**Community Church of Chapel Hill Unitarian Universalist**

**Board Meeting Minutes**

**February 11, 2014**

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| **Attending:** | Mary Hulett | Peter Bird | Gary Kowalski |
|  | Ginger Long | Mike Vann | Becky Waibel |
|  | Cathy Cole | Laurence Kirsch | Elsbeth van Tongeren |
|  | ~~Dave Klibanow~~ | Richard Edwards | Andrew Hennessy-Strahs |
| **Guests:** |  |  |  |

1. **Welcome**

Becky Waibel opened the meeting with a reading from Marcel Proust.

1. **Announcements**
   1. Board Assignments were distributed for Board Member subcommittee membership and Board Member of the Month assignments.
   2. Retreat Summary & Updates:
      1. At the annual Board Retreat, the Board decided the annual report should be published each year for consideration at the annual meeting in June. To support this review, there will be another annual report in the Spring.
      2. Also discussed revitalizing 20/30 group;
      3. and hiring help to support settled minister and pastoral care.
      4. Referred to HR committee how to utilize Marion more fully.
      5. Discussed lightening the load of the new minister, such as fully funding the off Sundays when the minister is not delivering a sermon.
      6. Discussed whether stewardship should be a board responsibility versus the responsibility of the minister.

(The next three items were not discussed at the Retreat, but included as updates.)

* + 1. The auction (initial report: raised close to $15k) currently comes immediately before the stewardship campaign, which is not ideal. Discussed moving it to the fall, and the response from the auction committee was that an 18 month lapse would be required.
    2. Need to discuss how the Board will be taking a greater role in stewardship for the church.
    3. Further discussed the need for better communication with the congregation, including the Committee on Ministry as an important partner. Gary: talked a few days ago with a mentor interim minister. Described the unresolved issues with the previous minister and whether a congregational conversation would lead to healing for the congregation. Discussed whether the conversation needs to happen at the Board level versus the congregational level.
    4. There is a plan for a Congregational Meeting/Town Hall regarding our space assessment will be held on February 23rd after each service. Marion is taking on the publicity. However, Gary is also planning a discussion session on the 23rd (this has been planned for several months) to talk about the support and nurturing of a settled minister. This will take precedence over the space assessment discussion which will be pushed to a later date.

1. **Consent Agenda**

The Board received the Council Minutes, and the minister’s report from Gary Kowalski.

Becky Waibel made a motion to approve the minister’s report and the Council Minutes.

Cathy Cole seconded the motion.

All in favor with none opposing.

1. **Executive Committee Approval**

Approval of ABC License for Auction

Mary informed the Board that Executive Committee approved the $50 fee and background check requirement via an electronic vote. No motion required.

1. **Review of January Minutes**

Mary Hulett made a motion to approve the January minutes.

Cathy Cole seconded the motion.

The Board discussed the following changes to the minutes. Cathy noted that Nato Hollister should be listed as an “intern” instead of “interim” minister, and that her motion regarding the care of the Memorial Rock area should, like all other motions, be written verbatim instead of paraphrased. Change “Board review” to “Board approval”. Laurence noted item 7.a. “tens of dollars” should be “tens of thousands of dollars”.

Mary Hulett accepted the amendments

Cathy Cole accepted the amendments.

All in favor with none opposed to approve the minutes as amended.

1. **Old Business**
   1. Annual Vision of Ministry—note an 11% increase versus the 14% increase that was discussed at the retreat. Board members reviewed the AVM at the Board retreat.

Cathy Cole moved to approve the Annual Vision of Ministry with changes.

Ginger Long seconded.

All in favor with none opposed.

* 1. Budget—At the Board Retreat, the Board had discussed adding $4k (in addition to a current fund of $11k/year to support transitions) to the budget to build up a reserve for additional ministerial staff. However, at Gary’s suggestion, that has been eliminated, given that we are not increasing our pay for our current staff, and so saving money for a new minister seems inconsistent. Also decided at the retreat, instead of assuming we would be unable to collect 4% of pledges this fiscal year, we would assume a 2% rate of non-collections for this year, and a 0% rate for next year. This is based upon our recent three-year history of collections. These changes reduce the amount we are asking the congregation to increase their pledges to 10.7%. Cathy asked about desired additions: purchase of a television is included for lifespan religious education. Ginger asked about capital expenditures under building and grounds. Discussed that we are not amortizing these expenditures. The $5k was supposed to include paving the back parking lot, which can be funded out of our maintenance reserves. The line item should be reduced to $2k and Ginger recommended changing the name from capital expenditures to “Lights and Sidewalk Improvements”.

