

The Community Church of Chapel Hill
Minutes Board of Directors Meeting
November 8, 2011

Present: Eleanor Armstrong, Paige Smith, Steve Marshall, SAM Brooks, Josh Socolar, Kari Andrade, Bob Weston, Maggie Scarborough

Absent: Jim Siplon, Mariana Fiorentina, George Thompson

Ex Officio: Nato Hollister, Scott Provan, Laurence Kirsch

Visitor: Andrew Hennessy-Strahs

Minutes: Mary LeMay

Welcome.

Paige Smith welcomed everyone and called the meeting to order at 7:20pm. Eleanor Armstrong read a selection about delighting in life.

Announcements.

Paige highlighted the importance of the announcements as they are presented in the agenda.

Board Learning.

George Thompson was not present to lead the Board learning, so Paige stated a "take-home" message. We need to form a UU Connections Committee which will exist as a support system for strengthening ties to the UUA. It will be seeking members, and among their tasks will be the identifying of delegates and creating processes for dealing with denominational events like ethical eating. She also announced that the church provided \$1500 to help defray costs for delegates to GA in Charlotte last June.

Consent Agenda.

Bob Weston moved to accept the Consent Agenda, and SAM Brooks seconded the motion. The motion passed without objection.

Old Business.

Kari Andrade gave the update on the Visioning process, including a time line. The contents of the Vision statement are still in the brain-storming "might be" form.

Laurence Kirsch presented the new Finance Policies in a first reading. Pursuant to last month's discussion, he noted a few changes: 1) Section IV.B.1 now states that only the Board can authorize re-financing of debt; 2) and Section IV.C.4 now divides Financial Reserves into three components, namely Operating Reserves, Maintenance Reserves, and Sabbatical Reserves. Discussion followed as to the difficulty of deciding which are general maintenance and "regular repair" costs and which are the big ticket issues which would come out of the new Maintenance Reserves. A few wording changes were offered, which Laurence noted. He also stated that ministerial search costs are not included among Financial Reserves.

Praises went to Eleanor Armstrong for the beautiful Annual Report. Paige announced that any changes or spelling errors should be sent to Eleanor by Friday, November 11. This report will be sent out to the congregation electronically except for those few who receive everything on paper.

New Business.

Concerning the Ministerial Compensation recommendation, the members present had a lively discussion. Paige stated that C3H pays fair compensation rates to all the rest of the staff, and that the recommendation is to move the minister to the mid-point of UUA guidelines for the coming fiscal year. Kari asked about procedures for moving forward; Josh asked about the basis for compensation as based on years served here or on total years of experience; the issue of whether the minister has to grow the congregation in order to receive adequate compensation increases; Nato stated that it's an ethical, values-based decision. Other points made: The congregation's size is a moving target; the national economy plays a role in congregational giving. Paige called for a decision, and SAM moved we accept the Recommendation for moving to the mid-point for the coming fiscal year. The board decided to table the conversation until the end of the board meeting in closed session. With SAM's permission, discussion of the motion was tabled to the end of the meeting when the group would move into executive session.

Laurence presented the Finance Committee's plan for refinancing the church's \$600,000 in mortgage loans which, depending upon terms, will save the church about \$8,000 per year in interest expense. The committee is seeking refinancing offers from two or three financial institutions. The committee proposed the following motion:

The Board hereby authorizes the Board Chair to sign documents that refinance one or both of the present mortgages of the Community Church of Chapel Hill (CCCH), subject to the following conditions:

1. The principal amount of the new mortgage shall not exceed the sum of three thousand dollars (\$3,000) plus one hundred one percent (101%) of the principal amount of the refinanced mortgage(s).
2. Any cash payment or receipt by CCCH at closing shall not exceed one thousand dollars (\$1,000).
3. The interest rate on the new mortgage shall not exceed five percent (5.00%) per annum simple interest.
4. The monthly payment on the new mortgage shall be less than the monthly payment of the refinanced mortgage(s).
5. The refinancing shall be closed on or before February 29, 2012.

Steve Marshall moved to pass the motion, Bob seconded it. The motion passed without opposition.

The minister's report was distributed and is appended to these minutes.

Paige referred to the questions sent out in the agenda packet, which are the basis for a self-evaluation of the Board's work during this calendar year. The group will address these questions at the December meeting. Each person should think about their responses and be prepared to speak.

