reading.

**BOARD LEARNING**

Barbara Chapman and Susan McDaniel discussed the need for the Church to re-visit its purpose. Barbara wants to make Church operations more fulfilling to the people who undertake the operations, and emphasized the importance of *Simple Church*. Susan led a roundtable discussion in which Board members stated their visions of the purpose of the Church. The themes were:

- *The Church facilitates spiritual growth*, provides a spiritual home, nurtures the spirit, helps express spirituality, and provides spiritual education for our children, ,
- *The Church provides community* where people are accepted and loved, that is like a second home, that is joyful, and where there is sharing and caring.
- *The Church supports social justice*, thereby serving and transforming the world, making the world a better place, serving as a springboard for service to the larger community, nurturing those in need in the community, and expanding the circle of love.
- *The Church fosters connections to visual and performing arts.*

There was a general discussion of the ways in which the Board might move forward with updating the statement of purpose.

**CONSENT AGENDA**

The consent agenda consisted of the following items:

- For receipt:
  - Executive Committee Meeting Summary – March 3, 2009
  - Freedom Rider donation
  - Music Office ventilation report
- For approval:

- February Board Minutes
- Children of Eden fund raiser
- Summer staff vacation
- Charter – Membership
- Charter – Peace & Justice
- Charter - Children’s Religious Education Committee

Mary LeMay objected to inclusion of the Peace & Justice charter in the consent agenda because of issues in its last two paragraphs. Susan Spalt therefore moved acceptance of the consent agenda except for the Peace & Justice charter. Marianna Fiorentino seconded. Unanimously approved.

Mary will send Erich an email explaining the changes that she wants in the Peace & Justice charter.

Except for the minutes and the Peace & Justice charter, the foregoing items are attached hereto.

**REPORTS**

**1. Previous Month’s Action Items**

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

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”)	Mary LeMay	1/13/09
Revise the charter for the HR Committee	Maj-Britt Johnson Susan Spalt Bob Weston	4/14/09
Get list of Designated Funds to be closed to Erich for BOD approval	Scott Provan	5/12/09

**2. Year-End Financial Report**

Jay Miller led a review of 2008 financial events. He noted that the Church uses cash accounting rather than accrual accounting, which distorted results for 2008 because \$53,788 of 2009 pledges arrived in the last three months of 2008. He also noted that pledge receipts for 2008 were 93% of pledges, which Maj-Britt Johnson said is at the low end of the normal range of what churches experience. There was discussion of whether accrual accounting should be adopted and of the revenue prospects for 2009 in the current economic downturn.

**3. Minister’s Report**

Erich Lieth thanked Maj-Britt Johnson for a clear report. The Board found there was no need for discussion. The report is attached hereto.

#### **4. Nominating Committee Report**

Susan Spalt said the report should be available by the April Board meeting. Maj-Britt Johnson said that Board members would be more visible if they performed the welcoming and announcement portion of Church services. Maj-Britt will take this idea to Worship & Arts.

#### **5. General Assembly**

George Thompson communicated with Frankie Stern, who now thinks that six members of our congregation might go to the UU General Assembly this summer. We are allowed up to one delegate for each fifty Church members, which allows us seven or so delegates.

The out-of-pocket costs (e.g., airfare and hotel) are about \$1,000 per participant even with the Church paying for registration. Frankie has suggested the Church offer a \$300 per person stipend to displace costs, which would cost \$1,800 for six people. Susan Spalt suggested that we instead focus on paying for Executive Committee member participation rather than paying for others. Erich Lieth asked if we might ask something of the people to whom we give money. There was a general discussion of the criteria that might be applied to determining whether particular people should be supported. This discussion is to continue via email.

