

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of September 15, 2009

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

Absent: Susan Spalt

Ex Officio: Maj-Britt Johnson, Scott Provan

Minutes: Laurence Kirsch

Erich Lieth called the “rowdy bunch” to order at 7:02 pm. George Thompson, the Board Member of the Month, lit the chalice and offered a reading from *A Hidden Wholeness*.

BOARD LEARNING

Susan McDaniel and Mary LeMay led a discussion of Chapter 4 of the book *Governance and Ministry, Rethinking Board Leadership* by Dan Hotchkiss. There was a lengthy discussion of whether the various groups within the Church are engaged in governance or ministry. It was agreed that the Board deals with only governance, that the Council and RE-CRE deal with both governance and ministry, and that all other committees (e.g., Worship and Arts) deal with only ministry. This discussion will continue in future Board meetings.

ANNOUNCEMENTS

There will be receptions for Pat Smith after each September 20 service. Barbara Chapman has made all arrangements, but needs assistance in baking cake after each service. She will use paper plates only if she cannot raise sufficient resources to use real plates.

Scott Provan will lead the October Town Meeting concerning the budget. The meeting begins at 12:45 pm on Sunday, October 4.

The walkway between the parking lot and the Manse is completed. It was an Eagle Scout project led by Matt Nelson and coordinated with Building & Grounds. There are outstanding lighting issues. Mariana Fiorentino will send Matt a thank you card on behalf of the Board.

Bob Weston announced that he will soon be undergoing significant medical procedures that will make him unavailable in October and November.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - [September Exec Com Report](#)
 - [Parking Fund Raiser](#)
 - [Governance Task Force Report](#)
- For approval:
 - July Board Minutes
 - [Event Parking Proposal](#)
 - [Environmental Committee charter](#)
 - [Spiritual Exploration for Adults charter](#)
 - [Christmas Bazaar Fund Raiser](#)

Barbara Chapman 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
Send card to Charlie	Susan Spalt	ASAP
Write charter for Church Council.	Tifani Hencke Maj-Britt Johnson Erich Lieth George Thompson	9/15/09
Finalize Coffee House/Concert Series charter.	Mary LeMay Scott Provan	9/15/09

2. [Minister's Report](#)

Maj-Britt Johnson added that Al Zaranka has resigned as because he found a more lucrative pianist position at another (non-UU) church. He will continue through the end of this month.

Two of the Church's founding members have recently died. Their receptions will be held as follows: for Laverne Anderson, October 4, 4:00 pm – 5:30 pm, in the Sanctuary; and for Hope Price, October 17, 11 am – 2 pm, at Crooks Corner. Very few founding members remain.

ACTION ITEMS – PAST

1. [Rear Parking Area Lighting](#)

Susan McDaniel said that Building & Grounds and the Board have been iterating for six months on this issue, with Building & Grounds making recommendations and the Board repeatedly asking for more information. Erich Lieth expressed his concern that the Board has not yet received the needed answers. Scott Provan said that this is precisely the sort of issue that the Board should delegate.

Susan McDaniel moved that the Board accept the Building & Grounds proposal with the buried line and the pole-mounted lights, with funding for the remainder of the year to come out of reserves. Barbara seconded. 8 ayes, 1 nay, 1 abstention. Susan will communicate the decision to Building & Grounds.

2. [Phone Line for Commons](#)

For safety purposes, the Church needs emergency phones in the Jones Building and Commons. Consideration of this need has opened up a wide range of issues related to communications and computing.

Erich Lieth said that Executive Committee decided to keep the existing phone line and to install an emergency line. A potential DSL line is still subject to further discussion. Mary LeMay said that it would be helpful to have cost estimates in time for the budget. Maj-Britt Johnson said that the staff will want to have input because of its communications and computing needs. Mariana Fiorentino suggested that the office staff be responsible for resolving this issue. Susan McDaniel said that the staff may have too short-term a perspective, and that we should have a task force to develop a long-range (five-year) plan. Erich Lieth suggested that we need to have a functioning Information Technology (IT) committee. Maj-Britt says she is planning to call other churches to see how they successfully handle IT issues. The Board informally agreed to ask the staff to investigate and report on IT options.