Action Items.

Topic	Action	Who	When
Services Auction	Need a co-chair for the Services Auction: please think about who might be good. This person would work closely with Steve McNearly this year and be chair next year.	All Board members	ASAP
Annual Report	Send corrections to Eleanor	All Board members	By 11-13
Board Secretary	Need a Board Secretary: please think about who might be good.	All Board members	ASAP
Board Self-Evaluation	Prepare a 2 minute reflection	All Board members	December Board mtg

In George's absence, there were no process observations. Eleanor read a prayer of thanksgiving as a closing reading.

The Board then moved into Executive Session. The following motions were passed.

"In 2012, the Senior Minister's compensation should be raised to \$85,600 (up from \$82,296); this should be adjusted to account for a COLA increase made by the UUA for this FY."

"In future years (beyond 2012), the Executive Committee will consider Ministerial compensation and make a recommendation to the Board on this topic each November."

The meeting ended at 9:30pm. The next meeting will be held on December 13 at 7:15 in the Commons. All newly elected board members are requested to attend.

Attachments

ANNOUNCEMENTS

1. The slate of candidates has been identified: Vice-Chair: Becky Waibel; Board Members: Andrew Hennessy-Strahs; Elsbeth van Tongeren; and David Klibanow. Thanks to the Nominating Committee.
2. We need a co-chair for the Services Auction: please think about how might be good. This person would work closely with Steve McNeary this year and be chair next year.
3. We still need a board secretary for next year . Please think about who would be good and contact Kari.

Thoughts from GA 2011 and Preview of UU Connections Ministry

The purpose of this board learning is to raise awareness about what we need in terms of a UU Connections committee and provide an update of the 2011 GA.

Close to 30 C3HUU members attended all or part of General Assembly 2011 in Charlotte. We had 8 official voting delegates: DeeDee Lavinder, Linda & George Thompson, Ruth & John Leopold, Paige Smith, Joan Garnett, and Marni Goldshlag.

In the time leading up to the Charlotte General Assembly in June, there was some difference of opinion on how the delegates were selected. Nato worked on criteria for selection, which was helpful. However, these differences of opinion highlighted the fact that we need to have a selection process in place for the future that will be equitable and encourage many of our members to attend. We think a UU Connections Ministry will help. Even with limited financial assistance from the church, attending General Assembly (even close to home) demands out-of-pocket expenses that might prohibit many from considering participation in General Assembly. Those attending all or part of the General Assembly in Charlotte seemed to reap many benefits. John Leopold's thoughts below are a good example of the power of attending.

**GA was a very impressive activity-- and is valuable in understanding what UUs are all about. GA was very affirming and reinforcing of my personal beliefs and connections.*

**I never appreciated the value before attending GA. Though I'd heard occasional comments about previous GAs, nothing had impacted me, other than the curiosity that finally, after twelve years led me to sign up.*

**I wished I had been more aware/encouraged during my more active leadership involvement period in our church.*

Our experiences at GA and in our discussions afterward led us to the following needs for the future:

1. Planning and recruiting for 2012 GA in Phoenix
2. Information plan and education about GA in general
3. Information regarding Immigration, which is a focus of GA 2012 (some activity already started)
4. Implementation of UU Connections Ministry in our church
5. Establishment of clear guidelines regarding the selection of voting delegates for future General Assemblies

After some of this year's GA delegates began discussing our post-GA recommendations for the board, including the needs for an **UU Connections focus**, we discovered our discussions were **based upon basic assumptions about UU Connections** (activities, functions, etc.), as well as some Vision elements that needed validation.

- The initial aspect of the UU Connections function was someone collecting delegate information for GA. We all see a need for much more, and realized we needed agreement about both our assumptions and visionary elements. Once we validate these (from ministerial and lay leadership), we can help further define the functions involved and develop recommendations for implementing a **UU Connections Ministry**. The assumptions are a foundation for future efforts, and something about a Vision for this needs to be included in our upcoming **Vision Workshop** activities. [It is interesting to note that at least 4 of the Visionary elements posted on the Common's windows have a definite connection with the ideas of UU Connections.]

