

**Community Church of Chapel Hill Unitarian Universalist  
Board Meeting Minutes  
September 13, 2016**

<b>Attending:</b>	Cathy Cole	Bill Poteat	<del>Dan Hill</del>
	<del>Kathy Hodges</del>	Mike Vann	Bill Rote
	Katie Heineman	Bryan Sexton	Pete Bird
<b>Ex Officio:</b>	Thom Belote	Laurence Kirsch	Richard Edwards
<b>Guests:</b>			

**1. Welcome**

- a. **Chalice Lighting/Reading** – Katie Heineman opened the meeting with a reading.
- b. **Sharing**

**2. Approval of Tonight's Agenda** – Bill Poteat provided a copy of the proposed agenda in advance of the meeting.

Pete Bird made a motion to approve.  
Bryan Sexton seconded the motion.  
All in favor with none approving.

**3. August Minutes** – Minutes were distributed in advance of the meeting.

Bill Rote made a motion to approve as presented.  
Mike Vann seconded the motion.  
All in favor with none approving.

**4. Minister's Report** – Thom Belote provided the Minister's Report in advance of the meeting. Discussed the Church Picnic, which was well-attended, despite the heat. Also noted that Caroline Pence will be joining the Committee on Ministry, effective immediately.

**5. Board Committees** – Regarding the Finance Committee, Laurence Kirsch has a job description for the Board Treasurer position. No volunteers have come forward for the position. Board Members will receive a copy of the job description and are asked to come up with names of potential church members. In addition, Laurence will submit an announcement for the October newsletter as well.

**6. Approval of Final Budget** – Budget documents were submitted to the Board in advance of the meeting. Budget is largely unchanged, but for three revisions: 1) operation pledge income now includes all current pledges but no prospective pledges; 2) a new line item—the Commons Project (\$700), which has already been spent; and 3) a merit increase for the Director of Religious Education. If budget goes according to plan, operating reserves will nearly be exhausted. The Finance Committee has reviewed the budget in advance and is in support of the budget. Other items for discussion included parking lot rental

variances in terms of rental revenues and taxes; lawn care expenditure increases; stewardship campaign expenditures; and review of year over year budget variances. Also discussed having quarterly updates on changes in pledge amounts as well as collections against pledges to provide more up to date information.

Katie Heineman made a motion to accept the budget as presented.

Bill Rote seconded the motion.

All in favor with none opposing.

7. **Financial Review Status** – The Finance Committee is talking with a CPA about reviewing our accounting procedures to be sure they in line with current generally accepted accounting practices and that controls are adequate. Up to ten hours of consulting time may be required—which would cost an additional \$1700 which is not included in the current budget. Discussed suggestion from the Finance Committee to add \$1700 expenditure to the budget to cover the costs of CPA consultation on financial accounting practices. This consult would not happen until November, and may not include planning and procedures for handling funds raised through the capital campaign. Discussed whether a full-fledged audit should or would be required, but has not to date. At the October meeting, the Finance Committee will present plans for an internal financial review. Suggested that the \$1700 expenditure be an upper limit, if approved. Although we are not obligated to follow the CPA’s recommendations, we will give careful attention to each recommendation.  
Bill Poteat made a motion that we hire a consultant to do a review of our procedures and provide a report, not to exceed \$1700 in expense.  
Bryan Sexton seconded the motion.  
All in favor with none opposing.

Made note that the Finance Committee would be providing an update on the review of the Audit Policy at the next Board Meeting.

8. **Annual Vision of Ministry** – Thom Belote began discussion on the anti-racism implementation plan, which is a key component of the Annual Vision of Ministry. Covered activities already accomplished and discussed planned and ongoing activities. Also discussed additional possibilities for this year, along with the overall objectives. Board provided feedback on importance of education of our church members and our wider community around systemic racism and biases associated with privilege.
9. **Strategic Plan/Annual Report** – Pete Bird shared that the Strategic Plan has been condensed considerably over the past two years to a document that captures concisely our goals and reflects the humanity and compassion of the church’s mission. The Strategic Plan is near completion and has been reviewed. The Annual Report is still being developed as the committees have finally submitted their updates. The Annual Report will be posted on the website on 9/19 to give the ministries 10 days to add any updates. Following that period, we will publish the final draft versions of the Strategic Plan and the Annual Report for comment, with plans to present the Annual Report during October,

and affirm the Strategic Plan during November's Board Meeting. The Board expressed support for the process as outlined.