3. [Policy on Permanent Structures](#)

Mary LeMay reported that a group of representatives of several Church committees collaborated in developing the attached policy on permanent structures. It is a work in progress, with significant questions remaining about whom should be responsible for the approval process. It was pointed out that neither the Church Council nor Worship and Arts have charters; so it was suggested that these charters be created at the same time as this policy is created. It was informally agreed that Mary and her collaborators would further revise the policy, and that the Board will consider the revised policy.

ACTION ITEMS – NEW

Mariana said that Community Service Ministry discussed a recent article entitled “Reach out to become a public church” in the Fall 2009 issue about UU World. This article is about budgeting for outreach. She suggested that the Board read this article. Erich Lieth said that he believes that the Church spent around \$40,000 on outreach last year.

ADJOURNMENT

The next Board meeting is Tuesday, October 13, at 7 pm.

George Thompson concluded the meeting with a reading about fireflies.

The meeting adjourned at 9:00 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Send card to Charlie Kast	Susan Spalt	ASAP
Submit information regarding October 4 town meeting on budget to weekly bulletins and October newsletter	Susan McDaniel	ASAP
Inform Building & Grounds of the Board's approval for installing light in rear parking area	Susan McDaniel	ASAP
Arrange and coordinate October 4 town meeting regarding budget	Scott Provan	10/04/09
Write charter for Church Council and submit to Board	Tifani Hencke Maj-Britt Johnson Erich Lieth George Thompson	10/13/09
Finalize Coffee House/Concert Series charter	Mary LeMay Scott Provan	10/13/09
Finalize policy regarding permanent structures/ structural changes and report to BOD	Mary LeMay Joan Meade	10/13/09
Finalize Worship & Arts charter and submit to Board	Joan Meade	10/13/09

Community Church of Chapel Hill – Executive Committee Meeting

September 8, 2009 @ 7:00 p.m.

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

Topic Discussed

1. Reception for Pat Smith

Following her resignation as office manager, members of The C3HUU will have an opportunity to thank Pat Smith for her service to our church when we “break cake together” on Sunday, September 20. During our time-of-fellowship, immediately following each service on September 20, cake will be served in the Jones Building, and Pat will be present to receive everyone’s good wishes.

2. Reports

1. Maj-Britt will check with Tifani Hencke regarding any additional concerns related to the Permanent Structures Policy.
2. In the Minister’s Report Maj-Britt will outline how staff will ensure coverage in the office.

• **Past business**

Erich will follow up with Susan McDaniel regarding the installation of a phone line in the commons. Having immediate access to a phone in case of an emergency is of primary concern, particularly when children are present. Considerations for installation of a DSL line may need to wait until the new budget is established.

• **New business**

The BOD will need to discuss the possible installation of solar panels, e.g., who makes the final decision regarding installation, what are the aesthetic implications, these would be permanent structures.

• **Other items discussed**

Erich has renegotiated the preschool lease. It is basically the same as in past years; however, changes were made in (1) the way the preschool staff reports needed repairs and (2) the amount of the lease. The lease will increase by \$350 per month for the coming year and by \$1500 per month over the next four years.

Parking Fund Raiser for Straley Fund

Memo

To: Church Board

From: Marion Hirsch, DRE

Date: 8/10/09

Subject: Football Parking

The Youth Programming Committee requests permission to conduct the Football Parking Fundraiser again this year to raise funds for youth travel.

The Youth Programming Committee has faithfully organized Football Parking for at least the last ten years and more. We ask that we continue to be allowed to do it this year.

This year we are asking for a different distribution of funds. In the past half the funds always went for Youth Travel (General Assembly, Nicaragua, New Orleans) -- about \$2000 per year. Half the funds went to Habitat for Humanity -- about \$2000 per year.