ASSUMPTIONS:

- Ministerial and church leadership wish to encourage GA attendance from our congregation.
- One part of our mission (effecting change) suggests we need to focus more on promoting and supporting our belief in the dignity and worth of individuals through outreach activities and action.
- We need an improved web site for our use and reference.
- We wish to encourage involvement and collaboration where possible with local UU congregations, interfaith and appropriate other external groups involved in “dignity and worth” issues.

VISION:

Assuming the above assumptions are validated, we need to develop appropriate wording for VISION work currently underway. The following is offered as possible input/ideas - final words and content are to be determined.

In ten years, we will -- have an active UU Connections Ministry that supports all parts of our Mission and promotes UU collaboration, Interfaith sharing and support of local groups in harmony with our principal of “worth and dignity.”

Follow-up planning for General Assembly 2012 in Phoenix

1. It is not too early to start planning for 2012. Recommendations are -

- Determine who will attend.
- Begin ASAP to focus on 2012 details, such as informational articles, soliciting members to consider advance planning for travel and funding needs and availability

2. The following can help for 2012, but are needed regardless.

- improve the web site for information references both about 2012, the Immigration issue, and GA in general,
- Develop better information promoting GA. Content could probably come from UUA web site, as well as comments from previous attendees.
- Use whatever information is available or developed to encourage newer, active members to consider attending.
- Connect any of the above to existing efforts planned to educate about the Immigration issue.
- Explore funding possibilities to allow for “scholarship” support.

3. Support and expand education about the Immigration issue, as part of General Assembly 2012 as well as local focus. Overall education plans need to also **address Ethical Eating, the approved 2011 Statement of Conscience**. More activities will be coming from Spiritual Exploration for Adults offerings in the near future.

UU CONNECTIONS MINISTRY

This has been discussed at the Board previously. More details and input from General Assembly attendees follows. This could be used by a task force of the Board and Congregation as guidelines are developed.

- identify people who might be involved or could help
- agree on basic functions/activities - outline of what activities this “new ministry” might involve.

This might include, but is not limited to---

- UU resource and information sharing, “shared issues” exploration and related activities, including interfaith and other local groups/activities.
- developing issues related to information and opportunities from these shared contacts, and giving broader exposure and possibilities for anyone interested in whatever issue.

- assist and support ministerial leadership in determining priorities, coordination and planning for activities on UU and GA issues, e.g. hunger, compassion, economic justice, NC marriage amendment, etc.
- Clarify resources and/or plans for a “publicist”/communications function, currently an unplaced responsibility
- Mainly explore our connections to UU Congregations in the Triangle, in the Cluster, in the state, in the Southeast District, and to the UUA to strengthen our voice on common issues.

STANDING ON THE SIDE OF LOVE INITIATIVE

Ruth Gibson has an active and responsive group which deals with current social action issues in our area. UU Connections Ministry will not be in competition, but will be a larger umbrella for issues concerning Unitarian Universalists in general. For more information, ask Ruth. At some point, we might consider bringing all of our social action groups into alignment (Justice United, Peace and Justice, Standing on the Side of Love, etc).

EXECUTIVE COMMITTEE MINUTES OCTOBER and NOVEMBER

Community Church of Chapel Hill – Executive Committee Meeting

Date: October 2, 2010 @ 5:30 p.m.

Present: Paige Hall Smith, Scott Provan, Maj-Britt Johnson, Steve Marshall,
Kari Andrade

Vision

- Next workshop is Oct 22, 9am to 3pm

Nominating Committee

- Need to encourage current or former board members to staff the NC table in the commons after service
- Steve to ask Erich to write a job description of being a Board Member

Fair Compensation

- Study Leave for staff was discussed
- Fair compensation for staff was discussed

Community Church of Chapel Hill – Executive Committee Meeting

Date: November 2, 2011 @ 4:30 p.m.

Present: Paige Hall Smith, Scott Provan, Maj-Britt Johnson, Steve Marshall,
Kari Andrade

1. Maj-Britt's report will update on staff and staff evaluations
2. The Board learning: UU Connections. George will facilitate this. We have a UU Connections committee already although it is now named Denominational Concerns. The responsibility falls under ministry. George and MBJ will work together to start to recruit.
3. Finances polices: the restricted gifts policy recommendation will be removed from discussion until December; the FC and EC will meet to review the policy together and make a recommendation(s).
4. Removed: discussion of procedures for communicating with the congregation about new policies
5. George will take recommended changes on the Annual Report back to Eleanor and she will return it to me for inclusion in the board packet.
6. Board self-evaluation process will be discussed.