- 10. Building Project** – Bill Poteat opened the discussion by reviewing the four task force charters—these have been developed and are being presented to the Board for review and approval. Encouraged the Board to approve the charters (the Coordinating Group is not included). Discussed specific issues on the charters to clarify language as written. Revised the Communications Task Force charter to clarify communication with The Finance Committee, as well as the other committees. Discussed responsibility of coordinating group and individual committees to staff as needed to meet shared deadlines across plan for implementation. Katie Heineman made a motion to approve the task force committee charters. Bryan Sexton seconded the motion. All in favor with none opposing.

Discussed the appraisal of the property (funded by UNC) that has been submitted to the Board, estimating the value of the property at two million dollars for commercial development, and at three million dollars for residential development. These figures are considerably less than the roughly seven million dollars that would be needed to relocate the church.

Cathy Cole notified Board on the need for a decision whether to hire Mark Ewart to work on the capital campaign, in addition to the contract to hire him for the annual pledge drive.

Laurence Kirsch clarified that the Building Project Finance Task Force will be bringing recommendations to the Board in October for various activities needed to implement the building project financing, including check signing processes and the handling of capital campaign funds.

Also discussed components of the final report (still in draft form) on process, space assessment results and space expansion recommendations to share at the October Town Hall (with advance posting on the website). Laurence Kirsch offered to assist by submitting text for an Executive Summary.

Noted that this Friday there will be a meeting with the architect to pull together input from various task forces and share with the architect and engage the building team committees in moving forward. Discussed formatting of the report in terms of how it will be presented to the congregation—it is being framed around modules: specific improvements with specific costs, versus final plans which include a price tag with multiple options. This will be discussed in more detail at the next meeting.

- 11. October Meeting Look Ahead** – Noted multiple agenda items for the upcoming meeting including finance report; expectation of multiple policy recommendations; as well as what we are presenting to the congregation at the October Town Hall.

**12. Closing** – Katie Heineman closed the meeting with a reading. Meeting adjourned at 9:00pm.

**August Minister's Report**  
**Rev. Thom Belote**  
**9/13/16**

**Items of Interest to the Board**

- I was in the pulpit on 8/14, 8/21, 8/28, and 9/4. Will be in the pulpit on 9/11.
- Rachel and I co-led an Exploring Membership class on 8/7 and 8/14. One person who hoped to take the class did not attend because the Kirby Room is not accessible. Our next Exploring Membership class will be held in the Admin Lobby for accessibility reasons.
- 5 new members so far this church year: Ed Steffes, Dawn Adams, Leigh Anne King, Melissa Cunningham Kay, and Kevin Kay.
- Met with Worship Committee, Caring Ministry, Finance Committee (9/8), and held several staff meetings.
- Spoke briefly and provided support to the family at the Memorial Service for Sue Ferguson.
- Led Memorial Service for Hank Rodenburg and provided support to family.

**Upcoming Events**

- Church picnic on Saturday, 9/10. This is our most attended non-Sunday morning event of the whole year. It is also one of our largest multigenerational events.
- Attending a statewide, day-long retreat for UU ministers on Monday, 9/12 in Winston-Salem.
- SEA kick-off lecture on "Politics and Religion" on Thursday, 9/15.
- Council meeting on 9/27 is planned as a "Leadership Bootcamp."

## **Annual Vision of Ministry Anti-Racism Implementation Plan**

### **Already Accomplished**

- Rev. Thom preached multiple times on themes related to race, racism, and Black Lives Matter
- Selected guest ministers with goal of increasing diversity. Rev. Randy Lewis (11/15) and Rev. John Crestwell (4/16)
- Intentional conversations with Worship Ministry about cultural appropriation
- Rev. Thom taught SEA class on “White Like Me” by Tim Wise (fall 2015)
- Rev. Thom taught SEA class on “Between the World and Me” by Ta-Nehisi Coates (spring 2016)
- Rev. Thom worked with member of church to help develop discussion guide for UNC department reading “Between the World and Me”
- Encouraged participation in Moral Mondays and HKonJ.
- Church hosted panel discussion “Meet a Real Muslim” event (6/16). Approximately 75 people of color attended
- Our youth and youth from ERUUF participated in day-long anti-racism and diversity training. (2/16)
- Rev. Thom attended SURJ training with another member of church.
- Re-hung Black Lives Matter banner.

