

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of July 14, 2009

Present: Mariana Fiorentino, Mary LeMay, Erich Lieth, Steve Marshall, Susan McDaniel, Joan Meade, Susan Spalt, George Thompson, Bob Weston

Absent: Barbara Chapman, Patricia B. Learned

Ex Officio: Scott Provan

Minutes: Laurence Kirsch

Erich Lieth called the meeting to order at 7:05 pm. Steve Marshall, the Board Member of the Month, lit the chalice and offered a reading.

BOARD LEARNING

George Thompson led a discussion of the book *Governance and Ministry, Rethinking Board Leadership* by Dan Hotchkiss. Board members each read summaries of different parts of the book, which led to discussion of a variety of issues including (for example) congregation membership turnover rates and length of Board member terms. There was informal agreement to discuss Chapter 4 in further detail at the September Board meeting.

ANNOUNCEMENTS

By acclamation, the August Board meeting is canceled.

The retreat for Covenant of Right Relations, organized by the Committee on Ministry, is scheduled for Saturday, October 17, 9 am to 2 pm.

Don Southworth has resigned as Lead Minister at ERUUF to move to UUA. Through a recent increase in Sunday morning attendance, Religious Education has already been impacted by issues at ERUUF.

Susan Spalt will send Charlie Kast a letter of condolence on behalf of the Board.

Susan Spalt announced that the Share-the-Plate Committee will have policy recommendations for the Board's October meeting.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - [July Executive Committee Report](#)

- For approval:
 - Policy on Sunday use of Church space
 - June Board Minutes

Erich Lieth said he has not received any Council minutes for the June 23 meeting.

Susan McDaniel moved approval of the consent agenda. Seconded by Mariana Fiorentino. Unanimously approved.

REPORTS

1. Previous Month's Action Items

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

ACTION	BY WHOM	DUE DATE
Write charter for Church Council.	Tifani Hencke Maj-Britt Johnson Erich Lieth George Thompson	7/14/09
Work on policy regarding permanent structures/ structural changes and report to BOD.	Mary LeMay Joan Meade	7/14/09
Finalize Coffee House/Concert Series charter.	Mary LeMay Scott Provan	7/14/09
Talk to B&G Committee regarding phone line for Commons & Jones building.	Susan McDaniel	ASAP

2. Treasurer's Report

Scott Provan reported that, for the first six months of 2009, certain revenue items are behind during this year relative to previous years: pledge receipts are low by \$6,600 (4%), building rentals by \$1,900 (20%), and general operating fundraising by \$2,600 (51%). Expenditures on youth and children's religious education are \$3,900 (84%) over budget because of the influx of new members (and children) from ERUUF.

Susan McDaniel suggested that we hire people to run parking during football games because that would be a money-maker. The games start in August, which is before the next Board meeting, so somebody needs to make a decision about how to arrange staffing. Susan McDaniel will draft a proposal for Event Parking.

ACTION ITEMS – PAST

1. Rear Parking Area Lighting

Susan McDaniel reported on the matter of [adding an outside light to the rear parking area](#). She said that Building and Grounds was proposing to pursue the least expensive and easiest option. The light would shine downward, and would always be on when it is dark, even if nobody is there.

While the sense of the Board is that additional lighting is needed, objections were raised to the long-term cost, as rental payments would continue indefinitely, as well as to the adverse effect on neighbors, suggesting that motion detectors be investigated. Susan will refer this matter back to the Building and Grounds Committee.

2. July 18 Budget Meeting

This is an information-only meeting. Committees will present their requests to the Board and, at a later date, the Budget Committee will determine priorities. Scott said that there are big ticket items coming on Religious Education and staffing.

3. Giving Beyond These Walls Policy

Susan Spalt said that this matter is not yet ripe for discussion.

4. Policy on Permanent Structures

Mary LeMay led a discussion of conflicts that have arisen because of a lack of coherent Church policy concerning the addition or deletion of permanent structures such as sculptures, signs, and solar panels. The Task Force for a Policy on Permanent Structures, which was created by the Board at its May 12, 2009 meeting, has a mandate to: a) develop a policy for making permanent changes to buildings and/or grounds; b) create the process for making such changes, including identify the committees, persons, or groups that would be responsible for making decisions about physical changes in the Church; c) discuss the question of funding priorities; and d) develop procedures for how the Church should handle the acquisition of permanent art.

ACTION ITEMS – NEW

1. Orange County Organizing Committee

Ruth Gibson has reported on a proposal that the Community Church be one of the [founding members of the OCOC](#). The Church has been involved in developing OCOC, and to become a founding member would involve a one-time commitment of \$10 per Church pledging unit (about \$2,600 total). The payment could be made in 2010.