This year we are asking that 20% go the church General Fund as the new fundraising policy deems and 80% goes to the Straley Fund for Youth Travel. *We have already informed the Habitat folks that we will not request to raise funds for them this year.*

The new fundraising policy means that about \$2000 of the total funds (\$10,000 over the year, including football parking) raised by the youth program each year for youth travel goes the General Church Fund. In the past, we didn't give money to the General Fund so we could afford to give \$2000 to Habitat. We can't afford to do both and still raise the money needed for travel. We need to clear about \$8000 total for travel. So this year we are transitioning to giving money to the General Fund instead of Habitat.

The Youth Programming Committee believes that sending our youth on these trips is a vital part of the youth program and part of the mission of the church. Fundraising is necessary because many of our families could not afford the cost of these trips without help. Fundraising is the way we help. It brings our community together. It means we are invested in our youth and they have the strength of knowing that their church community supports their development so strongly.

I know that the Board is taking over all UNC event parking this year and has tapped a Parking Czar but I hope that the Board will still let the Youth Programming Committee conduct the football parking. We've done a very responsible job of it over the years. We've always shared the proceeds. We are raising funds for a program that we feel is vital to our church's mission in its ministry to youth.

As always, I and members of the Youth Programming Committee would be pleased to attend a board meeting to answer questions about the travel program and fundraising. We only sponsor these programs with your support.

Football Parking Fundraising Request (8/10/2009)

1. Name Of The Event:

Football Parking 2009

2. Contact Person for Event:

Marion

3. Brief description of Event:

Selling parking spaces in the church parking lot for UNC home football games on 7 Saturdays during in the Fall. This fundraiser has been sponsored by the Youth Programming Committee for the last 10 years, at least.

4. Proposed Date(s):

09/05/09	6:00 pm ET
09/19/09	12 noon ET
10/03/09	TBA
10/10/09	TBA
10/22/09	8:00 pm ET
11/07/09	TBA
11/14/09	TBA

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

The Youth Programming Committee

6. Budget

None. Items to support this project were purchased years ago. (vests, signs, cash box, vests, cones)

7. What The Event Will Cost The Church

The time of the Financial Assistant to prepare and record the deposit. The time of the DRE to support the volunteer coordinators.

8. Anticipated (Estimated) Income From The Event

\$4,000

9. How The Sponsor Would Like To Distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% The Church
80% Straley Fund

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

Volunteers come from youth families. We use the parking lot at time when no one else is using it. If it conflicts with a church event then the church event takes priority and parking places are reserved for the event or the lot is completely closed to football parkers.

11. Any Additional Information Or Concerns

Due to the timing of the first of the proposed events and the fact that the board did not meet in August, the board acted on this proposal in an internet vote. The question posed by Erich via the LimeSurvey survey tool:

Yesterday (8/12) you should have received via email two files regarding Marion's football parking fund raiser proposal: the proposal itself and an explanatory memo. There has been no additional discussion since then that I have seen. If you have concerns about this proposal or believe that it needs further discussion, please notify me right away. In the absence of further discussion or a request for a delay this vote will expire and be counted at the end of three days (midnight on Sunday, August 16). Please indicate the action you wish for the Board to take on this proposal.

9 Board members voted: 8 approved and 1 did not complete the vote. The proposal therefore passes.

Christmas Bazaar Fund Raiser

FUNDRAISER PROPOSAL FORM

Must Be Approved Prior To Beginning Work On The Event Or Putting It On The Church Calendar

1. Name Of The Event – Third Annual Quilt Bazaar
2. Contact Person for Event – **Susan McDaniel**
3. Brief description of Event (1-2 sentences)
 - a) The qUUilters are making quilts and other items for sale at Christmas time. This has been an annual event for the last 3 years.
4. Proposed Date(s)

The event: December 6 & 7, during Greening and before and after services on Sunday.

Closing date for out-of-pocket reimbursements: Reimbursements will be made from cash collected.

