

**Community Church of Chapel Hill Unitarian Universalist  
Board Meeting Minutes  
August 9, 2016**

<b>Attending:</b>	Cathy Cole	Bill Poteat	Dan Hill
	Kathy Hodges	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** – Mike Vann 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.

Katie Heineman made a motion to approve the minutes as presented.  
Peter Bird seconded the motion.  
All in favor with none opposed.

**3. June Minutes** – Reviewed the minutes from the June meeting.

Bill Rote made a motion to approve the June minutes.  
Mike Vann seconded the motion.  
All in favor with none opposed.

**4. Minister’s Report** – Reviewed the Minister’s Report which was provided in advance of the meeting. The full report is attached to these minutes. Discussed preparations for the church year, including two new staff persons—Sarah Gush in Religious Education and Alice Tien in the music program. Reflected on the success of the summer guest speaker classes and how positive it has been for the summer services.

**5. Board Committees** – The Governance Committee will be adding Barb Chapman to fill a vacancy on the committee. Barb Chapman has prior experience with our church’s governance issues.

Bill Poteat moved that the Board approve Barb Chapman as a member of the Governance Committee.  
Cathy Cole seconded the motion.  
All in favor with none opposed.

The Chapel Hill Cooperative Preschool Task Force has completed its task and served its function to the church.

Bill Rote moved to end the work of the CHCP Task Force.  
Bryan Sexton seconded the motion.  
All in favor with none opposed.

The Board is tasked with affirming the list of persons who can sign checks on behalf of the Church. Also, discussed the need for signing limits that are not currently in place. Bill Poteat asked that Laurence Kirsch, Dan Hill and Bryan Sexton review the policy and make recommendations at the October Board Meeting regarding check signing.

Laurence Kirsch's last day as Treasurer will be December 31<sup>st</sup> of 2016. Discussed the role of the Treasurer—signing checks, counting Sunday receipts, preparing and reviewing financial statements. Laurence Kirsch and Dan Hill will provide a description of the role and function that can be distributed by the Board with potential candidates by the September Board Meeting.

6. **Annual Vision of Ministry** – Topic deferred until September.
7. **Temporarily Restricted Funds** – Laurence Kirsch shared information with the Board about the temporarily restricted funds that are not subject to the budget process. These funds are moneys donated to the church for a specific purpose, such as youth ministry trips, the concert series, and share the plate donations, among others. Discussed whether any concerns existed regarding the off-books nature of the funds, and whether there should be tighter controls on check writing and procedures. The moneys running through these accounts added up together make up over \$100k in annual spending. There is no concern about whether current policies stand up to general accounting practices.
8. **Financial Review Status** – We have been studying the need for audit and what our best course of action is to come up with audit policy. Dan Hill provided an update on financial review. We have, for the past several years, followed UUA guidelines in conducting internal financial reviews of Church procedures. Discussed whether the specifics of the capital campaign create a heightened need for increased scrutiny as we look to borrow money and to raise money from our members. Discussed options for resources in the community and with the UUA to provide expertise on expectations and available supports. Discussed possibility of peer exchange audit versus a professional audit. Will consider the subject again in September to give the Treasurer and Finance Committee time to review and make recommendations.
9. **Strategic Plan/Annual Report** – Pete Bird discussed the process for reviewing and getting feedback on the Strategic Plan. Each ministry committee has been provided an opportunity to give input via a 3-part document—what they have done to support their ministry; what their current vision is; and what they plan to do in the coming year. The hope is to have input in by end of August, so at a future congregational meeting, perhaps in late September, we could get buy-in from the congregation on the proposed Strategic Plan. Discussed timelines and importance of working with Annual Vision on Ministry development, and taking advantage of planned town hall meetings regarding the capital campaign and building plans. A draft of input will be shared with the Board in advance of the next meeting.

**10. Space Reassessment** – Jess Aylor, Chair of the CHCP Board reports that their current timeline would have their new construction completed by December of 2017.

Cathy Cole distributed the proposed charter for the Space Reassessment Task Force. The full document is attached to these minutes.

The Space Reassessment Task Force completed eight discussion groups with 77 attendees including presenters and scribes. Early attention was given to the Religious Education program. Feedback and experience informed the meetings and process going forward. Interaction at discussion groups has included sharing information about the Church's current debt from the last renovation, as well as high interest in accessibility for persons with limited mobility (ADA compliance). There was also interest in the possibility of selling the property and building an entirely new facility on another property, however it is unclear whether this is a viable option based upon the value of the property. Discussed the importance of exploring the viability of this option, so that it can be addressed at a September congregational town hall.

The SRTF is working with feedback provided to produce a full report and translating feedback into "modules" that members can prioritize. The SRTF will also be meeting with the architect for simple drawings of each module that can be presented to give congregation members an opportunity to respond to concepts.

