**Community Church of Chapel Hill Unitarian Universalist**

**Board Meeting Minutes**

**January 14, 2014**

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

1. **Welcome**

*Mary Hulett lit the chalice at 7:00pm and opened the meeting with a reading from Mother Theresa.*

1. **Announcements**

*Reminder about the upcoming Board Retreat January 24th and 25th. Board Members are asked to participate in set up, clean up and providing food for Friday evening and Saturday. Breakfast will not be provided, but Saturday lunch is included.*

1. **Consent Agenda**

*The Board received and accepted the Minister’s Report for January from Gary Kowalski.*

1. **Executive Committee Approval**

*The Exec approved Nato’s benefit payments for the month of January per the request from him. Nato will not need another extension.*

1. **Review of December Minutes**

*The minutes were reviewed and accepted with change noted by Becky Waibel that Brian Sexton, not Mike Sexton, will complete the Strategic Management Team survey. Motion made to review and approve minutes as revised.*

*Motion carried with all in favor and none opposed.*

1. **Old Business**
   1. **Strategic Plan**

*The Strategy Management Team will be conducting a survey of the congregation later in the year to help support the direction provided to the settled minister. They will also discuss simplifying the vital signs, taking over the annual report, and possibly moving the due date to early June. The latter change would coincide with the church program year.*

* 1. **Nato’s Ordination**

*Nato Hollister, who was an interim minister at C3HUU will be ordained on February 9 on 4:00 pm at ERUUF . Mary Hulett has been asked and has accepted the invitation to speak at the ordination. Mary requested that the Board consider a motion to contribute $200 to Nato’s ordination, which is in keeping with what the church contributed to Jim Magaw’s ordination and is a small fraction of the total ordination expense.*

*Motion made to contribute $200 to Nato Hollister’s ordination.*

*Motion carried with all in favor and none opposed.*

* 1. **Memorial Rock Committee**

*At the last meeting, the Board approved establishing a committee to make recommendations on the maintenance of the Memorial Rock area. Hank Rodenburg and Gary Giles have expressed interest in being on the committee.*

*Cathy Cole made a motion to:*

* *appoint Hank and Gary to co-chair the committee;*
* *empower them to recruit membership for the committee, with special attention given to persons with landscaping and native plant knowledge and church members with family members intered in the area;*
* *direct the committee to develop recommendations and guidelines for the ongoing maintenance and improvement of the area for Board review.*

*The board approved the appointment of Hank and Gary unanimously.*

* 1. **HR Committee**

*The board approved the appointment of Andy Henke, Rob Perkins, and Lisa Townsend to the Human Resources Committee.*

* 1. **Preschool Building Task Force**

*Marianna Fiorentino,, Andrew Hennessy-Strahs and Laurence Kirsch were approved for the new task force.*

* 1. **Interim Minister’s Transition Team**

*At a previous meeting, Gary had requested additional membership to the transition team, however, given that we are at the midyear point and that the Board has agreed to do the midyear report, Gary stated that additional personnel were probably not necessary. No further action taken.*

* 1. **Policy Review**

*All policy changes can be reviewed in the “Board Policy Book 131214 tracked” document.*

* + 1. **I.C.4 –***NEW. Policies. Policy directs responsibility to Governance Committee and clarifies Board responsibility as extending to policies only, not to operating procedures, which are the responsibility of staff.*

*Motion was made by Mary Hulett to approve the policy as written.*

*Motion carried with all in favor and none opposing.*

* + 1. **I.C.5***—NEW. Open Meetings. Clarifies Board Meetings are open to any interested persons, and establishes requirements for closed session meetings.*

*Motion was made by Mary Hulett to approve the policy as written.*

*Motion carried with all in favor and none opposing.*

* + 1. **IV.A.4**—*REVISED. Fundraising Delegated to Staff. Clarifies that fundraising is generally the responsibility of staff, while the Board maintains role/oversight in capital fundraising campaigns.*

*Motion was made by Mary Hulett to approve the policy as amended.*

*Motion carried with all in favor and none opposing.*

* + 1. **IV.B.7***—REVISED. Capital Campaigns. Amended to be consistent with above policy IV.A.4.*

*Motion was made by Mary Hulett to approve the policy as amended.*

*Motion carried with all in favor and none opposing.*

* + 1. **Appendix***—REVISED. Standing Committees of the Board. Majority of changes address formatting issues for consistency. Board did discuss reporting structures for the Committee on Ministry as reporting ultimately to the congregation, but also to the Board. Also discussed appointments to the Strategy Management Team, which has standing team members as well as members appointed by the Board.*

*Motion was made by Mary Hulett to approve the Appendix as amended.*

*Motion carried with all in favor and none opposing.*

*The Governance Committee was asked to review the Appendix description of the Committee on Ministry. The Strategy Management Team was asked to make recommendations for their description.*

1. **New Business**
   1. **Midyear Budget Review**

*Andrew Hennessy-Strahs updated the Board on the church’s midyear financial position. Highlights from the full report included the following:*

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| --- | --- | --- | --- |
| ***Balance Sheet*** | **Prior Year 2013** | **Current Year 2014** | **Variance** |
| Assets | $287,205.03 | $361,638.46 | $74,433.43 |
| Liabilities | $4,934.77 | $11,641.78 | $6,707.01 |
| Reserves | $63,820.49 | $99,145.58 | $35,325.09 |
| Total Equity | $2,818,565.10 | $2,907,087.30 | $88,522.20 |
|  | | | |
| ***P&L Statement*** | **Prior Year 2013** | **Current Year 2014** | **Variance** |
| Collections | $230,750.61 | $247,169.68 | $16,419.07 |
| Net Income | $30,547.73 | $53,236.16 | $22,688.43 |

*Discussion included concern that midyear collections are not always predictive of second half collections because of we are operating on a fiscal year v. a calendar year. Also noted that included in the income is $20,737.47 earned through the preschool that we may be losing in the future.*

* 1. **Community Minister Proposal**

*Nato Hollister has submitted to the Board a proposal to have a community minister affiliation with the church. While the community minister role is typically more of an honorary association, this proposal establishes a more formal relationship, including compensation, with C3HUU and other area churches. A recommendation was made to take this to the congregation at the annual meeting and to leave any negotiations for the new settled minister.*

1. **Adjourn for Closed Session**

*Motion was made to adjourn for closed session.*

*Motion carried with all in favor and none opposed.*