Closing date for donations: Dec 21, 5pm.
5. Who (e.g., which committee) Is Sponsoring The Event – qUUilters, C3HUU’s quilt group
6. Budget – No budget. We usually purchase materials as needed, and are reimbursed from the proceeds.
7. What The Event Will Cost The Church – a minimum of Andrea’s time
8. Anticipated (Estimated) Income From The Event - \$500 - \$1,000
9. How The Sponsor Would Like To Distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

To quilters fund for projects such as

- Pajamas for the Hospitalized and for Break Away, (www.sewmuchcomfort.org)
 - Reuniting children w/ soon to be released incarcerated Women (ourchildrensplace@gmail.com)
 - Habitat Quilts
 - Church art pieces
 - Special quilts for church families
- Impact On The Church In Terms Of Volunteers And Space Resources
10. Additional Information Or Concerns

Governance Task Force report

September 4, 2009

TO: Community Church of Chapel Hill Board of Directors
FROM: The Governance Task Force
(Barb Chapman, Susan McDaniel, Susan Spalt, Cecilia Warshaw)

After many months of research, reading, and discussion we submit the following (1) definition and philosophy of governance and (2) governance implementation plan for The C3H-UU. Before we go further in our work, we request the Board of Directors' acceptance of the definition, philosophy, and plan for implementation.

GOVERNANCE

RELATIONSHIP TO SHARED MINISTRY (FROM OUR INTERIM REPORT)

The Governance Task Force's Interim Report stated that *Shared Ministry* was the governance model under consideration. Since the first report, in December, 2008, additional information has surfaced.

First, Maj-Britt Johnson and others suggested that we could not really proceed until we revised our Statement of Purpose/Mission Statement because our current one was quite old and because we needed to renew our commitment to our mission. In addition, the current statement is a bit long and hard to remember.

Second, the Task Force realized that *Shared Ministry* did not adequately address our governance issues. While sharing our ministry will do doubt continue to be a goal it will not be the primary governance model.

Third, we are very fortunate that the New Book *Governance and Ministry: Rethinking Board Leadership*, was published this spring. This book has clarified the challenges and issues of governance and greatly assisted us in our work. The definition and philosophy described below are based on information contained in the book.

GOVERNANCE DEFINED

Governance is the process of making and implementing decisions in an organization. Church governance refers to the system adopted by a congregation for making decisions about articulating and implementing mission and vision, ensuring that the church serves its mission, evaluating church programs and ensuring responsible stewardship of resources.

GOVERNANCE PHILOSOPHY

Our congregation elects a board of directors to serve as its governing body and hires a minister to serve as its spiritual and administrative leader. The board focuses on serving the church's mission and on ensuring the well-being of the congregation. The board governs by

- Discerning and articulating the congregation's mission and vision of ministry
- Setting goals and making strategy choices
- Creating written policies to guide the congregation's ministry
- Monitoring and evaluating the congregation's leadership, including itself
- Promoting transparency, collaboration and inclusiveness in all areas of church leadership
- Delegates responsibility & authority

GOVERNANCE IMPLEMENTATION PLAN – REVISED 8/28/09

1. Started w/ charge
2. Definition, philosophy, & plan – presented to board 9/15
3. Goals & concerns we'll address
 - a) Establish clearly defined roles, responsibilities, & relationships
 - b) Clarify communication channels
 - c) Develop policies & procedures which ensure effective governance
4. Who will have input
 - a) Board
 - b) Council
 - Learning & update monthly
 - c) Congregation
 - Newsletter article every month
 - WTW – Nov?, Jan, Feb, & Mar?
 - Informal meetings following WTW
5. Date recommendations presented to board
 - a) September 15, 2009
 - Definition, philosophy, and Plan
 - b) October 13, 2009
 - Mission
 - Initial Governance Policies
 - c) December 15, 2009
 - Possible changes to board governance
 - Policies on Delegation
 - Policies on Oversight
 - d) January 12, 2010
 - Continue policy work
 - e) January 16 Board Retreat
 - f) March 2010, begin trial run
 - g) March 2011