### **ACTION ITEMS – PAST**

#### **1. Concert Series Task Force**

Mary LeMay led a discussion of the Task Force's recommendations. She said that the second sentence on page 2 should be struck. Mary said the old Coffee House charter needs to be revised, and she suggested that this happen by August. Barbara Chapman raised questions about possible scheduling conflicts in November with the Children of Eden musical, about bookkeeping issues, and about impacts on volunteers. Other Board members were concerned about the need for volunteers to serve the non-Church audiences associated with the Concert Series, and raised questions about whether Concert Series serves the Church community and supports the Church mission. It was agreed that Concert Series people should coordinate schedules with Music Committee.

Susan McDaniel moved that: a) the Board approve the concert dates for September 19 and November 8; and b) the Board consider how the Concert Series aligns with the Church's revised purposes. Susan Spalt seconded. There was then discussion of possible amendments, none of which were seconded. Susan McDaniel withdrew her motion.

Mary LeMay moved that: a) the Board accept the report of the Task Force in its general purposes; b) the Board accept the specific concert dates of September 19 and November 8; and c) the Board approve a task force to explore how the Concert Series aligns with the Church's revised purposes. Susan McDaniel seconds. 10 ayes, 1 nay. Motion passed.

#### **2. Prioritization of 2009 Agenda**

Erich Lieth requested that, by March 24, Board members email to him their priorities.

### 3. 2008 Annual Report

Discussion postponed.

### 4. Request for Hymnal Supplements

Mary LeMay said that the request for funds for 2009 has been withdrawn. Glenn Mehrbach will put another such request into the 2010 budget.

### 5. Game Parking

Discussion postponed.

## ACTION ITEMS – NEW

### 1. Voices Together Proposal

Erich Lieth requested that, by March 24, Board members email to Susan Spalt their responses to this proposal. Erich and Susan will determine whether there is a consensus.

## ADJOURNMENT

The next Board meeting is Tuesday, April 14, at 7 pm.

The meeting adjourned at 9:08 pm.

## FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Email a one-paragraph summary of 2008 committee work to Erich (per <i>2009 Community Church Annual Report</i> )	Mary LeMay	ASAP
Give Erich specific proposed changes to Peace & Justice charter.	Mary LeMay	03/12/09
Report to Susan Spalt whether 12 parking spaces are available for Voices Together (pending permission for use of facilities).	Susan McDaniel	03/12/09
Write and submit March BMOM report for newsletter.	Mariana Fiorentino	03/14/09 noon
Email Susan Spalt regarding whether Voices Together should be granted permission to use C3HUU facilities.	All BOD members	03/24/09
Email Erich regarding on which generative, strategic, or fiduciary priorities you would be willing to work over the next year (per p.21 of March Board packet).	All BOD members	03/24/09
Submit two names for Nominating Committee.	Susan Spalt	04/14/09
Take Membership Committee recommendation (re. BOD members welcome at Sunday services) to Worship & Arts Committee.	Maj-Britt Johnson	04/14/09
Revise the charter for the HR Committee.	Maj-Britt Johnson Susan Spalt Bob Weston	4/14/09
Give Erich a proposed list of Designated Funds to be closed	Scott Provan	5/12/09

**Attachment A (Consent Agenda)**  
**Executive Committee Meeting Summary – March 3, 2009**

Present: Erich Lieth, Susan Spalt, George Thompson, Barb Chapman, Scott Provan, Maj-Britt Johnson

Topic Discussed

- Content of Board Learning
  - Topic for March meeting will be aspects of governance
  - Erich asked that a handout be prepared to include in the Board packet
- Consent Agenda Items
  - Freedom Rider donation of \$600
  - Proposal for church office to be closed for two weeks in July. Maj-Britt will work with staff to determine which two weeks.
  - Children of Eden fundraiser – proposal forth-coming from Glenn
- Action Items
  - Past Business
    - Prioritization of 2009 agenda – Erich suggests the BOD focus on the first three items in each area (generative, strategic, fiduciary). There was further discussion of how items further down each list will probably be addressed through working on items higher on the list (e.g., “church work more rewarding” and “governance – small ministries,” items number 4 and 6, respectively, under Generative Tasks, would actually be addressed in the process of working on the first three items on that list).
    - 2008 Annual Report – Erich will give another status report
    - Game parking – Roy Piscitello, the owner of Breadmen’s, has offered to help us through some of his contacts at UNC
- Other
  - Susan Spalt will contact Mary LeMay about the status of discussions regarding the Coffee House. Time is of the essence as contracts for performers are being considered.
  - Staff does membership count twice a year – August and January. Dues to TJ District and UUA are calculated based on the January count. This is part of our “fair share” commitment.