Katie Heineman made a motion to accept the charter for the Space Reassessment Task Force as presented.

Bryan Sexton seconded the motion.

All in favor with none opposing.

There are envisioned four committees that will report to the Board: the Building Task Force; the Building Project Finance Task Force; the Communications Task Force; and the Capital Campaign Fundraising Task Force. Three of these committees have already identified volunteer chairs to move forward. These four committees will be asked to come up with their charters, to be approved at the September meeting of the Board.

A congregational town hall meeting is planned for September 25<sup>th</sup> to obtain feedback from all interested members of the congregation. The proposed timeline will finally be subject to congregational will and interest and support as determined through these public meetings.

Discussed that the capital campaign funds will be managed in a separate account with specific signing policies as recommended by the Building Project Finance Task Force. Laurence Kirsch will meet with the bank to discuss procedures.

Bill Poteat made a motion to open a separate bank account to hold the capital funds, and the members of the Building Project Finance Task Force will be authorized signers for

checks out of this fund and make recommendations on processes for disbursements from the Capital Fund.

Bryan Sexton seconded the motion.

Discussed Andrea's role as Church Administrator, and suggested the Building Project Finance Task Force meet with Andrea for her specifically to go over processes and requirements for handling bookkeeping out the Capital Fund. Also, clarified that policies should be presented to the Board at the September meeting.

All in favor with none opposing.

Discussed the need for the Board to formalize relationship with an architect.

Cathy Cole made a motion that we accept the proposal by Phil Kiester with Tise-Kiester Architects regarding the planning and design services for expansion of The Community Church.

Pete Bird seconded the motion.

All in favor with none opposing.

Held roundtable discussion about Board members' individual opinions about the space expansion discussion thus far regarding proposed ideas, timelines for fundraising and planning, as well as the process of gathering input and engaging the congregation in the process. Closed the discussion with Thom emphasizing the importance of connecting the mission of the Church to the building plan.

Discussed preliminary agenda items for September.

**11. Closing** – Mike Vann closed the meeting with a reading. Meeting adjourned at 9:00pm.

**August Minister's Report**  
**Rev. Thom Belote**  
**8/9/16**

I was on vacation from June 25 to July 24. Highlights of vacation included reading a dozen books, going to the gym a lot, performing court-ordered volunteer hours from my Moral Monday arrest, and time with family. During this period I did respond to two deaths in the congregation.

**Items of Interest to the Board**

- Following six consecutive services by the graduates of my Preaching Practicum class, I returned to the pulpit on July 31.
- Responded to the deaths of Hank Rodenburg and Sue Ferguson.
- First Exploring Membership class of the 2016-2017 church year begins on August 7.
- I attended one of the Space Reassessment meetings.
- Sara Gush was hired in mid-July as our new Religious Education Assistant.
- We ended the 2016 fiscal year in good shape and are left with adequate operating reserves in order to fund our proposed budget for FY2017. As of right now, I plan to ask the board at its September meeting to pass the budget that was affirmed in June.

**Upcoming Events**

- We return to two services on Sunday, August 28. That will be our Multigenerational Waters of the World service.
- Our church picnic will be held on September 10.
- I will be giving a lecture on "Politics & Religion" at the SEA kick-off on September 15.

## **Space Reassessment Task Force (SRTF)**

### *Mission*

The mission of the Space Reassessment Task Force is to build on the results of the previous Space Assessment Task Force to identify various improvements to our buildings and grounds that will help us advance our mission to nurture spiritual growth, to support and care for each other, and effect change through our love for the world.

### *Membership*

The SRTF shall be co-chaired by Cathy Cole and Paige Smith, with Brad Kosiba, and Marion Hirsch from the previous Space Exploration Task Force providing input, and Katie Heinemann, Kathy Hodges, and Maggie Scarborough as scribes to capture participants' comments and questions.

### *Duties*

The SRTF shall lead the congregation through a process to:

1. affirm previously identified space needs for children's RE, SEA classes, adult meetings, and other congregational activities;
2. gather ideas for combining current and new space for best functionality;
3. explore with members approaches to accessibility given financial constraints of capital campaign;
4. meet with the architect to define parameters for renovating and adding new space;
5. prioritize identified space needs.

This process will include conducting focus groups, sending an online survey to members, and maintaining an up-to-date informational website capable of accepting feedback from members.

The products of this task force will be:

1. a report summarizing the focus groups, posted on the website;
2. preliminary drawings from the architect showing discreet modules of renovation or new space, as defined by the focus groups, for use by the congregation to prioritize for a building campaign.

### *Termination*

The SRTF will dissolve once the products are completed in preparation for use by the task force designing the space with the architect.