- GTF disbands
 - Governance Committee forms
6. Body that will act
- a) GTF
 - October 3
 - Mission
 - Generate generative questions
 - Initial policies
 - b) Board
 - Learning
 - Response to generative questions
 - January 16, 2010 Retreat
 - Remaining policies as per Hotchkiss, pg 218
 - Discernment
 - Strategy
 - Management
 - **Etc**

Event Parking Proposal

From Susan McDaniel:

I propose that event parking be handled in the following manner:

1. All parking for home football games will be fundraisers for the Youth Programming Committee (YPC) in perpetuity, unless the YPC releases these dates in writing to the Parking Czar (PC).
 - a. A release of an entire season by the YPC will mean the YPC must request future seasons in writing.
 - b. Released dates must be given to the PC as early as possible (at least 2 weeks prior to the date) to allow for the PC to advertise the availability to other groups.
 - c. The standard division of funds raised by the YPC is
 - i. 20% to the General Operating Fund
 - ii. 80% to the Straley Fund
 - iii. No fundraising request is required unless the YPC wishes to change the above division of funds.
2. Committees & groups wishing to do parking submit a request for the dates on which they wish to do parking. The PC will advertise available dates in the bulletin and announce them at Council Meetings as soon as they are available.
 - a. Deadlines for requests is as indicated in the advertisement (generally 2 weeks before the season begins, or 1 week after the advertisement (when possible).
 - b. There must be at least 1 adult 21 or older for every 3 minors (ages 13-17) working.
 - c. Fundraising applications are required as part of the date request except as in (1.) above.
3. The Parking Czar will assign requested dates using the following parameters:
 - a. If there is no contention for a date the request will be granted, regardless of how many dates the group has already been granted.
 - b. If there is contention for a date
 - i. Priority will be given to groups with the fewest dates granted
 - ii. A lottery will be used for contentions not resolved by (i.)
4. Five dates per academic calendar year will be reserved for general operating fund collections. In addition, any dates not requested by the deadline will be for general operating fund collections.
 - a. The Czar will recruit at least 2 adults (over 18) or 1 adult (over 21) and up to 3 minors (13-17) to do the parking at the rate of \$20/hr for adults & \$15/hr for minors.

Charter: ECO (Environmental Committee)
The Community Church of Chapel Hill Unitarian Universalist

Proposed on: July 21, 2009

Church Council approval on: August 25, 2009

Board of Directors approval on:

MISSION

To support and encourage the Church and its members/friends to take actions toward sustainability and better stewardship of Earth.

Background: This ministry is grounded in the UU principle, "Respect for the interdependent web of all existence of which we are a part." This congregation has a strong environmental commitment. A more recent example is that, during a Feb '08 congregational survey in preparation for a UUA Social Justice Empowerment Workshop, the congregation indicated the environment was a close second on its list of priorities for individual and church action.

RESPONSIBILITIES

1. Increase awareness and provide information about environmental issues
2. Identify and provide ways in which the Church and its members/friends can take action
3. Assess progress, in light of mission and responsibilities, at least once per year
4. Report to the Church Council, and
5. Chair (Co-chair) will represent ECO at most Church Council meetings and designate another representative to attend when unable to do so.

MEMBERSHIP

Membership is open to Church members/friends who wish to take an active role in helping guide and implement the mission. Committee members serve as long as they choose to be active; chair (co-chairs) serves in accordance with church policy.

MEETINGS

Meetings are open and generally occur once per month. Members first strive for consensus when making a decision. If that is not possible, a simple majority is used. Summary minutes of meetings are taken, distributed and kept electronically.