**Attachment B (Consent Agenda)**  
**Freedom Rider Donation**

The Community Church received a request from the organizers of the Freedom Rider Event on Saturday, February 28, 2009 for a donation to fund an essay contest regarding the historical impact of the Freedom Riders. In order to make the contribution before the actual event the Executive Committee, in consultation with the Treasurer and the Peace & Justice Committee contributed \$600, of which half will come from the Peace & Justice special Fund, and the other half from general funds.

**Attachment C (Consent Agenda)  
Music Director's Office Ventilation Report**

The Building & Grounds Committee explored solutions for the ventilation, heating, & cooling situation in the Music Director's office during their regular workday on February 14<sup>th</sup>. It was determined that we could put a return air grill in the office to solve the problem. This solution would draw air through the gaps around the doors.

This was accomplished fairly simply by cutting a hole in the wall of the office into the ceiling space of the neighboring closet and putting a grille in the hole. The total cost was under \$20.

In the course of exploring solutions, B&G discovered a return air duct that was still covered in plastic left from the construction. This was removed and the result should be that there will be better heating & cooling in the Straley Room.

**Attachment D (Consent Agenda)  
Children of Eden Musical Fund Raiser**

**Fundraising Request for Children of Eden**

**1. Name Of The Event**

*Children of Eden* (a musical with music and lyrics by Stephen Schwartz and book by John Caird)

**2. Contact Person for Event**

Glenn Mehrbach, Music Director (also Director and Musical Director of the show)

**3. Brief description of Event (1-2 sentences)**

*Children of Eden* will be produced and performed by congregation members of all ages. It will be publicized in the wider community and tickets will be sold. *Children of Eden* represents UU values and a humanistic and life-affirming interpretation of Bible stories from the Old Testament. The first act concentrates on Adam and Eve and their story, and the second act concerns Noah, the Ark, and the Flood. A script and CDs of the show are available on request.

**4. Proposed Date(s)**

Performance: Friday-Sunday, November 20-22, 2009 (Friday and Saturday at 7:30pm, Sunday at 3pm)

Administrative dates: See below.

Closing date for out-of-pocket reimbursements: December 31, 2009

Closing date for donations: November 22, 2009

**5. Who (e.g., which committee) Is Sponsoring The Event**

The Music Committee in collaboration with RE program.

The RE program will be focusing on Our Judeo-Christian Heritage in the fall of 2009 and specifically the Bible stories included in the musical. The Summer Art project for 2009 will focus on a Garden of Eden/Noah's Ark theme and the art created will adorn the walls during the musical. The RE program will also be sponsoring a summer service project as it does every summer the service project will also tie-in with the musical and the art project. Plans are still being developed for the service project but we do know that this year's project is the Heifer Project. There will be more to follow regarding that including

a separate fundraising request. In addition, there will additional RE programming to tie-in and support the themes of the musical.

## 6. Budget

Performance Rights and Materials:	\$1,000.00
Costume Materials:	\$400.00
Musicians:	\$600.00
Lighting purchase and rental:	\$300.00
Prop Needs:	\$400.00
Meals and other Misc, expenses:	\$300.00
<b>TOTAL ANTICIPATED EXPENSES:</b>	<b>\$3,000.00</b>

## 7. What The Event Will Cost The Church

If ticket and concession sales are as anticipated, the event should make a profit for the church. "Seussical" brought in over \$6,000 total, before expenses.

