

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Retreat of January 16, 2010

Present: Sam Brooks, Barbara Chapman, Mariana Fiorentino, Mary LeMay, Erich Lieth, Steve Marshall, Susan McDaniel, Maggie Scarborough, Paige Smith, Josh Socolar, George Thompson, Bob Weston

Ex Officio: Maj-Britt Johnson, Scott Provan

Visitors: Susan Spalt, Cecilia Warshaw

Minutes: Laurence Kirsch

George Thompson called the meeting to order at 9:00 am. Paige Smith read from “How Shall I Love?”

GOVERNANCE

Susan Spalt made a presentation on governance based upon Hotchkiss (*Governance and Ministry*). Through her presentation, she described:

- how our church, over the past several years, has been working on changing the governance model;
- why our governance needs to change;
- our goals for today; and
- our goals for the Board’s philosophy.

Barbara Chapman made a presentation describing the small group process. The Board then divided up into four small groups that each addressed the following questions:

- What are the elements of effective governance?
- How do we align responsibility with authority?

Attachment A shows the summaries of each group’s ideas about these questions.

Susan McDaniel made a presentation that emphasized the Governance Task Force’s strong recommendation that the church use Hotchkiss’ book as a template. There was general discussion about who should develop policies and have authority for various aspects of the church. Susan said that the ultimate goal is that, by January 2012, the church will have implemented a new governance structure that has been built policy by policy, and that this structure will be subject to revision as experience indicates is necessary. Questions were raised about whether the bylaws might require revision. Susan then introduced the second small group process, in which each small group addressed a particular policy area. Attachment B shows the summaries of ideas presented by each of the four groups.

Paige Smith offered a pre-lunch reading on giving and taking.

VISION OF MINISTRY

George Thompson asked for (and received) volunteers for Board Members of the Month and Board Liaisons. A liaison to Justice United was added. Attachment D shows the resulting list of Board Members of the Month, and Attachment E shows the resulting list of Board Liaisons. There was discussion of the responsibilities of Board Liaisons and the need for continuity in some liaison positions.

The Board then divided into four small groups that each identified three major Board goals for the year 2010. Attachment C shows the goals developed by each of the groups.

There was a lively (and sometimes heated) discussion of Board's overall direction for the year, with much of the discussion focused on the history and necessity of the mission statement revision. The Board decided to give priority to the following goals:

1. Shepherd the approval of a mission statement.
2. Implement a governance plan.
3. Develop a strategic plan process.

The Mission Statement Committee will bring to the February Board meeting a recommendation for further action on the mission statement.

The Board reached informal consensus on the idea that the Board will follow the Hotchkiss model for its month-to-month procedures and that the Executive Committee will develop a prioritized list of issues for the year.

The Board applauded the efforts of the organizers of this weekend's retreat.

ADJOURNMENT

George Thompson offered a reading about sense and nonsense.

The meeting adjourned at 3:08 pm.

GREEN GROUP

- Clear, written, available structure of the paths from idea to action
- Mutually understood system of decision-making and authority
- “All actions must be in accord with mission.”

BLUE GROUP

- Knowing who answers what
- Communication
 - Time for people to be heard
 - Spaces in the right places
 - Input in forming the mission and vision of ministry
- Delegation/training, support
- Transparency/accessibility of info
- Process for handling “issues” (information team?)
- Good examples:
 - Teaching leadership (Defense Dept)
 - Hospice – team atmosphere, listening
 - Quaker Consensus – learning to “let go”

BASED ON HOTCHKISS AND YOUR OWN LIFE’S EXPERIENCE

(2) HOW DO WE ALIGN “RESPONSIBILITY” WITH “AUTHORITY”?

YELLOW GROUP

- Define limits but also assign breadth of authority
- All policies shall relate & support mission

Attachment B
Wall Postings from the Small Group Discussions on Policy

Using one of the following policy areas identified by Hotchkiss – Discernment, Management, Strategy, Oversight – generate (1) open questions, (2) a policy outline, (3) recommendations regarding BOD delegation v. retention of responsibility, authority, and accountability.