### **Ongoing Work**

- Will continue to work anti-racism concerns into sermons and worship services.
- Will continue to select guest ministers with goal of increasing diversity.
- SEA offerings in spring 2017.
- Will encourage congregational participation in Moral Mondays and HKonJ.
- Will encourage participation in SURJ.
- Have volunteered use of our building to SURJ for conducting training, educational for community.
- Encouraging committees and ministries: Children & Youth ministry, music, membership, Sanctuary for Dialogue, and SEA to include anti-racism in their work.

### **Additional Possibilities**

- Host anti-racism training
- Partnership activity with African-American church.
- Encourage participation with Justice United, especially campaign around racial bias in local policing.

## Objectives

- To help our members understand and articulate their own experiences with race and racism and to contextualize those experiences within the racial history of America.
- To empower everyone in our church community to become more aware of systemic racism in the context of their lives and to make a difference in combatting racism.
- To encourage members of our community to work with justice organizations (NAACP, Moral Mondays, SURJ, Justice United, etc.) engaged in the work of anti-racism.
- To connect our work today with the history of The Community Church.

## Bibliography

- Between the World and Me by Ta-Nehisi Coates
- White Rage by Carol Anderson
- Toward the “Other America” by Chris Crass
- The Fire Next Time by James Baldwin
- multiple books by Tim Wise
- The Third Reconstruction by William Barber
- Black Lives of UU <http://www.blacklivesuu.com/>
- “It’s time to stop talking to white people about racism” by Zach Linly  
[https://www.washingtonpost.com/posteverything/wp/2016/09/07/its-time-to-stop-talking-about-racism-with-white-people/?utm\\_term=.4e56e80e36a5](https://www.washingtonpost.com/posteverything/wp/2016/09/07/its-time-to-stop-talking-about-racism-with-white-people/?utm_term=.4e56e80e36a5)

**Building Project**  
**Building Construction Task Force (BCTF)**  
**A Board of Trustees Task Force**  
September 13, 2016

*Mission*

The mission of the BCTF is to supervise the design and construction of the renovation and expansion of the church. This group will work with the architect/engineer in the conceptual design phase and, following congregational approval, oversee final design, construction and commissioning; responding appropriately to issues that arise. Throughout the process the BCTF will coordinate with the Communications Task Force, Financial Task Force, and Board of Trustees.

*Membership*

The BCTF shall be co-chaired by Brad Kosiba and Josh Socolar. Other members are at the discretion of the co-chairs and may be added as the workload dictates.

*Duties*

1. Recommend architecture/engineering firm(s) to the board to assist with design of the project.
2. Working from the conceptual alternatives developed by the Space Reassessment Task Force and with input on preference from the congregation, develop final conceptual designs, specifications and estimates with the assistance of the architect/engineer.
3. Work with the Communications Task Force (CTF) to obtain congregational approval for the project.
4. Working from the broad project approval of the congregation, develop the detailed design, specifications and timelines necessary to get contractor bids.
5. With prior Board approval, select the contractor(s) to accomplish the project and begin construction.
6. Monitor contractor(s) work to ensure that every effort is made to bring the project in on time, adhering to quality standards and within budget.
7. Coordinate with the Board should significant alterations of the approved plans be required
8. Throughout the project, coordinate with the Financial Task Force (FTF) on all planned budgets and expenditures.
9. The co-chairs shall be members of the project coordinating group with one serving as primary member and one as backup.

*Termination*

The BCFT will dissolve once the building project is completed or as directed by the Board.

**Building Project**  
**Capital Campaign Task Force (CCTF)**  
**A Board of Trustees Task Force**  
September 13, 2016

*Mission*

The mission of the CCTF is to market the capital campaign and raise sufficient money to fund the building project approved by the congregation.