## 8. Anticipated (Estimated) Income From The Event

With ticket sales and concessions, \$4,500.00

## 9. How the Sponsor Would Like to Distribute the Net Income From the Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

30% Musical Instrument Fund

50% RE Summer Art Project 2010

## 10. Impact On The Church In Terms Of Volunteers And Space Resources

Musicals are very labor-intensive events, so the impact would be enormous, but I feel well worth it. The cast of the show itself has 21 named roles, plus an intergenerational chorus of indeterminate number. So the number of church members on stage alone may be around 40. In the preparatory stages, there would probably be 10 or so people involved in creating costumes, 5 or so in creating props. Closer to the show, there would be, in addition to the cast, 10-15 people working as stage managers, lighting designers and operators, sound designers and operators, costumers, prop masters, child wranglers, make-up helpers and house managers. During the show itself, besides the cast, there would be the cast, the backstage crew, lighting and sound operators, concessions sellers, and child wranglers. I would estimate that as many as 100 congregation members would be directly involved in the production in one way or another. Rehearsals would take place 2-4 times a week beginning in mid-September, then increase to 5-6 times a week in early November, and finish with a rehearsal or performance every day for the final two weeks. As far as space resources, until a couple of weeks prior to the show, these can be very

flexible. Although using the Sanctuary is always ideal, early rehearsals can be held in any of the rooms of the church, and even off-site. Until a few weeks before the show, rehearsals would never involve the entire cast, and usually no more than 5-10 people at a time. We are willing to be flexible with our space needs, and most rehearsals can be moved elsewhere if requested. For the last 2 weeks before the show, however, we would need constant access to the Sanctuary for staging, working with props, lighting and sound equipment, and to give the cast the actual performance space to work in.

### **11. Any Additional Information Or Concerns**

Although the production of a *Children of Eden* requires tremendous resources from all segments of the congregation, it also brings great rewards. And with the proper organization, an extended preparation period, constant communication concerning other church activities, and a willingness to be appropriately flexible with our use of volunteers and space, producing and performing a musical be of great benefit for the church community, as well as the profile of the church itself. Below are some reasons to do *Children of Eden*:

- Ties in with RE curriculum (Judeo-Christian heritage)
- Ties in with mission of church (Loving and caring for one another)
- May have discussion afterwards (concerning issues raised in the show)
- Multi-generational (previous casts have included people 6-80 years old)
- Community building for church (people working and meeting who might have not otherwise known each other)
- Ties in with summer art program
- Outreach (previous shows have attracted many people from outside the church)
- Creativity as spirituality

**Attachment E (Consent Agenda)**  
**Summer Staff Vacation**

At our February Board meeting Maj-Britt brought to us an idea that the staff could take a coordinated vacation period when the church offices would be completely closed. The staff now proposes, subject to Board approval to close offices for two weeks in July for an extended period of "Sabbath". Whether it is more useful to take the first or last two weeks will be determined at their discretion. All matters of church operations that would normally be completed by staff will either be completed beforehand or handled by volunteers.

Rationale: Some of the office staff routinely return from their vacations only to find they need to work extra hours to catch up with the work that piled up when they were away. One staff member (Andrea) has also accrued quite a bit of comp time which she has no time to take. By closing the office we hope to change this situation. The staff will brainstorm ways to interact with committees about this and all related issues, so that volunteers also will have a Sabbath and extra work will not be generated.

## Attachment F (Consent Agenda)

**Charter: Membership Committee****The Community Church of Chapel Hill - Unitarian Universalist**

Proposed on: \_\_\_\_\_

Church Council approval on: \_\_\_\_\_

Board of Directors approval on: \_\_\_\_\_

*DRAFT 11/22/2008***Mission:**

To provide a warm, welcoming and supportive atmosphere for Church visitors, friends, and members, with specific support provided to newcomers and new members.

**Responsibilities:**

1. Staff the commons Welcome Table before and after Sunday services, and/or recruit and train Church members to staff the table.
  - i. Assist visitors, friends, and members with questions about Unitarian Universalism, the Church, membership, church events, activities and groups, name tags, etc. Refer them or and follow up as necessary.
  - ii. Maintain a register of visitors who wish to sign in, and possibly receive further information about the church.
  - iii. Provide visitors with a handwritten name tag.
  - iv. Count the number of attendees at each service, and record it in the logbook.
  
