

**The Community Church of Chapel Hill Unitarian Universalist
Minutes of Regular Board Meeting May 13, 2008**

Present: Erich Lieth, Susan Spalt; David Abels, Joel Grodensky, Alyson Grine, Mary LeMay, Joan Meade, Richard Perry

Ex Officio: Jay Miller, Treasurer, Morris Hudgins Interim Minister

Absent: John Leopold, Penny Ward, Susan McDaniel, Barbara Chapman

Minutes: Joan Phillips-Trimmer

Visitors: Cecilia Warshaw

The meeting was called to order at 7:10 pm

Erich Lieth served as Board Member of the Month, lighting the Chalice and reading poetry with gardening theme.

I. Covenant Draft Review – It was suggested that it be added that people will attend meetings (also in bylaws). There was a question on how people can best correct one another. Does this need to be in the covenant? Does it need to be more direct than #5? Is it covered by #2? I.e. How might the group correct a board member who does something incorrect or harmful outside of the board meeting? A broad view of #5 covers this. What is the mechanism for correction? Address the issue at the time it occurs if possible. Use I statement versus you. Have an executive committee member and board member approach the person? Dialogue to uncover facts? Members agree not to discuss issues outside of meetings? Act as board, not to state disagreement with board outside meeting; provide united front to congregation? “Respectful” and “responsive to potential conflicts.” Someone who feels they have been mistreated should approach the person with whom they have a conflict. If they don’t feel safe doing so, approach an executive or other board member to ask for help. To avoid triangulation, go together to talk as threesome versus have the 3rd person talk to the person who is perceived as having disrespected. Use the chair, vice chair or Joel as the 3rd person?

Once the board has a covenant, let the congregation know and encourage the same for all committees.

“Stand tall with integrity but not at another persons expense.” Encourage honest, integrity, free discussion; different perspectives seen as a positive.

e.g. Manse committee might have been cut off during their presentation (demonstrating need to clarify and or practice covenant further).

Sit back and reflect on process intermittently helps to improve it.

II. Executive Committee Report – Jay, Richard, Susan Sp. Joel and Erich met. They debriefed candidating week, set Sept 12-13 for leadership retreat, extended MSC, set June 8 to vote before services on Patty Hanneman. New mortgage today. HR committee resigned. Maj-Britt wants to be a part of the budget planning for next year. Susan will discuss fundraising...

III. Candidating Week – Final vote for Maj-Britt was 268 for, 2 against, 1 abstain. Search committee got 2 standing ovations! Thanks to all for all their efforts! Make sure ALL members of the candidating week committee are recognized.

IV. Consent Agenda - A motion was made to approve the consent agenda. All approved.

V. Manse – Cecilia requested that the Board reconsider its decision to immediately rent the Manse and wait until all options are available and presented to the Board (by June or July 2008). She stated that \$20,000 is committed to the Manse which would more than fund the mortgage and utilities (\$525 and \$150) for a year.

It was mentioned that money would also need to be available for a cleaning contract (which will be laid out by the committee).

It was noted that though the money is designated for the Manse, money is fluid with the rest of the church budget. It was also noted that there are expenses such as the trees that have fallen which require funding. It was noted that the Manse has been a money-maker for the last 5 years. It was noted that there is a space issue that having the Manse addresses. There was a question of whether renting the building for meetings could provide more money than renting it as a home.

The expense for the Manse per month is considerably less now that it has been refinanced for 20 years. Mortgage went from \$933 to \$496/month.

The committee should complete its work by June or July and will present it to the Board so that they have all the information needed in order to make an informed decision at that time.

A motion was made to rescind the decision to rent the Manse immediately. All ayes.

VI. Patty Hanneman's ordination – she wants her ordination at the church. June 8 or 15 just prior to the service could be used to approve her ordination. The church would pay for her reception.

It's important that the announcement for this meeting to approve her ordination be sent out at least 14 days in advance and historically, such meetings have never only been announced in a newsletter; also sometimes newsletter are just put aside (not opened right

away). A colored separate insert to the newsletter and/or a postcard to announce the meeting will be sent to announce this meeting.