Church Council Minutes: October

******Please read to keep abreast of council discussions.***

Church Council Minutes 10/25/2011

Submitted by Kari Andrade

1. Communications

Bulletin deadline is Wed at noon. The newsletter deadline is 11/13/11 for December 2011

and 12/13/11 for January 2012

2. Tabling Policy

Currently there are 4 slots. Current policy will be updated on website. Please remind your committee members of the policy.

3. Ethical Eating - ECO

Please send attached information (already sent out) to your committee members and report back to ECO by the end of November with your committees' ideas about what they can do to support the statement of conscience from UUA General Assembly.

4. Ministry Reports:

RE

One challenge: We are trying to come up with multi-generational programs to continue working toward making the church a truly multi-generational place. Current programs include IG services, family dinner, Faith in Action projects, and Special Pals. We feel like we're making good progress. One essential thing to know about CRE: We all support each other on the committee. Each person is in charge of different areas, but we don't start new things unless the whole committee is behind the idea.

Community Service Ministry

We meet every other month and found out about the deadline for STP for 2012 with only 2 and a half weeks to go. By email we managed to figure out a schedule and get in five applications for the first six months. One is a combination of two groups on one day. We have done email business many times before, but this was the biggest and most important thing we have done this way.

ECO

Deadlines have been met. There will be a movie "Fresh" with local foods Nov 5 (6:15 dinner and 7:30 movie) to bring focus to ethical eating.

Board

Visioning work has been going very well and Joyce Allen is sending a letter on behalf of the board to oppose the constitutional amendment on marriage.

Worship and Arts

Day of the dead planning a success. The committee is gaining more depth through deep listening and discernment.

Caring

The Caring Ministry is bringing more music to members who are homebound by partnering with UUkes. A few members of from UUkes are visiting 3 members who are at Carolina Meadows and at home. RE is having a caring event on Saturday, Nov. 19th from 9am-noon.

They have invited the Caring Ministry to come talk about what we do, and Mary LeMay will also be sharing with them her experience as member who was on the receiving end of caring. The children will also be making caring cards.

CRE- caring event coming up where children will make cards.

SHARE THE PLATE RECOMMENDATION

TO: Board of Directors
FROM: Susan Spalt
RE: Recommendation from Share the Plate Committee,

I wanted to let you know that we decided last night to change the STP membership requirements from having some members come from Community Services Ministries and some from P & J and some at large to having all members be at large members.

The reasons for this change are:

1. It is difficult to get members who want to serve both on committees and on STP-
2. The original reason for the original membership was to make sure that the two groups most affected by the change had a voice in STP is really no longer an issue.

In terms of governance since the board retains oversight of STP, and since we make decisions involving significant amounts of money (!) we would appreciate the board's "blessing" of this decision before we make it public.

Also, we have decided to make STP Applications due on the 3rd Sundays of October and May--in order to simplify the process.

Many thanks for all you do

Proposed Finance-Related Revisions to the Board Policy Book

IV. MANAGEMENT

B. Powers Reserved to the BOD

1. Debt

Date Adopted:

Suggested Date of Review:

Only the Board of Directors may incur new debt on behalf of the Church and congregation. Only the Board of Directors may authorize refinancing of debt.

3. Budget

Date Adopted:

Suggested Date of Review:

The Chief of Staff shall submit a Church budget for approval by the Board of Directors. The Board of Directors may amend or ask for changes to the budget. The Board of Directors will approve an annual Church budget prior to the beginning each fiscal year.

Unless specifically limited by the Board, the Chief of Staff is authorized to shift a total of up to 1% of the budget among line items during the fiscal year, with the exception of staff salaries and benefits, as needed to handle changes in facilities and program funding. The Chief of Staff shall report such shifts to the Board at the next Board meeting, keeping track of all changes made during the fiscal year.

Budget transfers exceeding 1% of budget, or transfers related to staff salaries and benefits, need to be approved in advance by the Board. Any Board-approved budget transfers will not be included in the 1% transfer limit.

