**Community Church of Chapel Hill Unitarian Universalist**

**Board Meeting Minutes**

**October 14, 2014**

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

1. **Welcome**

Mike Vann opened the Board Meeting with a reading.

1. **Approval**

The Board reviewed the September minutes.

Elsbeth made a motion to approve the minutes as presented.

Dave seconded the motion.

All in favor with none opposing.

1. **Announcements**

November Meeting for the Board will be on November 4 in the Manse.

Healthy Communications sign in was passed around for the remainder of 2014.

1. **Old Business**
   1. **Minister’s Report**—the Minister’s Report was provided in advance of the meeting via email. Discussed attendance numbers, as well as the new service times.
      1. **Budget Adjustment—**The Membership Committee has a new chair, and the committee itself is in transition with recruiting new members. The budget that was set for the membership committee is substantially devoted to the coffee service after worship services. Thom requested $1000 addition to the budget to allow for orientation supplies as well as welcoming materials for new members during and after orientation. Pete made a motion to approve Thom’s request to amend the budget line item by adding $1000 to the Membership Committee line item.

Becky seconded the motion.

Discussed final line item amount and affordability under current projections.

All in favor with none opposed.

* + 1. **Budget Adjustment—**The Communications Committee is finding it is very difficult to achieve their goals and engage a consultant around the website and online communications and has requested an additional $1000 to add to their budget. Discussed whether $1000 was sufficient, but this was the amount that the Committee suggested, and given the early phase of the plan development, it is believed this would be sufficient for this year.

Cathy moved that we accept the suggestion to increase the Communications Committee line item by $1000 for this fiscal year.

Dave seconded the motion.

All in favor with none opposing.

* 1. **Committee on Ministry—**Cathy is still recruiting another member and has an interested candidate.

Mary made a motion to approve the identified candidate for the Committee on Ministry conditioned on the candidate accepting the positon.

Pete seconded the motion.

All in favor with none opposing.

* 1. **Strategy Management Team—**The Team decided that its Chair, the Board President, and the Minister would take charge of the Ten-Year Budget Forecast Model spreadsheet developed by Laurence for use with the strategic plan. Pete has agreed to Chair Strategy Management Team next year, as Mary will be Chairing the Stewardship Team.
  2. **Stewardship Team**—The Stewardship Team will consist of Mary Hulett, Chair, Carol Parker, Dorothy Hammett, Becky Waibel, Andrew Hennessy-Strauss and Thom Belote.

The Board approved the members of the Stewardship Team with all in favor.

**Waiving Policies**—Because Mary Hulett is Chairing the Stewardship Team, Pete Bird will be chairing the Strategic Management Team, whereas the current Board Chair would typically have this role.

Board approved waiving this policy for 2015, with all in favor.

* 1. **Space Assessment Team Report—**discussed conversations at Space Assessment Listening Sessions. General consensus exists that space is inadequate, although the priorities varied depending upon the makeup of the participants and their relationship to the church. We have maintained a running list of concerns and comments, but we have not merged those comments into a single document as yet. Discussed the role of the Board in regards to these processes, level of detailed reporting required, as well as the history of previous discussions around space needs. Discussed need for understanding the process, timeline, capital expenditures, etc. Plan is to communicate with the congregation on a monthly basis through the newsletter until more details are known and can be communicated clearly. Discussed setting up a new task force, as well as the parameters within which the task force would be empowered to operate. List of accumulated suggestions will be provided to the Board Members.

Cathy moved to establish a new task force to develop concept plans based on identified space needs.

Elsbeth seconded the motion.

Discussed whether we need to name and authorize the members, and it was agreed that we should.

Mary made a motion to amend Cathy’s motion to include the authorization of the Task Force members as Mary Hulett; Anna Waller; Marion Hirsch; Hank Rodenburg; Melissa Zemon; and Gary Giles.

Cathy accepted the amendment.

All in favor with none opposing.

1. **New Business**
   1. **Stewardship Team/Schedule—**tabled for next meeting.
   2. **Budget Schedule—**Thom presented a budget schedule that includes budget development, Board review in February, with enough time to align stewardship efforts according to the scope of the budget. Discussed plan to focus on participation in stewardship campaign, rather than focus on a financial target, and establishing a base budget, and identifying additional expenditures that will be added to the budget if we are able to raise sufficient funds. Discussed suggestions to amend the schedule around congregational notification regarding budget priorities to include a town hall meeting in early May.
   3. **Governance**
      1. **Benevolence Fund—**Cathy suggested amending Section IV.C.7 of the Board Policy Book so that the policy statement on the Benevolence Fund reads as follows:

*A Benevolence Fund shall be maintained by the congregation for the purpose of aiding needy individuals and organizations in the wider community that are not recipients of the Share the Plate collections. Individuals within the congregation needing assistance shall be aided by the Minster’s Discretionary Fund. The Benevolence Fund shall be administered by the Benevolence Ministry working with the Minister. The members of the Benevolence Ministry shall be appointed by the Minister. The Benevolence Ministry shall develop and follow written procedures for the administration of, acceptance of contributions, to, and disbursements from the Benevolence Fund.*

Mary made a motion to accept the amendment to the Benevolence Fund policy as proposed.

Dave seconded the motion.

All in favor with none opposing.

* + 1. **Governance Committee Charter—**tabled until November meeting.
  1. **Finance Committee—Reserve Requirements—**Ginger proposed amending Section IV.C.4 of the Board Policy Book to reduce the operating reserves requirement for fiscal year 2016 and beyond, to be equal to six percent of the completed year’s budgeted expenses, a reduction of greater than two percent. Also, beginning in fiscal year 2016, she proposed increasing the maintenance reserve expense to five percent of each year’s total income, noting additionally that the maintenance reserves balance may go negative if necessary to pay for emergency repairs or if a negative balance is reasonably forecast to become non-negative within the three subsequent years.

Cathy moved that we approve.

Becky seconded.

All in favor with none opposing.

* 1. **Greening—**Cathy explained that the Worship and Arts had taken responsibility for this activity in the past, but will not be (in their new arrangement) a part of their ongoing responsibility. Discussed need for this to be a congregation-wide effort, and that this is a Ministry issue rather than a Board issue.

1. **Closing**
   1. **Action Items**
      1. Governance Committee charter revisions—moved to November Meeting
      2. November meeting will be on the 4th
      3. Committee on Ministry—will discuss if needed
      4. Mary: Stewardship; Pete: Strategy Management;
      5. Greening: Ministry issue.
      6. New Member Recruitment: one more member of the Task Force.
      7. Laurence will provide a new copy of the Board Policy Book with the amendments as approved.
   2. **Process Observations:** Mike observed that the meeting was productive with a lot of participation.
   3. **Closing Words—**Mike closed the meeting with a reading.