*Membership*

The CCTF shall be co-chaired by Paige Smith [possibly with a co-chair TBD]. Other members are at the discretion of the co-chairs and may be added as the workload dictates.

*Duties*

1. Select and propose consulting help that will be needed for fund raising.
2. As a follow-on to the report of the Space Reassessment Task Force and working with the Communications Task Force, develop a “case for support” document which “markets” the Building Project (renovation/expansion) to the congregation.
3. Develop and maintain a project timeline.
4. Work with the other project task forces to determine the feasibility of raising sufficient funds on the project timeline.\*
5. Work with the other project task forces to market the capital campaign.
6. Work with the chair of the annual budget drive to plan and execute coincidental campaigns. This includes recruiting, training and supervising member “agents” to make necessary fund raising appeals and communicating with the congregation.
7. Continue fundraising efforts after the formal campaign ends to completely fund the building project objectives.
8. The co-chairs shall be members of the project coordinating group with one serving as primary member and one as backup.

*Termination*

The CCTF will dissolve once the building project is completed or as directed by the Board.

\* The need for and execution of duties beyond this point depend upon the approval by the congregation to launch a capital campaign.

**Building Project  
Communications Task Force (CTF)  
A Board of Trustees Task Force  
September 13, 2016**

*Mission*

The mission of the Building Project Communications Task Force (CTF) is to insure that the Board of Trustees and the congregation of the church are kept informed in a timely manner about the steps being taken by the Building Construction Task Force (BCTF), the Capital Campaign Task Force (CCTF), and the Finance Task Force (FTF).

*Membership*

The CTF shall be co-chaired by Sindy Barker and Mary Beth Powell. Becky Waibel and Susan Blanchard have also agreed to serve. Other members may be added as the workload dictates.

*Duties*

1. Keep up to date on the various aspects of the building project as it progresses by working with the remaining three task forces.
2. Assess the needs of the congregation for information about the building project. Support the existing Space Reassessment Team following the September meeting with the architect with regard to the “town meeting” scheduled for Sunday, October 23.
  - a. The Space Reassessment Team will be working with the BCTF and the architect in the development of broad designs and specifications to be displayed.
  - b. The CTF will promote the October 23 event through the church newsletter, announcements and other electronic communications. In addition, hard copies will be sent to members who do not have access to email.
  - c. The CTF will help develop a feedback form so members can express their preferences and their concerns.
3. Once a decision has been made, communicate regularly to the membership on the progress of the project. The first action in this phase would be the publication of a timeline which would be established by the other three task forces.
4. Continue to work with the other three task forces to determine their messaging needs.
5. Develop promotional materials to support enhanced communication regarding the project with the congregation.
6. The co-chairs shall be members of the project coordinating group with one serving as primary member and one as backup.

*Termination*

The CTF will be dissolved once the building project is completed or as directed by the Board.

**Building Project**  
**Finance Task Force**  
**A Board of Trustees Task Force**  
September 13, 2016

*Mission*

The mission of the Building Project Finance Task Force (FTF) is to manage all aspects of the finances of the Building Project. The FTF reports to the Board of Trustees.

*Membership*

The FTF members, including its Chair, shall be appointed by the Board. The initial membership is Laurence Kirsch (Chair), Dan Hill and Larry Ross.

*Duties*

The FTF shall:

1. Set project financial policies, including those related to budgeting, contracting, and disbursements, subject to Board review and approval.
2. Collaborate with other building project task forces in developing a project budget, subject to Board review and approval.
3. Work with the Congregational Administrator in establishing project disbursement and accounting procedures, and in monitoring the implementation of those procedures.
4. Manage the project bank account(s) and insure that all disbursements receive confirming approvals required by project financial policy.
5. Develop solutions for interim cash flow needs and for long-term borrowing, if necessary.
6. Work with the Communications Task Force to provide timely financial information to the congregation, including supporting documentation for the Capital Campaign.

The FTF Chair shall be a member of the project coordinating group.

*Termination*

The FTF will dissolve once the building project, including its financing, is completed; or as directed by the Board.