The Chief of Staff will provide the Board with financial reports on a quarterly basis and at such other times as the Board may request. If a deficit is projected at any point during the year, the Chief of Staff will present a revised budget with recommendations for balancing the budget. The Board of Directors may amend the budget at any time.

4. Investments

Date Adopted:

Suggested Date of Review:

Only the Board of Directors can authorize: a) the purchase or sale of real estate; and b) investment in any instrument other than bank savings accounts and other secure investments in which the investment principal is not at risk.

C. Care for Resources

4. Financial Reserves

Date Adopted:

Suggested Date of Review:

Financial Reserves equal Total Current Assets minus Total Current Liabilities minus Temporarily Restricted Funds minus Permanently Restricted Funds (e.g., Endowment Funds). Financial Reserves are the sum of such subsidiary reserve funds as the Board may establish, which shall initially include Operating Reserves, Maintenance Reserves, and Sabbatical Reserves.

Operating Reserves are held for the purpose of dealing with variations over time in cash flow and with contingencies that are not covered by other reserves. By definition, the change in Operating Reserves during a time period equals Total Income minus Total Expenses minus capital expenditures (e.g., payment of principal on debt) during the period. At the end of each fiscal year, Operating Reserves shall have a target value equal to one-twelfth of the completed year's budgeted expenditures. The Chief of Staff and the Board shall attempt to set budgets to eliminate any difference between the actual and target values of Operating Reserves within no more than three years.

Maintenance Reserves are held for the purpose of replacing major facilities at the ends of their useful lives, where "major facilities" are those having a forecast replacement cost of at least one thousand dollars (\$1,000). Maintenance Reserves shall be maintained as a fund to which the Board allocates, in each fiscal year, 3.0% of forecast Total Income for the fiscal year. In every calendar year ending in a zero (0) or five (5), the Board shall review the appropriateness of this percentage in light of the current Maintenance Reserves balance and of foreseeable major facilities expenditures for at least the next ten years.

Sabbatical Reserves are held for the purpose of paying for substitute staff when regular staff members are on paid sabbatical. Sabbatical Reserves shall be maintained as a fund that saves for foreseeable expenditures on a five-year forward basis.

5. Temporarily Restricted Funds

Date Adopted:

Suggested Date of Review:

The Board of Directors creates Temporarily Restricted Funds for programmatic and outreach projects and for other purposes in keeping with the mission of the Church. The Board shall maintain Temporarily Restricted Funds equal to the unexpended amounts that have been contributed, by Church members, the Board, or other persons, for the specific purposes of those funds. Temporarily Restricted Funds that are inactive for more than two years shall be closed and the monies therein will revert to Financial Reserves.

ANNUAL REPORT UPDATE

The annual report was attached as a separate document. Thanks to the Communications Committee for this excellent document.

MINISTERIAL COMPENSATION REPORT

Ministerial compensation Task Force Recommendation Paige Smith and Bob Weston

From our Policy Book:

C. Powers Reserved to the Board

2. Senior Minister's Compensation (as of 02 22 11)

Date Adopted: Suggested Date of Review:

The Board of Directors shall approve the Senior Minister's compensation package. The compensation package shall be reviewed annually.

Background

At the August Board meeting the board charged Paige Smith and Bob Weston to develop procedures for how the board annually determines the minister's compensation.

Minister's Compensation history:

	TOTAL Impact to C3H*	Payroll Wages	Housing	Total Payroll & housing	MISC Pay Fica/Med Reimburse (benefit)	TOTAL Payroll
2009 (hired rate)	116,274	50,850	30,150	81,000	6,197	87,197
2010 (increase 1.6%)	119,756	50,496	31,800	82,296	6,296	88,592
2011 (same rate 2010)	120,173	53,496	28,800	82,296	6,296	88,592

* includes health benefits below:

UUA Health Family Plan	UUA Dental Single Plan	Life Ins.	Long Term Disability	Retirement	Prof Dev	TOTAL Benefit
10,989	503	576	810	8,100	8,100	29,078
12,692	558	632	823	8,230	8,230	31,164
13,109	558	632	823	8,230	8,230	31,581