Charter: Spiritual Exploration for Adults (SEA)

Proposed on: Aug. 11, 2009

Church Council approved on: Aug. 25, 2009

Board of Directors approved on:

Mission:

Spiritual Exploration for Adults at The Community Church of Chapel Hill Unitarian Universalist will provide educational programming to develop a supportive and joyful spiritual community where individuals of diverse backgrounds and beliefs can explore and grow while deepening their connections to the UU principles and The Community Church.

Responsibilities:

1. Plan Spiritual Exploration for Adults - spiritual education programming for the adult members of our congregation
2. Facilitate the recruitment and training of facilitators for adult education programming
3. Staff an informational table, as needed, on Sunday mornings to promote adult education programming
4. Publicize SEA programming by various means
5. Manage schedule and space requirements for SEA
6. Provide “hospitality” for education programming – refreshments, childcare, etc., where indicated
7. Provide administrative support for education programming as indicated
8. Obtain feedback from participants and review success/concerns
9. Plan for future growth and novel programming

Member selection, terms of service, meetings:

SEA typically has 8-10 members in addition to the Director of Religious Education, and meets once per month. Membership is open and church members are invited based on interest. Service is for 1-2 years although it is possible for individuals to maintain membership for longer periods of time. There are 2 board-approved co-chairs: one represents SEA at Church Council meetings monthly. The other co-chair takes notes at each SEA meeting to keep an active record of activities. The term for the co-chairs is 2 years.

Minister's Report

Minister's Report to the Board**Re: August 18-September 13th**

STAFF: We are undergoing a staff transition as Pat Smith resigned from her position as office manager. The Board Exec. approved my request to hold off on hiring a permanent person for the front office until we have had time to review and possibly revise the job description and personnel policies and have some sense of what next year's budget will be. In the interim things are going very smoothly. We are paying Marion for up to 2 more hours per week to handle the calendar. Andrea is being paid for 5+ extra hours per week and is handling rentals as well as helping me to assess some of the office procedures. Tifani is working two to three extra hours a week (this is already in the budget as she took unpaid time off this summer) to do the order of service and announcements. Andrea and I keep track of email coming in to the office manager address, and volunteers are helping to answer the phone. I am looking into hiring a temp. for a few months until new plans are in place, but likely will not do so until Andrea returns from a week long vacation at the end of September.

The staff and I meet weekly and I have met with each of them individually this past month to review the "forecasts" they have set for the next three months, i.e. they've identified their goals and some relational strategies for meeting them. We continue to talk (as we did most of last year) about what it means to work synergistically, keeping the whole of the congregation in view, rather than working in isolated spheres.

I am signed up to attend an Alban Institute workshop called "staff supervision in a multiple staff congregation", the first week in Nov., in Phoenix AZ.

STEWARDSHIP: In addition to contributing to the Brochure (didn't they do a beautiful job on it!); I've met with Peter Witt, and Frankie and plan to have some involvement with the trainings this year. As you know by now the theme is: "How will we Love This World?" which is also the Covenant Group theme this month. I am excited about this theme and hope to look at it from various angles throughout the year in sermons.

LARGER COMMUNITY: I have been to the Orange County Organizing Council (OCOC) August minister's meeting, which was held at the Unity Church that month. Also wrote a letter of support to accompany our grant application to the UU Funding Panel to help us to pay our dues to OCOC. I met individually with the new Chapel Hill OCOC organizer, Stephanie Perry; and had a phone meeting with Ruth Gibson about our congregation's plan for involvement.

On the anniversary of the 1963 March on Washington I managed to get over to the Peace and Justice Plaza to hear the last of the speeches.

WORSHIP AND ARTS – We have had two meetings. The second one began our new format in which we are moving from a strictly business format to a Worship Associates ministry. In this

new mode the whole committee, including the associates (formerly coordinators) meets for business for the first hour, then the Associates (we have two new associates, Brian Pence and Elsbeth Van Tongeren) new and “old” meet with me for a second hour in which we (will) discuss concepts of worship, our theologies, and plan collaborative services. I look forward to this new approach which gives me a kind of “spirit tank” to work with.

