**Community Church of Chapel Hill Unitarian Universalist**

**Board Meeting Minutes**

**November 4, 2014**

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| **Attending:** | Mary Hulett | Pete Bird | Thom Belote |
|  | Ginger Long | Mike Vann | Becky Waibel |
|  | Cathy Cole | Laurence Kirsch | Elsbeth van Tongeren |
|  | Dave Klibanow | Richard Edwards |  |
| **Guests:** | Brad |  |  |

1. **Welcome & Announcements**

Cathy opened the meeting with a reading.

Thom announced that we will have a guest at church this Sunday—Mary Katherine Morn, she is the VP for Stewardship at the UUA. She will be making a short greeting from the UUA and will be available during coffee hour for discussion.

The Board Holiday Party is set for December 14th at Mary Hulett’s home.

1. **Approval**

October Minutes were reviewed with corrections.

Dave made a motion to approve the October minutes as presented.

Becky seconded the motion.

All in favor with none opposed.

1. **Old Business**
   1. Minister’s Report: 1st Quarter Report – Board members discussed contents of report. More detail will be available in future meetings regarding pledge collections, but early results are positive.
   2. Committee on Ministry: Committee on Ministry Report – Mary LeMay provided their write up on their role and their planned calendar. Discussed role of evaluation of ministries and how this has been handled in the past. Goals will be set in the coming weeks from various ministries and included in the updated strategic plan. Discussed importance of CoM’s ongoing support of the Minister, and confirmed that the CoM has been meeting regularly to this end. Becky will communicate the Board’s support for the CoM’s activities.
   3. Strategy Management – no report for the month of November.
   4. Space Assessment Team: Revised Report – Revised report was provided to the Board in advance of the meeting.

Mary made a motion that the Board approve an expenditure of up to $5000 to hire an architect and a civil engineer to develop the conceptual plans we would need to take to the congregation.

Ginger seconded the motion.

Discussed whether the Preschool entity would be willing to contribute $5000 to this expenditure, and under what circumstances we would be required to reimburse the Preschool for their contribution, should they decide not toproceed.

All in favor with no opposition.

Mary made a second motion that we agree with the Preschool that, if they end up not occupying the space, and cannot utilize the conceptual plans that are developed, that we will reimburse them up to $5000 for their contribution.

Becky seconded the motion.

All in favor with none opposed.

* 1. Stewardship – Mary updated the Board on plans to educate and engage the congregation over the coming months, as well as the role of Board members to act as stewards in the pledge drive. Plans are to have the entire pledge packet on line, and we will be asking volunteers to bring laptops to church to help sign up in the stewardship drive those congregants who may not be computer savvy or have access to the internet.

1. **New Business**
   1. Governance Committee Charter – presented revisions to the Governance Committee policy (Board Policy Book Appendix A) to reflect that the Governance Committee shall, in addition to existing policy:
      1. Review bylaws for consistency with the mission and vision of the church;
      2. Review and propose revisions to policies and bylaws as needed.

Mary made a motion to approve the policy changes as amended.

Pete seconded the motion.

Discussed when the bylaws were last reviewed and approved—which was 2012. Plan is for regular review to edit and amend for any changes.

All in favor with none opposed.

* 1. Maintenance Reserve Process – Discussed the need for a clear process for approving maintenance reserve expenditures. Rather than have a proposal, time was devoted to open discussion by the Board, with input from Brad Kosiba as chair of the Building and Grounds committee. Also discussed the difference between the maintenance reserve budget versus general funds. Current policy on maintenance reserves is written narrowly and needs to be revised to include improvements and minor construction and potentially differentiate between routine maintenance, larger expenditures (of perhaps $1000 to $5000), and capital campaign expenditures requiring designated fundraising. Discussed broad limits of expenditures that would need to be brought before the board, as well as who would be best suited to draft a proposal. Suggestion was made for the Finance Committee, in consultation with Brad, to write the first draft revision of the Maintenance Reserves policy.

1. **Closing**
   1. Action Items –
      1. Finance Committee will review policies regarding maintenance expenditures.
      2. Stronger Together moment will be held each month going forward in preparation for the Stewardship Campaign.
      3. VP of Stewardship Development will be at our next service.
      4. Board Holiday Party is set for December 14th **.**
      5. Becky will let CoM know the Board’s feedback on their proposal.
      6. Mary will talk with Preschool personnel regarding agreement on expenditures towards plan development.
      7. Laurence will turn out another draft of the Board Policy with the recommended changes.
   2. Process Observations – Meeting went well—shorter than usual, but with time for extensive discussion.
   3. Closing Words – Cathy closed the meeting with a reading.