

**The Community Church of Chapel Hill Unitarian Universalist  
Minutes of Regular Board Meeting April 15, 2008**

**Present:** Penny Ward, Erich Lieth, Susan Spalt; Susan McDaniel, David Abels, Joel Grodensky, Alyson Grine, Barbara Chapman, Mary LeMay, John Leopold

**Ex Officio:** Jay Miller, Treasurer

**Absent:** Joan Meade, Richard Perry, Morris Hudgins Interim Minister

**Minutes:** Joan Phillips-Trimmer

Visitors: Cecilia Warshaw

The meeting was called to order at 7pm

Barbara Chapman served as Board Member of the Month, lighting the Chalice and quoting Harriett Beecher-Stowe.

**I. Board Diagnostic Review**

Thanks to Mary for all her efforts on this process.

Questions were raised about the following items:

H. Is 0 or 5 the ideal? Unclear

D. and E. (related) Board could do more work on this...

Barbara offered to track agenda items and minute taker would take them as well as a backup.

B. Same people do most of the talking: To address this, creation of a covenant was discussed that suggested that the purpose was not to debate but to gather perspectives from as many as want to speak, giving others the opportunity to speak before inserting additional responses. There was a statement that the group drifts in and out of structure that isn't necessarily bad. Sometimes people who speak up take priority from those who have hands up. "Pipers" might wait for chair to call on next speaker. Chair needs to look up to see others who might have hands up. There was a suggestion that a baton might be passed to give that person priority of speech but then a comment that it might be hoarded. Someone suggested that it might not be whether people speak up but how their perspective is shared, that it is helpful to show patience and generosity, time and respect for others who are speaking. There was also the comment that those who want to say something need to take responsibility for speaking up.

C. Conflicts smoothed over or avoided. Some responses to this might have been more reflective of comments made about church members in general versus the board specifically. Some conflicts may not need to be brought into the open. The importance of determining whether consensus is needed or not was mentioned, that the group could

agree to disagree unless consensus was needed. Need to work on finding ways to address issues somehow and to engage the issues with dignity.

There was discussion about what paperwork was needed for board meetings and questions about consistent distribution of materials. Generally speaking, it was suggested that the consent agenda and interim minister's report probably didn't need to be printed. Some people bring a laptop so no materials are printed. **Box.net** was suggested as a resource where all board activity could be kept with board members having a password for access.

Susan Sp. will talk to Mark Smith about arranging board activity on box.net.

There was concern mentioned that time was wasted in the meeting when things that were already talked about previously are discussed again, suggesting that perhaps some board members may need to read and prepare more thoroughly for meetings.

H. Concern about this issue was raised but it was suggested that there is no need to spend time on it unless a problem occurs.

## **II. Consent Agenda**

**A motion was made to approve the consent agenda with recommended edit to the minutes (Gayle Ruedi was the member appointed from MSC to COM). All approved.**

## **III. Treasurer's Report**

Jay stated that there is a question about the relocation contract of up to \$11,000. He suggested taking these and other search committee expenses from operation reserves instead of from special funds.

Joel stated that there are slight changes in the contract and salary for the new minister i.e. the contract would start on August 15 instead of August 1 and there is a nominal increase in the salary.

Jay stated that pledge receipts are low, that historically, people would have paid more by now though cash flow is not an issue.

It was suggested that the congregation be reminded about this without overdoing it.

Joel asked about how many people use auto draft.

## **IV. Process of Voting for Candidate Minister on May 4**

People who agreed to do check in or be tellers include: David, Mary, John, Barbara, Joel, Erich. People who agreed to be tellers include Susan McD. and Penny. Susan Sp. will let people know who will do what.

Proposal to start check in at 10am with 3 tables divided by alphabet with two people at each table. Ballots will be distributed then with people exchanging any proxies for an additional (only 1) ballot.

Question about whether a telephone tree might be implemented to get people to the meeting. Statement that emails might be going out to the congregation through chairs of committees or that this was being decided by the Search Committee. Proposal to use the telephone tree if people aren't showing in adequate numbers at the Monday or Thursday events of Candidating week. Statement that RSVPs are being collected for events that week which should give some kind of indication of interest in voting.

**There was a motion that Erich and Susan Sp. will activate the phone tree after contacting the search committee and finding out if they think it is a good idea. All agreed.**

It was suggested that the Search Committee be asked to light and extinguish the chalice and make the motion to vote on the candidate (presented at the beginning of the meeting). Susan will ask for discussion after the Search Committee starts the meeting.