Susan McDaniel moved that we become a founding member of OCOC and identify means of support as outlined in the proposal. Susan Spalt seconded. Unanimously approved.

2. Town Meeting on Budget

Mary LeMay moved to hold the October congregational “Town Meeting” concerning the budget process on Sunday, October 4 beginning at 12:45 pm. Seconded by Susan Spalt. Unanimously approved.

ADJOURNMENT

The next Board meeting is Tuesday, September 15, at 7 pm. The Board's budget meeting is Saturday, July 18, from 9 am to 3 pm.

The meeting adjourned at 9:16 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Order and distribute <i>Governance and Ministry</i> books	Mary LeMay George Thompson	ASAP
Contact Marion regarding football/basketball	Erich Lieth	ASAP
Notify Ruth Gibson & newsletter about the OCOC decision	Erich Lieth	ASAP
Talk to B&G Committee regarding phone line for Commons & Jones building.	Susan McDaniel	ASAP
Ask Gary Giles about motion detector on rear lighting & get estimate, what about light at sign?	Susan McDaniel	ASAP
Draft a proposal for football/basketball Event Parking	Susan McDaniel	ASAP
Send card to Charlie	Susan Spalt	ASAP
Contact Dave regarding habitat parking	Susan Spalt	ASAP
Write charter for Church Council.	Tifani Hencke Maj-Britt Johnson Erich Lieth George Thompson	9/15/09
Prepare <i>Governance and Ministry</i> board learning for Sept 15	Mary LeMay Susan McDaniel	9/15/09
Work on policy regarding permanent structures/ structural changes and report to BOD.	Mary LeMay Joan Meade	9/15/09
Finalize Coffee House/Concert Series charter.	Mary LeMay Scott Provan	9/15/09

Community Church of Chapel Hill – Executive Committee Meeting

July 6, 2009 @ 7:00 p.m.

Present: Erich Lieth, George Thompson, Susan Spalt, Scott Provan

Absent: Barb Chapman, Maj-Britt Johnson

Guests: Peter Witt, Stewardship Chair, Frankie Price-Stern, Andy Hencke, Perry Genova, Stewardship Committee members

Pre-Meeting Stewardship Campaign Discussion

Peter Witt, Stewardship Chair, discussed the stewardship process.

Kickoff: September 27. Jim Magaw is working on a brochure

Congregation is broken into groups:

316 households including 244 pledging members and 41 friends or 285 pledging units. In addition to that there are 22 people who cannot pledge and 9 members who have moved.

The stewardship committee has worked with MBJ on a theme for the year in conjunction with the campaign. Work will begin on this again when MBJ returns from her vacation in mid August.

The Committee estimates that 75 to 100 volunteers will be needed to make the campaign work

Continuous Canvassing

New Member Orientation includes description of pledging and new members have pledged about \$10,000.

Current Pledges

There are 255 pledging units which have pledged \$398,000 (including the new pledges).

While the economy appears to have contributed to a somewhat lower fulfillment rate, Scott reports that the pledges are going up. He is going to check with Andrea about the kind of letters she sends out.

Frankie noted that 30 to 40 pledges provide 50% of our income.

She further noted that the Fair Share concept of pledging was the best way to encourage people to pledge. Our current rate of fair share giving is fairly low.

The need to provide training and information to the stewards so they can adequately explain the importance of fair share giving and what it means to the church.

Ways to explain Share the Plate during the stewardship campaign were discussed. The importance of a transparent and clear budget system was emphasized but exactly how to do that was not decided. Susan S. noted that the STP Task Force was meeting this weekend and would address this topic.

Andy Hencke stayed while the budget process was discussed and outlined.

The Committee/budget meeting will take place July 18 and will be facilitated by Scott Provan, Treasurer. A town meeting will be planned for a Sunday in October to give the congregation time to understand and discuss the budget. A small group of board members and stewardship committee members will meet as the budget is prepared. The need to wait for Maj-Britt's return from vacation was also discussed. The possibility of changing the fiscal year was mentioned again—especially in light of Maj-Britt's vacation schedule.

The need to build leadership, not only for stewardship but for other committees as well, was discussed.

These issues will be further discussed at later board meetings.

Regular Executive Committee Meeting

Board Learning

George Thompson will lead a brief discussion of the BOOK GOVERNANCE AND MINISTRY Rethinking Board Leadership, by Dan Hotchkiss, a noted leader in the field. Copies of the book have been made available to Executive Committee members as well as members of the Governance Task Force.

New Business

Vote on becoming a founding member of the Orange County Organizing Committee

Need to schedule, in conjunction with the Stewardship Committee, the October Town Meeting.

Item Postponed

Susan S. did not get revised Church Use Policy to Marion before she left on vacation. It will be presented probably in September.