W&A also hosted a gratitude potluck for the folks (and their spouses) that support the Sunday services through their work on Sound System, Buildings and Grounds, and Flower Committee. I also met, as I do each month, with Marni Goldshlag the chair of W&A to plan the meeting.

GOVERNANCE – met with them once this past month to get caught up with their thinking. I look forward to tonight’s discussion. Dan Hotchkiss’ book is a godsend. I hope everyone gets a chance to read the first three chapters, not just the fourth!

LECTIO/Friday noon group flourished over the summer, led by some of its regular members, and is continuing to grow in numbers, intimacy and spirit.

CHURCH COUNCIL: Met with George and Tifani to plan CC meeting agenda for August, and attended it. It is a distant memory now...

COVENANT GROUPS: I attended the Visioning Potluck which was quite inspiring, led by Carolyn Holt. We have a new drop in covenant group which will meet in the Manse one Thurs. night a month.

I also met twice this month with Coordinators, plus led the monthly covenant group facilitators meeting on the theme of “How Will We Love this World?”

SEA: Spiritual Exploration for Adults: Attended a meeting of the whole, and met recently with the two co-chairs, Steve Warshaw and Jean Genova. I will be teaching a three week class on “Building Your Own Spiritual Practice” in October. I think they are off to a great and simple start.

PASTORAL CARE: I have made at least ten pastoral care calls and/or visits these past few weeks, which is more than the usual.

Laverne Anderson, one of the founders of our congregation died and I have met with her daughter, Lois Anaab, to plan the memorial which will be on Oct. 4th 4-5:30 in the Community Room.

GOALS: My new goal for this year, in addition to learning about governance along with the rest of you, is to have more one-on-one relational meetings with congregants. This is a term used by

the Industrial Areas Foundation (the national foundation of which OCOC is a part). They believe congregations are energized and organized through this process of one on one relational meetings. I am setting up a “doodle.com” page at which members can sign up for one of these meetings. I hope to have had 70 of these “one on ones” by next June.

Faithfully,

Maj-Britt

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.

Update:

Questions Board raised about above:

1. Is a town review required for both a pole mounted and wall mounted light?
 - a) Yes, the review is required for any outside lighting
2. Is it possible to get a motion detector or timer on a pole mounted light?
 - a) No, just photocell – on at dusk, off at dawn
3. Are there solar options for the pole mounted light?
 - a) No, not at this time
4. What would be the actual cost of wall mounted lights?
 - a) Estimated budget of \$2,000 - \$3,000 + town review
 - b) Upkeep by church

Phone line(s) for Commons & Jones Bldg

As I looked into this, it became clear that the answer needed to come from IT. So I asked the following question: Can a line be added at the demarc & punchdown blocks?

The answer was very convoluted – to summarize:

1. Yes, a line can be added to the punchdown & demarc for the Commons
2. No wiring was installed in the Jones Building during renovation except for the preschool (cost savings decision?)
3. A suggestion was made to gather the following information:
 - a. The number of lines the preschool has including DSL, Fax, Voice
 - b. The demarc location for the preschool lines
 - c. Is any of the old Jones Building wiring intact? (the network interface is gone, but the wiring may not have been torn out)
 - d. Can the Manse phone line be used for the Commons & Jones Bldg
 - e. Should we get a second ¼ speed DSL line on the phone line to the manse?
 - i. This would give DSL at the manse (not clear who would install wiring between manse & church bldg, could ask ATT for quote, & they would maintain it).
 - ii. Emergency line in Commons & Jones Bldg (still have wiring questions about Jones Bldg)
 - iii. Backup DSL if the primary fails
 - iv. Or, get cable DSL as backup (or primary)
4. Depending on the Jones Bldg wiring, a suggestion was made that we could also consolidate the internet service for the church & preschool, and thus possibly get an available jack from the preschool (I'm not really sure this is what was meant, it's the best translation I could make)

At this point, there are many more questions to ask and answer than I can manage. I hate to suggest it, but perhaps a task force should be assembled

Suggested Task force charge:

To determine an overall plan for the church telecommunication system that will serve the church for the next 5 years and make a recommendation to the board, considering, at a minimum, the following:

- What are the current needs for the church communications?
- What are likely to be the additional needs over the next 5 years?
- Which technologies exist to meet these needs?