Recommendation for procedures

We recommend that the

- (1) Executive Committee discuss annually the minister's compensation, including payroll wages and housing allowance, for the upcoming budget year;
- (2) Four voting members make a recommendation to the board each year for the minister's compensation;
- (3) Executive Committee should consider the following:
 - UUA guidelines for fair compensation for our congregation's size
 - Changes in salary based on changes in UUA guidelines, which may change due to cost of living;
 - The local economy particularly total pledge income;
- (4) Executive Committee not consider the following in determining compensation
 - performance
 - sabbatical
 - the cost of other benefits such as vacation, health insurance and professional development

Rationale

1. We believe that we do not need to form a task force each year to make this decision. The Executive Committee, comprised of the officers of the church, the minister and the treasurer, is in a good position to consider the issues and make a recommendation to the board;
2. Our church voted to be a fair share church, meaning that we compensation staff according to the UUA guidelines;
3. Salary reduction is not used to "punish" minister's if the board or congregation is dissatisfied; neither do minister's receive bonuses for a "job well done". If the relationship between the minister and congregation becomes too conflictual the minister will often leave; similarly, minister's salary increases come from growth in membership and from the COL increases recommended by the UUA and by moving up the fair compensation range (from minimum to midpoint to maximum) for a church our size, as recommended by the UUA (Geo index 3)
4. In the Letter of Call we agreed to certain benefits, such as vacation and professional development opportunities, and the ones we provide are consistent with UUA guidelines. These are not benefits ministers receive in lieu of fair salary compensation.

Recommendation for 2011-2-12

1. Conversations with UUA staff suggest that after 4-5 years ministers are typically compensated in the "mid-range" of the compensation recommendation for size of church.
2. For a church our size (Mid Sized II : 350-499) the recommendations are:
 - a. Min: \$65,300
 - b. Mid: \$85,600
 - c. Max: \$106,200
3. In 2012 Maj-Britt will have been here 4 years; we recommend that for 2012-2013 Maj-Britt's compensation be raised to the midpoint: \$85,600 (up from \$82,296); this should be adjusted to account for an COL increases made by the UUA for this FY.
4. We recommend that Maj-Britt prepare a sabbatical plan and a budget detailing the costs of her sabbatical and present this to the board for approval.
5. We recommend that the 2012-2013 budget include a reasonable amount for sabbatical so that we can start saving for this expense.

LOAN REFINANCING RECOMMENDATION

Motion for the Board Meeting concerning refinancing of the existing mortgages

The Motion

The Board hereby authorizes the Board Chair to sign documents that refinance one or both of the present mortgages of the Community Church of Chapel Hill (CCCH), subject to the following conditions:

1. The principal amount of the new mortgage shall not exceed the sum of three thousand dollars (\$3,000) plus one hundred one percent (101%) of the principal amount of the refinanced mortgage(s).
2. Any cash payment or receipt by CCCH at closing shall not exceed one thousand dollars (\$1,000).
3. The interest rate on the new mortgage shall not exceed five percent (5.00%) per annum simple interest.
4. The monthly payment on the new mortgage shall be less than the monthly payment of the refinanced mortgage(s).
5. The refinancing shall be closed on or before February 29, 2012.

Explanation

- The church presently has two mortgages:

	Balance	Monthly Payment	Interest Rate per Annum	Prepayment Penalty
A	\$532,984	4,173	6.375%	1.000%
B	\$ 59,554	493	6.500%	none
Total	\$592,538	4,666		

- Condition 1 allows up to \$3,000 for refinancing fees and 1% for the prepayment penalty on Mortgage A.
- Condition 2 provides that the refinancing will be close to cash-neutral.
- Condition 3 assures that we will save substantial expense. (A 5% interest rate will reduce annual interest expense by over \$8,000 per year.)
- Condition 4 allows the Board Chair, Treasurer, and Finance Committee substantial discretion in deciding upon mortgage terms (e.g., a 7-year loan with 20-year amortization) while assuring that monthly payments will be reduced.
- Condition 5 places a limit on the duration of the Board Chair's authority to sign loan documents. This matter would need to be revisited if unforeseen events cause significant delays in the refinancing process.

MINISTER AND MANAGEMENT REPORT

Ministry and Management Report to the Board of Directors Rev. Maj-Britt Johnson November 2011

Re: Volunteer Coordinator position.

I reviewed more than a dozen applications. Interviewed four applicants in person (week of October 12th).

(Had phone interviews with two others who were not invited ultimately to interview).

Had second interviews set up with two of the four candidates (week of Oct 25th)

Both expressly said they were interested in the job.