A motion was made to hold a congregational meeting prior to the service on the 8th or 15th for Patty's ordination approval. All ayes.

VII. Morris' leave – Morris is requesting 1 week's unpaid leave so he can move into his house and move up to Charlottesville. Giving up his pay for that week would assuage his conscience.

There was a motion to approve 1 weeks unpaid leave for Morris. All ayes.

VIII. Treasurer's Report - Jay reported that the Church debt has been refinanced , with the bulk of the debt (\$490k) going in to a twenty year mortgage at 6.5% and payments of \$3682 a month. The balance of just over \$100k will be paid on the previous ARM (Adjustable Rate Mortgage) and satisfied between now and Dec. 2009.

The Church has one remaining building program bill for asphalt of \$27k. There was discussion about whether to charge that to the building Fund or pay out of Reserves. Jay was skeptical about increasing parking lot reserves by an additional \$27k, and was leaning towards paying out of the Building fund if at all possible between now and Dec. 2009. That will depend largely on what money is scheduled to come in from Capital Campaign pledges. Jay will report back to the Board with a recommendation about how this payment will be made.

IX. Policy Committee – consisted of Mary, Susan and John. Many thanks to them for the very detailed work and report. Mary gave an overview of the document provided to board members. Note that some policies need to be eliminated; others require 5 minutes to 5 hours worth of work to revise; some terms are antiquated or no longer used; there are three phases for the Board; there needs to be policy guidelines and a template for consistency among policies. Though many policies need to be revised, note that new minister may also want to make changes. There needs to be a rational system for filing of the policies (versus tabs). There needs to be a church library of electronic files. The board manual needs to be redone. Governance needs to change but it is unclear where it is going (Mary used the expression "governance evolution" to describe this process). It is important to note the interdependent web of all of the policies.

The current policy review task force needs to meet with the governance committee around the first week in June. Susan Sp. will arrange this.

Mary recommends that the board addresses the board policies ASAP. It was suggested that the board have a consent agenda to approve all revised policies.

Mary and Susan Sp. will come up with a definition of policy (versus procedure which does not have to be approved by the board) and will design a template.

Some policies are missing from the list (e.g. the art donation acceptance policy written by Joan) and all board members need to look through their files to see if they know of any others that were not in the policy notebook.

It was noted that this committee didn't review the by laws and that they might dovetail with the policy. Do they correspond? Are the bylaws the policy and the rest procedure? It was noted that by laws are harder to change than policy. It was noted that the process of review is what matters.

It was suggested that all board members review all the board policies.

VI. Other business

A. TJD weekend – now 17-18 October

B. Installation of Maj-Britt Johnson as minister scheduled for February

C. Leadership retreat - September 12-13

D. Custodial job description ready

E. Advertising of church – with Chapel Hill News at \$19/week is a council meeting issue.

F. Downed trees – 2 trees fell destroying the storage building, clipping the Manse, landing on a fence and destroying playground equipment. Jay submitted a claim to insurance. There is a question of whether we claim reimbursement for the playground equipment because our trees damaged it or whether the preschool has insurance to cover it. David will find out if the preschool is making a claim.

G. Budget hearings – are usually in July. The board needs to decide on one or two dates. In the past they have been one or 2 Saturdays from 9am to 2pm.

The meeting was adjourned at 9:10.

Action items:

Further update board covenant	Susan Sp
Thank ALL members of candidating week committee	Susan Sp
Decide on visible newsletter insert and or postcard at least 14 days prior notice to service on June 8 or 15 to announce Patty Hanneman's ordination approval at beginning of service	Susan Sp
Tell Board regarding decision on budget line for asphalt payment	Jay Miller
Create policy template and definition of policy	Susan Sp & Mary L.
Set date for policy and governance committees to meet	Susan Sp
Look for policies that are not currently in the manual (not noted as reviewed by policy committee but in practice and or approved)	All
Look over policies specific to board (e.g. Tab 5, 13)	All
Ask preschool if they're covered for playground damage	David