

**The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of August 12, 2008**

Present: David Abels, Barbara Chapman, Joel Grodensky, Mary LeMay, Erich Lieth, Susan McDaniel, Joan Meade, Richard Perry, Susan Spalt, Penny Ward

Absent: Alyson Grine, John Leopold

Ex Officio: Jay Miller

Minutes: Cathy Cole

Susan Spalt called the meeting to order at 6:57 pm. Mary LeMay, the board member of the month, lit the chalice and offered a reading.

BOARD LEARNING

Susan Spalt distributed reports on the status of the board's projects for this year:

- Board Tasks 2008
- Slightly More Than Mid-Year Report and Regrouping Activity in Preparation for Maj-Britt's Arrival

Erich Lieth requested the following addition to the Mid-Year Report. **Physical Plant:** The board is dealing with flooding in the commons caused by drainage problems in the courtyard and is evaluating the church's janitorial services.

OFFICIAL WELCOME FOR MAJ-BRITT JOHNSON

Susan Spalt pointed out that Friday, August 15th, would be Maj-Britt's first work day. It was agreed that the welcome should be low-keyed to allow Maj-Britt time to settle in. Susan will get flowers for the office and Cathy Cole will provide breakfast for the staff. Jay Miller suggested that a magic wand should be presented to Maj-Britt, which Susan McDaniel will provide. Since September will be the first Board meeting for Maj-Britt, Susan Spalt proposed that the Board spend a short time at the beginning of the meeting telling her about the church's history. Erich Lieth thought that the history should be related to our present situation and future hopes. Mary LeMay suggested that Maj-Britt be asked about what she would like to learn from the Board.

Susan McDaniel called for a round of applause in recognition of the Board's accomplishments so far this year.

CONSENT AGENDA

The consent agenda consisted of the following items:

- July Board Minutes
- Charles M. Jones Peace and Justice Committee 2008 Outreach Gifts
- Tobacco Free Campus Policy
- Check Signing Policy
- Approval to hire _____ as the Religious Education Assistant
- Benevolence Fund Policy format change to conform with approved format

Richard Perry questioned whether hiring the RE Assistant should be included in a consent agenda. Susan Spalt replied that since the Board had previously approved the job description and both Marion Hirsch and Maj-Britt Johnson were in agreement about the person being hired, it was appropriate to approve it as part of the consent agenda. _____ moved acceptance of the consent agenda. _____ seconded. Unanimously approved.

REPORTS

1. Building Update

It was reported that Mary Hulett, Bill Gardner, and Gary Giles are working to solve the flooding problem that has developed since the courtyard was completed. Joel Grodensky stated that the courtyard designers should be held accountable for the problem since their design should have taken care of drainage problems. The Board concurred. Jay Miller reported that we still owe about \$2,000 to designers which could give the Board leverage until the problem is resolved. Plans have been made to repair the damage from the flooding.

2. Financial Report

Jay Miller informed the Board that there is a balance of around \$120,000 on the building construction loan. The money to pay this loan is dribbling in at around \$3,000 a month, and we need around \$7,500 a month to meet our December 2009 deadline of paying off the loan. He said that Frankie Price-Stern thinks we should wait a few months until Maj-Britt settles in, then tell the congregation. We are currently a little behind on pledge receipts but should catch up by the end of the year.

ACTION ITEMS

1. *Iolanthe* Proposal

Erich Lieth reported that the letter conditionally approving the *Iolanthe* project wasn't sent because the budget submitted by the Music Committee was higher than expected by the Board. The original proposal showed a \$2,000 profit, but there is skepticism that the production will bring in as much as *Seussical* did in 2007. Erich outlined the points that the Board needs to cover with Glenn Mehrbach and Spence Foscue, including the procedure for getting project approval and the impact of the new Fundraising Policy on future musicals. Erich stated that the budget needs clarification, and that the Music Committee hasn't designated their partner church committee.

Glenn and Spence joined the Board meeting and distributed a Revised Budget Proposal which is more consistent with the original budget. A concern was raised that there is little money budgeted for publicity. Since *Iolanthe* is not as well known as *Seussical*, the question was raised as to whether there will be external publicity. Glenn assured the Board that he will be able to get ample free publicity through his existing contacts with members of the press and the community of local actors, e.g., Durham Savoyards and Transactors Improv.