Laurence questioned sufficiency of $3k for maintenance contracting. This amount was budgeted upon the recommendation from Andrea Sordean-Mintzer and Gary Giles for a facilities maintenance contract.

Discussed purpose of Communications line item, which is to assess internal and external communications and update the website and coordinate communication efforts.

Rather than amend the draft budget, the above changes would be made in the final budget and will not be made in the draft budget.

Andrew Strauss-Hennessy made a motion to accept the draft budget.

Elsbeth van Tongeren seconded the motion.

All in favor with none opposing.

* 1. Meeting with Committee on Ministry—Cathy/Mary met with Lilie Bonzani and discussed ways to elicit more conversation and opportunities to elicit immediate feedback from the congregation concerning problems in the church. Lilie is going to talk to the CoM about some mechanism to getting feedback. Would like to have vehicle for raising comments that would not necessitate going to the CoM. The CoM is dealing with low participation and has several members who are already past their terms. Recruitment for the CoM had been waiting until we get a settled minister and then inviting members of the search committee to serve, but there is interest in helping the members begin developing awareness in the congregation. Gary suggested using the Transitions Team as well, and waiting to form the CoM in the fall. Becky reminded the Board that she and Andrew are on the Board’s Communications Team—the charter is to distribute big picture communications versus receiving feedback from individuals about issues ranging from mild to significant. Becky/Andrew will bring a report back to the next Board Meeting in March. This effort is to replace the congregational meeting that was being planned to talk about concerns around communication regarding the new minister.
  2. HR Committee—Ginger reported from the HR committee. Discussed their charter and purpose of the committee. This committee existed in the past but has not existed for the past four years. Reviewed procedures book and will continue to refine HR policies and procedures. Also discussed workload concerns and role refinement. Evaluating the benefits options. Advocating for staff and fair compensation at stewardship and annual meetings. Helping develop a staff evaluation process and be the touchstone committee for all HR/personnel issues. Making sure the membership director is in place as well. And reviewing the new UUA retirement plan. The Board has to make a decision on that before June 30th.
  3. Stewardship—Gary wants two people from the Board to participate in trainings for the stewards. March 1, March 2—two trainings, hour-long, 10” on the vision of ministry for the 2 dozen congregants who have volunteered to be stewards in the campaign. In addition, Board Members are all invited to an event March 1st at Frankie Price-Stern’s home to have a major donor event. Volunteers: Peter (3/1); Becky (3/2).
  4. Core Values—started this discussion at the retreat. In our policies, the Board is to adopt core values. Tabled to March meeting.

1. **New Business**
   1. Board Covenant—Mary distributed two draft Board Covenants (one from C3HUU and one from UUA) and read from the congregational covenant. Discussed why we have a covenant as a Board. The current covenant was discussed as alternately too detailed and too process oriented. Discussed communication, respect, trust. The Board agreed that our covenant will simply be, *We will treat each other with respect and trust.*
   2. Conflict of Interest—Mary reviewed with the Board Members the Conflict of Interest Provision, which defines conflicts of interest with the role and charge of Board Membership as well as requirements for disclosure of real or potential conflicts of interest as defined by the policy.
   3. Analysis of Annual Report to UUA—tabled until March meeting, which includes analysis of membership numbers and weekly count.
2. **Closing**
   1. Action Items
      1. Communications Team
      2. Andrew/Becky—addressing large concerns regarding communications to meet with Lillie Bonzani and report back next month. Discussing the comment/feedback options. Cathy will send the article.
      3. Andrew/Mike will exchange emails about 20/30 group.
      4. HR Committee will review the UUA benefit plan.
      5. Governance needs to be ready to talk in March about shifting stewardship to the Board from the Minister.
      6. To the extent the Board will have a role in visitation by potential settled minister, we need to discuss it in March. Cathy has spoken to Ivy, and will solicit a report for March meeting.
   2. Process Observations
      1. Gary: is the 20/30 group a Board function? Should Andrew and Mike get involved with the group that is starting to gel…
      2. Mike: positive feedback around open discussion and engagement.
   3. Closing Words—Becky Waibel.

Meeting was adjourned at 9:05pm.