Other Items Discussed

Share the Plate Susan S. raised the question of whether the STP Task Force should have a charter. The need to formalize its actions was discussed. She will mention this at the group's meeting this weekend.

August Board Meeting The Executive Committee tentatively decided to cancel the August Board Meeting because of the relatively little amount of business, and coupled with the absence of both the minister and the president of the board.

Minutes prepared by Susan Spalt

Policy on Sunday use of church space

The following policy was discussed at the June BOD meeting, after which Susan Spalt consulted with the staff representative for the policy (Marion Hirsch) and came up with the following policy:

NAME OF POLICY: USE OF CHURCH SPACE DURING SUNDAY SERVICES

Party Originating Policy: The original policy (1/7/97) was originated by the Children's Religious Education Committee. The draft revision (5/14/09) was originated by the Church Staff.

Date First Adopted by the Board: 1/7/97 as "Meetings on Sundays in Rooms Used By CRE" Policy

Date Revised: 6/9/09 draft revision, not yet approved by the Board

Date of next Review:

Purpose of Policy:

Building a spiritual community for adults and children is central to the purpose of the Church. This policy ensures that worship, religious education and Time of Fellowship will be a church priority on Sundays.

Policy:

No church meetings may be held *during* worship services on Sunday mornings.

Meeting spaces during church services and between services may only be used for the Religious Education Program, the Music Program and the Time of Fellowship (Coffee Hour).

Meeting spaces must be reserved through the church office and no spaces may be reserved during Sunday Worship services, and for 30 minutes before services or 15 minutes after the services

Meetings between services are discouraged because they interfere with worship and fellowship times; in addition there is a lack of adequate parking and a lack of meeting spaces.

Adding an Outside Light – Rear Parking Area

The Building & Grounds Committee has gathered the following information on adding a light for the rear parking area.

Adding a pole-mounted light will require a town review with a cost of \$352 and a 3 year contract. There is no installation fee but there is a monthly charge of \$16.71 for an overhead line or \$20.76 for a buried line. The overhead line would require some shaving of the tree branches.

Putting in a building mounted light would require the town review, an electrical permit, and hiring an electrician as well as maintenance fees. While they did not get an estimate for this they believe that the pole-mounted light is the better option.

The Building & Grounds budget does not allow for these costs, and they would like direction on how to proceed.

C3H Founding membership in OCOC

To: The Executive Committee, Community Church of Chapel Hill

From: Ruth Gibson

Date: July 2, 2009

Proposal: that the Community Church of Chapel Hill Unitarian Universalist be one of the founding members of the Orange County Organizing Committee [OCOC]. As a Founding Member of OCOC, we would

- have a team in place to represent our church at OCOC assemblies and to engage members of our congregation in training, action and support of OCOC's work for social justice in our community.
- make a start-up contribution equal to \$10 for each of our pledging members. (According to the figure listed in the UUA directory, that would be \$2,660.)

About the Orange County Organization Committee:

Orange County Organizing Committee is a broad-based, non-partisan, multi-racial, multi-faith, citizens' power organization, rooted in local congregations and other voluntary associations. With support from the Industrial Areas Foundation (IAF), OCOC works to make change in the lives of low and middle income residents and communities throughout Orange County. In December 2008 Orange County Organizing Committee announced an agenda to bring about change on

- affordable housing,
- living wages,
- environmental justice,
- education,
- health care and quality of life for immigrant families.

Since that time, although no final decisions have yet been made, OCOC has had a significant impact on the decision-making process regarding the issues of living wages and environmental justice.

Community Church involvement with OCOC

In the past three years as OCOC has been starting up, there has been occasional participation from at least 11 Community Church members. Commitment has increased in the past year.

- Rev. Johnson, Ruth Gibson and Joan Garnett have attended 3-day training sessions sponsored by OCOC. Gibson and Garnett are committed to developing a core team.
- Our Peace and Justice Committee paid the registration fee for Gibson and Garnett to attend.
- Our church has been represented at 6 OCOC meetings,
- Members of our congregation have turned out for 3 public actions this year; the numbers of those who do show up generally exceed expectations.

Funding: The Fund For Unitarian Universalism offers Congregation Based Community Organization Grants, on a matching funds basis; I am willing, with supportive letters and documents from the Board and from Rev. Johnson, to apply for a matching grant for half the amount--\$1,330. The other half can almost certainly be raised in a "Share the Plate" collection, as these typically bring in over \$1,000. We are free to determine the amount of our future annual contributions, on the basis of our satisfaction with the organization.

The Orange County Organizing Committee promises to be an effective voice for justice in our community. Our support and active participation in OCOC is in keeping with our tradition, and faithful to our Unitarian Universalist principles and the "hands-on community outreach" to which our present vision calls us.