One became ill during the week of the second interviews and withdrew from the process, though I offered to set up a second opportunity.

The remaining candidate, who was the strongest, came to the second interview, said she was still very interested. Was offered the job on November 1st. At that point she withdrew from the process, saying she felt the job (to paraphrase) "required long term investment in numerous relationships in the congregation and said [she] felt [she] could not make that commitment."

This is disappointing and means the process needs to begin all over again. Mary Beth Powell has offered to help me over the next couple of months. Given my, and the church's upcoming schedule, I'm aiming for mid January to have someone in place, hopefully.

Re: Budget

This fall, as I identify areas where we are underspending, I am asking Andrea to move those amounts into our new "miscellaneous" item in the Budget "addendum". She is going to track those items as well for me, in a side column on the budget. This way as various miscellaneous requests come in to me, as they have of late (tuition to a workshop on listening circles/Standing on the Side of Love training etc.) I will know how much I have to work with, at a glance, without Andrea having to scramble around at a moment's notice. Then at the end of the fiscal year, obviously, any unspent miscellaneous funds revert to the Operating Reserves.

So far we know we will be underbudget on the following:

Volunteer coordinator line item (probably in the ballpark of \$3,000)

My health insurance. The beautiful chart from the Finance committee needs to be updated as Andrea has new information which will change this item. My spouse is now on medicare and the UUA has actually LOWERED insurance premiums by 5% starting in January! So, after those two adjustments the column on benefits will end up showing my health insurance to be somewhere in the ballpark of \$10,500 I believe, a little less than even three years ago.

.

BOARD SELF-EVALUATION QUESTIONS

These questions are based on the work we set out for ourselves at the board retreat.

1. The following table is taken from the minutes at our board retreat; it lists the priorities we set out for ourselves: how well have done?

BOARD PRIORITY	LEADERSHIP TEAM
<ul style="list-style-type: none"> • Develop plan for and finalize a vision statement with the congregation¹ • Develop a plan for and complete a five-year strategic plan² 	Kari, Mariana, Steve
<ul style="list-style-type: none"> • Develop and implement a plan for evaluating the Minister and COS³ • Continue to work with Minister on Vision of Ministry 	Josh, Jim
<ul style="list-style-type: none"> • Develop a Publicity and Communication plan for how the Board will communicate with the congregation, leaders, and prospective members, via all avenues of communication, about changes in procedures and policies and Board actions during the Trial Year 	SAM, George, Eleanor
<ul style="list-style-type: none"> • Continue the work of the Finance Task Force 	Maggie, Scott, Bob
<ul style="list-style-type: none"> • Track governance issues in the Trial Year. 	Paige, Maggie
<ul style="list-style-type: none"> • Coordinate Board activities in year-round stewardship • Consider role of Stewardship Committee in relation to Board 	George

2. This year the role of the board changed as we entered the trial year for our new governance structure. The text below outlines the role of the board under our new governance structure. How well have we done? What could we do better?

Our congregation elects a Board of Directors to serve as its governing body and calls a minister to serve as its spiritual and administrative leader. The Board of Directors focuses on serving the church's mission and on ensuring the well-being of the congregation. The Board of Directors 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*
- *Delegating responsibility and authority*

3. We introduced some new board practices this year: (1) board sharing and (b) Process observer. Do you think that these practices help us in our work and in living out our board covenant? Were these practices worthwhile? Should we keep them? What could we do to improve these practices and/or our meetings?
4. At our retreat we discussed lay leadership as spiritual practice. As discussed by Wikstrom in his book "Serving with Grace", *Service within the context of your church means working with a group of*

¹ Discernment, II.B.

² Governance, I.C.1 and 2.

³ Oversight and Evaluation, V.B.2 and V.B.4.

people who understand your UU values and commitments and will hold you accountable to them". He writes that lay leadership can be its own spiritual practice by: "calling us to live out your Principles in a community that shares them", "developing and strengthening spiritual virtues that you will carry forward into the rest of your life", giving us the "opportunity to act upon and test our UU values"; providing countless opportunities to learn more about yourself – your strengths and challenges – and how you work with others. You will have the chance to practice patience, and learn about listening, really listening, to people with whom you disagree yet who may well have something you need to hear." Did you find that your service on the board was part of your spiritual practice?