- Are there any benefits to combining the preschool's telecom system w/ the remainder of the church?
- What infrastructure changes will be required?
- What will the total costs be?

Susan Mc Daniel

Policy on Permanent Structures

NAME OF POLICY**THE REGULATION OF ADDING OR DELETING PERMANENT ELEMENTS
TO THE CHURCH BUILDINGS AND GROUNDS****PARTY ORIGINATING THE POLICY** The Board of Directors**DATE FIRST ADOPTED BY THE BOARD**

[Draft, September, 2009]

Date Revised _____ Date of next Review _____

PURPOSE OF POLICY

Where permanent projects have been proposed or put in place by fairly small groups of members, in general there has been a lack of transparent, public planning and a lack of structured decision-making process among committees, staff, and individuals over what, where, and by whom, permanent additions or deletions can be made to our church buildings and grounds. This policy is intended to formulate an open and visible decision-making process.

DEFINITION

“Permanent” refers to any artifact or feature which is intended to remain in place for more than a year and is not easily moved.

RATIONALE

- Permanent artifacts and features have a visual and emotional impact on church members as well as on visitors.
- Such elements as functionality, scale, color, texture, mechanical requirements, mobility, costs (of acquisition, installation, and upkeep), and overall appropriateness of design and creation should all play important roles in decision-making.
- There may be individuals or groups outside the presenting entity whose input could impact the outcome of a given proposal.
- Since the environment affects all individuals on campus, it is important to provide opportunities for members to participate in decisions made about future additions. This opportunity should occur through formal mechanisms and procedures.

GOAL

This policy establishes a process for open decision-making on significant additions or changes to any permanent physical entity on the premises of the church.

CONTENT

Whenever a group desires to put in a feature or artifact which is to remain in place permanently, or to remove such a feature or artifact, the group should first send a brief description of the object, a statement of purpose of the object, and an estimation of costs to the Coordinating Committee of The Church Council, which will consider the matter and decide either a) that the matter is minor and the group initiating the project should proceed, or b) that the matter needs further consideration and should go to the full Church Council for discussion. The Church Council will decide whether the project, after discussion in their full meeting, can continue or if the following procedure should be pursued.

If The Church Council determines need for broader discussion, the group initiating the project should undertake the following steps:

1. A full description of the project should be publicized in the church newsletter. This would include a statement of purpose of the object, an estimation of its costs, and explanation of potential maintenance questions.
2. The same description should appear in the Sunday announcements for four Sundays.
3. A mechanism both for groups and for individuals to contribute comments and ideas should be made available. This mechanism can be tailored to the situation, but it should include a method or place for comments to be sent or posted and at least one name with contact information for further discussion.
4. When the four weeks for public discussion ends, the group initiating the project should have adequate information and deliberative time to recommend appropriate outcomes to The Church Council.
5. The Church Council shall either
 - a. make a decision according to their operating procedures;
 - b. or make a recommendation to the Board. This option would be appropriate if financial considerations are important.
6. Once a decision is made, the group that initiated the project will be notified, and they will oversee the completion of the project.
7. Relative to how the church handles permanent artifacts, this policy should supersede previous policy language on this subject. However, this policy does not supersede the Board policy which gives Worship and Arts Committee the authority to approve all art coming to the campus, but it does require them to follow this procedure when the item falls under the definition of permanent artifact.
8. This policy is applicable to but not limited to gardens and landscaping features, benches, signs and information boards indoors and outdoors, fountains, sculptures, sun shades indoors and outdoors, and other structural indoor and outdoor elements.
9. If an individual wishes to donate an item that will fall under this policy, he/she should take it to the appropriate committee, which will follow the procedure above.