The partner church committees will be the Covenant Groups, which will provide volunteers to help with the production but receive none of the net income, and the Social Concerns Committee, which will receive 50% of the net income. Erich voiced the Board's concern that the musicals be consistent with the mission of the church. It was suggested that in the future, the partner committee(s) be involved at the start of the planning process.

In accordance with the Fundraising Policy, the net income from *Iolanthe* will be distributed as follows:

- 20% for church stewardship
- 50% for the Social Concerns Committee
- 30% for music and sound equipment

Erich explained that the Board has decided to bring the musical into the regular church budget process, i.e., have a line item in the budget, which will require that the Music Committee work through the budget process. This line item will provide money for the next musical and will generate a record to predict expenses and income of future musicals. In addition, having the funds in the budget relieves the pressure to make a profit in order to recover expenses. Glenn stated that it is the intention of the Music Committee to alternate big productions, like *Seussical*, with smaller productions, like *Iolanthe*, so the budgets will alternate each year also. Richard Perry questioned whether the distribution of funds should be based on gross or net income and

suggested that the musicals be supported as part of the Music program, not as a fundraiser. Erich outlined a two-step process for the Music Committee that is similar to the process used by committees like Peace and Justice. The Music Committee will submit a request for an amount to be a line item in the church's annual budget. When a project budget is developed showing detailed expenses, the committee will submit it to the Board for approval. Erich asked Glenn to consider asking for donations instead of selling tickets in the future. He also stated that the the Social Concerns Committree needs to notify the Board of how it plans to spend its share of proceeds from *Iolanthe*.

It was acknowledged that the Board previously voted at the July meeting to approve the *Iolanthe* musical with conditions, which have now been met. Since the Revised Budget showed a range from \$1,750 (probable expenses) to \$2,750 (possible expenses), the Board voted unanimously to approve funding in the amount of \$2,000 and indicated that the letter of approval should include a statement to this effect.

2. Preschool Lease

David Abels updated the Board on the status of the lease with the preschool. He said that Mary Hulett's firm had updated the lease *pro bono*. David explained that last year's fee was \$1,500 per month, with the preschool paying their own cleaning costs. Because of ongoing problems with the facility not being cleaned properly, it is proposed that the church take over paying for and supervising cleaning and charge the cost to the preschool in the monthly fee. David suggested that the monthly fee, including \$800 for cleaning, be raised to \$3,000 per month. He pointed out that when started the preschool had a different clientele, but that today's clientele can afford to pay more. The Board felt that we should be willing to negotiate the monthly rate. Joel Grodensky will send David some specific details regarding the lease. Barbara Chapman suggested that we find out what the preschool is costing us for utilities, etc. David will continue working on the lease.

3. Fundraising Policy

A draft of the Fundraising Policy, which will rescind the church's Outreach Policy, was distributed. Erich Lieth noted that the draft should be shown to the Church Council for feedback in time for the September Board meeting. The sense of the Board was to approve the policy; no reservations were expressed. Absent Board members should be given the opportunity to comment.

4. Sharing the Plate for Giving Beyond These Walls

A draft of Sharing the Plate, which will replace budgets for the Charles M. Jones Peace and Justice Committee and the Social Concerns Committee, was distributed. This policy will make it possible for people to know what their outreach donations are being used for. The sense of the Board was to approve the policy and take it to the Church Council.

ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Welcome Maj-Britt – flowers purchase & delivery	Susan Spalt Joel Grodensky	08-15-08
Welcome Maj Britt – food	Cathy Cole	08-15-08
Welcome Maj-Britt – wand	Cathy Cole Susan McDaniel	08-15-08
Welcome Maj Britt – drop by/deliver flowers	Erich Lieth Barb Chapman	08-15-08
Letter of approval for <i>Iolanthe</i>	Susan Spalt	08-13-08

Work with Maj Britt to prepare agenda for September Board meeting	Susan Spalt	09-15-08
Call Bill Gardner regarding liability for courtyard	Joel Grodensky	ASAP
Check on what C3H-UU owes on courtyard	Jay Miller	ASAP
Revisions/editing of Fundraising Policy to Erich Lieth	Board Members	08-21-08
Revisions/editing of Sharing the Plate Policy to Erich Lieth`	Board Members	08-21-08
Take Fundraising Policy to Council	Erich Lieth	08-25-08
Take Sharing the Plate Policy to Council	Erich Lieth	08-25-08

ADJOURNMENT

The next Board meeting is Tuesday, September 16, at 7 pm.

The meeting adjourned at 9:25 pm.