STRATEGY – RED GROUP

Open Question: What process shall we have for creating a long term [LT] or short term [ST] vision of mission?

Open Questions should lead to policy

1. The Board has responsibility for creating inclusive process for creating ST-LT vision goals

Another Open Question is then: What is the inclusive process for doing this work, that allows an upward flow of information?

Open Question 2: What is the role of staff in the visioning process?

∨	∨
mission support	∨
	∨

Delegation policy: The DRE has responsibility authority for implementing an inclusive process for generating ST & LT vision goals for life long RE

DISCERNMENT – YELLOW GROUP

1. What is the relationship between mission and mission statement?

- Mission Statement – How defined?
- Where does it come from?
- Who decides when revision is needed?

2. Policy

- Democratic process – core value.
- Does the mission articulate the purposes for which the congregation exists?
- All should contribute ideas – through task force of board, congregational review, final proposal voted on by congregation
- Define mission in terms of congregation's core values.

3. Example: Core Values Kaleo (sp) Church

- Who chooses and reports core values?
- Does policy define who is on the task force?

MANAGEMENT – BLUE GROUP

Question: Delegate management of staff to minister?
What authority does Board retain?

Policy: Default >>>> Minister

Board retains: salaries/comp
hiring/firing
conflict resolution? (when minister is involved)
[illegal stuff]
whistle blower
limit on rebudgeting

Attachment C
Wall Postings from the Small Group Discussions on Goals for 2010

RED GROUP

1. Adopt a mission statement.
2. Adopt X# (4) policies in key strategic areas
 - Staff–minister responsibilities
 - Moving people into ministry
 - Year-round stewardship
 - Church council
3. Organize organization structure to align with new policies
4. Resolution to space use, including the manse particularly with respect to the needs of RE

YELLOW GROUP

1. Mission & Vision
 - a. ministry evaluation tools charters
2. Implement Governance Structure
3. Strategic Planning
 - a. fiduciary
 - b. R.E. pavilion
 - c. staff
 - d. Manse

GREEN GROUP

- Board meetings as generative as possible on governance issues
- Clarify template for committee charter content.
 - Communication (within and among)
 - Purpose
 - Relation to mission
- Devise a process for moving on with Mission Statement development.

BLUE GROUP

- Global Delegation Policy [for minister/staff]
- Mission Statement approved [BOD understanding of how to use it]
- Establish set of ministry program goals
- Find consultant for strategic planning
- Info system / Board visibility

Attachment D
Board Members of the Month for 2010

Month	Member
January	Erich Lieth
February	Bob Weston
March	Susan McDaniel
April	Paige Smith
May	Josh Socolar
June	Sam Brooks
July	George Thompson
August	Mary LeMay
September	Barbara Chapman
October	Mariana Fiorentino
November	Maggie Scarborough
December	Steve Marshall

Attachment E
Board Liaisons for 2010

Committee, Group, or Ministry	Board Member
Building & Grounds	Susan McDaniel
Caring Ministry	Maggie Scarborough
Church Council	Paige Smith
Community Service Ministry	Mariana Fiorentino
Community Church Concert Committee	Steve Marshall
Committee on Ministry	Barbara Chapman
Denominational Connections	Mary LeMay
ECO	George Thompson
Endowment	Barbara Chapman
Finance	Bob Weston
Human Resources	Bob Weston
Information Technology Services	Erich Lieth
Justice United	Maggie Scarborough
Lifespan Religious Education	Steve Marshall
Manse	Mariana Fiorentino
Membership	Sam Brooks
Music	Mary LeMay
Nominating	Susan McDaniel
Peace & Justice	Josh Socolar
Preschool	Erich Lieth
Stewardship	Mary LeMay
Worship & Arts	Josh Socolar