2. Work closely with Minister and with Membership/Volunteer Coordinator (M/VC). To include:
  - i. Planning and implementation of newcomer orientation sessions, which are held at least quarterly and, if required, as often as monthly.
  - ii. Backup support for M/VC at periodic Joining Ceremony, including taking of new-member photos.
  - iii. Brainstorming and evolving new ways to support newcomers and new members.
  
3. Manage use and care of the commons area, to ensure it provides a warm, welcome atmosphere, while providing for necessary functions, such as information sharing and committee meetings. Develop a vision for the space to further the Church's goals, and develop policies on its use and the maintenance of bulletin boards, furniture placement, postering, etc.

4. Recruit and train greeters for Sunday services, who will hand out Orders of Service and weekly notices, and pass around the collection baskets at the Offertory.
5. Follow up with new members, nurturing them during their first year of membership. This will include, but not be limited to the following:
  - i. Call new members for their biography; write up and submit to Membership/Volunteer Coordinator for inclusion in monthly newsletter and commons bulletin board.
  - ii. Invite individual new members, as appropriate, to serve as Sunday greeters.
  - iii. Invite all new members to a monthly gathering between Sunday services (or after single summer services).
6. Meet monthly or as necessary to conduct committee business. Designate a member to represent committee at monthly Church Council meetings. When requested by the Council, provide a member to serve on pertinent task forces. Present, to the Council, committee recommendations or proposed policies on various issues, such as Privacy Policy, which have a potential effect on membership.

**Member Selection and Terms of Service:**

From six to ten members, recruited by current members of Membership Committee from the congregation of Church members. Open terms of service.

**Meetings:**

Monthly meetings will be held, with minutes to be prepared and distributed by the Membership/Volunteer Coordinator. Confidentiality issues are not anticipated.

*DRAFT Prepared by:  
Eileen Gavin McKenna  
Member, Membership Committee  
11/22/2008*

**Attachment G (Consent Agenda)****Charter: Children's Religious Education Committee**

The Community Church of Chapel Hill Unitarian Universalist

Proposed on: November, 2008

Church Council approval on:

Board of Directors approval on:

**Mission**

To provide a safe, supportive and joyful spiritual community where children and families can explore and develop their spiritual beliefs while learning about Unitarian Universalism and other religions.

**Responsibilities**

- Provide support and feedback for the Director of Religious Education and the RE Assistant.
- Provide support and guidance for families in their spiritual growth.
- Serve on other church committees as they relate to children and families (such as Manse Committee, Church Council, Building Committee, Worship and Arts, and Music)
- Volunteer on occasional Sunday mornings as substitutes for both staff and parent volunteers, and at welcome table
- Plan and recruit volunteers for special family activities such as Special Pal breakfast, Easter egg hunt, Earth day, Shelter Neck trips, OWL classes, summer art projects, Thanksgiving pies, and the Pageant
- Review attendance reports and Sunday procedures each month and provide feedback and concerns
- Review success of curriculum, parent volunteers, and HS Youth volunteers, plus children/personality interactions
- Problem-solve and plan for future

**Member selection and terms of service, Meetings**

The committee typically has around 8 members, in addition to the DRE and RE Assistant and meets once per month. We have open membership, generally church members are invited based on interest; we seek to maintain a mix of ages of children and we welcome dads and non-parents, as well as moms. Service is for 2 years, though many members have served much longer than this. There are 2 co-chairs, one of whom attends the Church Council meetings monthly. The co-chairs also participate in a "pre-meeting" each month with the DRE, where the monthly meeting agenda is set. Co-chairs take notes at each meeting and keep them in a binder. The co-chair term is also 2 years. We have a Google email list, maintained by the DRE: [cre-committee-c3huu@googlegroups.com](mailto:cre-committee-c3huu@googlegroups.com)

**Attachment H**  
**Minister's Report to the Board – February 2009**

Highlights of this month:

Tifani, George and I are starting to meet before Council meetings to plan a “consent” agenda. I have also begun leading a 30 minute Centering portion at CC which seems to be well received. The objective is to allow chairs to get to know each other on a deeper level, to connect with the deeper reasons for doing the work we do, and to engage in the practice of deep listening. This past month we had a go-around on the question: “What sustains you?”