It was suggested that ballots have YES, NO, and ABSTAIN on them and that ballots are being offered so that NO votes are not suppressed, also to determine how many votes there really were.

Glenn is working on a musical interlude.

Maj-Britt will leave the building but wants to stay around to find out the congregational answer before she leaves the area.

Susan McD. offered to head up teller efforts. There was a suggestion that there be a walk through the process in advance for adequate preparation.

### **Other Candidating week items**

The potluck will be held on Tuesday from 6-8 4/29 for Board with Maj-Britt with the Council coming in at 8pm. The Mediterranean Deli will be used to provide dinner with funds from the board budget.

It was suggested that the Board might want to discuss milestones they think Maj-Britt may want to accomplish and changes the Board is trying to make.

It was asked (reiterated from church) whether the congregational members can see Maj-Britt's package.

## **V. Benevolence Policy**

This is to be a 3 person group to be formed by the end of the year. A third, maybe fourth person (Council Member(s)) other than Morris and Alyson need to be determined. This committee is to determine delegation/distribution of tax free funds.

## **VI. Other business**

Smoke free building signs have been ordered.

## **VII. Calendaring**

Board is asked to come to next meeting with calendars to determine possible date for fall leadership retreat. There was some discussion about whether this date should be determined before or after the calendaring meeting and it generally seemed that it would be hard to get a retreat date to start with and even harder if the Board waits until after other dates have been chosen.

## **VIII. Manse**

Jay called about insurance of the Manse. The space can be used and it will be covered by insurance.

There was considerable discussion about the space and what it might be used for to include RE, conferences, lease to a business and residence rental. Jay stated that it could be used for earned income from nonprofit (versus being called for profit). It is not clear what the special permit that the building has covers. A copy of the permit has been requested and Alyson said she would try to find out what it means. It was suggested that this be done before the Board approve funds for a lawyer to determine what the permit covers. The town of Chapel Hill planning office's interpretation is that the building can only be used as a residence.

The end of lease on the facility is coming up soon. There was some concern noted that the building requires expenses to do some upgrades. RE states they want and need to use the space and put in a proposal that not all Board members have seen and that is not detailed from a budgetary standpoint. Concern was noted that if the space is used by RE that it would need to be upgraded to assure child safety, that funds to upgrade it have not been designated from the operating budget, that it would need to be an issue for next years budget. It was suggested that the church needs financial resources and that going without income from the building (and having to pay mortgage) for any period of time would be problematic. It was suggested that if the Board decided to rent the building that it could have a clause or stipulation that it might be vacated early upon request so the church could have access to it prior to the end of a year's lease.

**A motion was made that the Manse be rented while exploring long range options. All yes except for 1 abstain.**

It was suggested that the building will need a management company who can also coordinate maintenance on the building. Susan will follow up on this with office staff.

**The meeting was adjourned at about 9:15.**

Action items (back up to Barbara):

Keep log of action items	Barbara and minute taker
Talk to Mark Smith re: posting of board items on box.net	Susan Spalt
Write up quarterly statement with mention that pledge receipts are low	Jay Miller
Put info about low pledge receipts in newsletter	Board member of the month
Let volunteering board members know what they will be doing during candidate voting	Susan Spalt
Ask office staff to figure out ballots	Susan Spalt
Take charge of teller process for ballot vote	Susan McDaniel
Make cookies for potluck (choc and non-choc)	Both Susans
Ask Tiffany to get drinks for potluck	Susan Spalt
Ask search committee if congregational members can see Maj Brit packet	Susan Spalt
Ask Maj-Britt if there is any info she wants from the church not already offered	Susan Spalt
Send dates of TJD meeting to Mary and Barbara	Susan Spalt
Bring calendars next meeting to determine date for retreat	All
Try to find out what permit means when Manse committee gets copy	Alyson
Contact RE re: Manse (1 <sup>st</sup> responsibility is fiscal; RE needs to outline what would be needed for next years budget)	Alyson
Ask Manse Committee about recommendations for Manse management	Susan Spalt
Ask Pat to get management company for Manse	Susan Spalt
Tell the Search Committee that Board would like them to light and extinguish the chalice and make the motion to vote on the candidate	??????????