I have been meeting weekly now with the staff as a whole and we have come up with a covenant for our work together which we will make public once it's final. We are also working on some email conventions which we hope will affect the email “culture” as a whole, and have come up with a work requisition form which was passed out at Council to the chairs. We are also chipping away at the policies assigned to us.

I began the Spiritual Centering Class series which was attended by 22 people, so I closed it out. I thought it went well. It will meet twice a month for a total of 8 sessions.

I am working with Worship and Arts to streamline the work of that committee. There is now a designated chairperson and she and I will meet before the meeting. We plan to start recruiting some new Worship Associates soon.

A new Caring Ministry leader has emerged: Bob Crane. Bob has extensive training in lay pastoral care. He, the former Caring Committee Chair, Ivy Brezina, as well as Cathy Cole who is assisting with the formation of this ministry, and I, have met twice this month to plan the training for the volunteer pastoral associates and to set some definition and limits around what we can do in that ministry.

I met with the governance Task Force and we came to some clarity about the need for conversations with the Board. They are planning several “board learning” Sessions. We also discussed the appropriateness of some ideas I have for a “Simple Church” approach to Adult Programs. They felt this fit in with the direction in which we're headed (simple church/shared ministry). I am scheduled to meet with some other members who are interested in taking leadership on this. I will share details after we meet.

On the Committee on Ministry I believe we have clarified some confusion (which also seems to be floating around the congregation). It is not a committee which is a sounding board for the minister (that is the old Ministerial Relations model). It does have, as is outlined in its charter, the role of helping all the ministries of the church to assess themselves, but as we are in a new formation mode around the governance of the church they are waiting to move on that until governance is clearly defined and new council model is in place, and some committees begin to reform as ministries. For now the main project is to initiate a process for a Congregational Covenant of Right Relations (behavioral covenant). To that end we are all reading and discussing an Alban Institute Book about creating Congregational Behavioral Covenants, by Gil Rendle.

Needless to say the Installation planning has taken quite a bit of time this month, connecting with Kathy Cole who is doing a phenomenal job, as well as clergy, composing the order of service, and so on. I look forward to this celebration!

I will have to miss the exec meeting on March 3rd in order to, finally, meet with the area clergy who are scheduled for the same night under the Orange County Organizing Committee umbrella. I've missed out on this all year and need to make this Meeting!

A few closer details on how I've spent my time:

The first week in February I met with the Peace and Justice leaders to discuss their direction; attended THUUMA (Tar Heel UU Minister Meeting), led the Covenant Group Facilitators, and met to write the minister/congregation covenant in addition to emailing, leading the weekly Friday noon group, writing a sermon and delivering it. A 14 unit week (about 56 hours)

The second week (in addition to the usual, email, Fri. group, weekly staff meeting, sermon/service): Was interviewed for CH News, wrote for the annual report, attended the Bd. Meeting, had a pastoral care session, met with two colleagues, and Worship and Arts Committee. 13 units, about 52 hours.

The Third week: (usual +) Had my first Spiritual centering class, met with a member's father who is in hospice, met with a member to plan her husband's memorial service on March 14<sup>th</sup>, met with Committee on Ministry, met with the governance group. 15 units (about 58-60 hours)

Fourth week: Wrote a column, met with 3 staff members individually, met with installation committee folks, Church Council, Caring Committee planning meeting, Spiritual Centering, Membership meeting, two one-on-one's with members, had my mentoring session with a minister-in-training. 14 units (about 55 hours)