

**The Community Church of Chapel Hill Unitarian Universalist**

**Minutes of Board Meeting of December 15, 2009**

**Present:** Susan Spalt, Joan Meade, Erich Lieth, Susan McDaniel, Mary LeMay, Barbara Chapman, George Thompson, Steve Marshall, Mariana Fiorentino, Robert Weston, Rev. Maj-Britt Johnson, Scott Provan

**Ex Officio:** Maj-Britt Johnson, Scott Provan

**Board Members Elect:** Paige Smith, SAM Brooks, Joshua Socolar, Maggie Scarborough

**Guest:** Cecilia Warshaw

**Minutes:** Teri Brooks

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**COMMUNITY CHURCH OF CHAPEL HILL – EXECUTIVE COMMITTEE MEETING**

**STAFF JOB DESCRIPTION**

**POSITION DESCRIPTION: OFFICE ASSISTANT**

**CONGREGATIONAL MEETING MINUTES**

**REQUEST TO REDISTRIBUTE FUND RAISING PROCEEDS**

Erich Lieth called the meeting to order at 7:10 pm. Board Member of the Month: Joan Meade did the lighting and a reading.

## **BOARD LEARNING**

Susan Spalt asked everyone to reflect for a few minutes on what has been accomplished and why, since last December.

Susan asked each member to briefly state one accomplishment and give one reason why they think it happened.

Mariana: accomplishing the coffeehouse concert house policy and procedures. Fair, percentage decision, sound system plan, came out with a sound fair working relationship. Contributed: Mary and Scott being the go between/negotiating with each side. Departure from other activities.

Bob: Getting groups to come up with charters to identify purposes. Board had to keep asking and clarifying, this was useful to the individual groups. Identifying the ministry that is a component of each group, people have altered the way they think about groups within the congregation. Contribution: Maj-Britt working with ministry committee set a model for the other groups, this was very helpful.

Mary: When making the policy for permanent structures. Creating a new process that would involve a wide variety of new opinions, consider input from many. Required contacting many entities within the church.

Barb: Share the Plate. Not a board activity, but allowed us to provide governance and then get out of the way. Budget figures showed that we raised 5x as much as we previously raised, so much more than anticipated. Contribution: Us getting out of the way but also supportive.

Sue: Finding Hotschkiss. Further clarifying the role of the board in the future. Contributed: we had been wandering around in the dark.

George: renegotiate contract with Pre School for multiple years. Not really the board, mostly Erich, but he made it happen. Seven year contract to free us up from not having to do it so often. Contribution: resolving issues as they came up, help from Mary Hulitt law firm to write the lease.

Steve: Annual report. Erich pushed to get this done.

Joan: Spirit in board meetings has been cooperative and friendly and respectful, following the covenant, this has been a great thing.

Maj-Britt: board exec process, clarifies things before the meetings. Process of having that has been going on a long time, but previously minutes were not made available. Governance has been working well and we have a better understanding of it.

Erich: First full year with Maj-Britt, many changes from this, but we support her and help her do her work. Rearranging staff assignments. Think that working relationship between board and minister has worked well.

Susan: Better at following through, letting people know about decisions, we never told people and so decisions were not always final since people did not know about it.

Scott: People have done well with setting goals and then following through on those, stay on target. They do not meander off. Also, they are collecting information that they need to make those goals. People are working hard to attain goals, this is why we are accomplishing so much.

George: E-voting helped us not get so clogged up at meetings, we could make decisions in between. Receiving agenda in advance, much easier to prep and also saves a lot of paper.

Governance task force was looking for a solution and a way to do things better. The contributing factors are all part of governance described by Hodgekiss.

### **What can we do better, or improve on?**

Increase visibility of board in the congregation – making statements on Sundays, need to continue to work on that. Try to be a living part of the congregation, we can do more on this.

Mary: Need to get message into order of service regarding who is the board member of the month. This procedure is not in place yet.

Steve: We might go back and review our goals from January, maybe in June or July to see where we are.

Scott: Simple Church concept, bringing in new members, canvassers are not reaching new members in a timely way. We could focus on programs to get new members more involved in a gradual way since there are so many jobs to get done.

Susan: Has the goals chart from last year, but we are out of time to revisit that now.

## ANNOUNCEMENTS

### 1. Board Retreat January 2010

Signup sheets for this, and we will do the board member of the month sign up sheet at the retreat.

Erich volunteered to be BOM for Jan.

George will send a reminder, the retreat is to be Jan. 15th, 7-9p and Sat. Jan 16<sup>th</sup> 9-3:15p. The retreat will be held in the Jones Bldg.

Barb volunteered to setup. Lunch signup was sent around during the meeting, to select a meal. Also we need people to volunteer to bring snacks and beverages, everyone will need to clean up. Paige and George will do the chalice lighting/reading. George wants someone to email him the Board Covenant as a softcopy. *Simplicity, patience, and compassion* is the title of the 2010 Retreat.

George plans to finish the retreat with 3 clear goals for the board for the year. Smart goals, specific, measurable, attainable, realistic and timely. Friday evening will be setting the stage for the rest. People will be asked to share something about themselves. Maj-Britt will have major part of that session, goal setting, working on common goals.

Sat 9-12 Governance task force. This time will be devoted to establishing clear lines of responsibility, roles of stakeholders. Focus on accountability and how decisions are made.

Lunch 12-12:30 only. Start promptly at 12:30.

Ending session, nuts and bolts, how to handle things. Need to be more clear on how things happen so as board members we are not surprised. Build in a timeline and a point to measure where we are during year on our goals.

George will continue to keep everyone updated via emails.

Bring the Hotchkiss book, but no specific reading assignment. Mary LeMay has two more copies if people need them. She will place them in the office for people to borrow.

## CONSENT AGENDA

The consent agenda consisted of the following items:

- For Receipt:
  - [December Exec Com Report](#)
  - [Council minutes](#)
  - [Nominating Committee Report](#)
- For Approval:
  - November Minutes (not included here)
  - [Staff job description](#)
  - [Congregational meeting minutes](#)
  - [Redistribution of fund raising proceeds](#)

Susan McDaniel moved that the consent agenda be approved. Bob Weston seconded. Unanimously approved.

Note: Later in the meeting, it was suggested the Nominating Committee report should have been on consent agenda. This was agreed to so it was added.

## REPORTS

### 1. Nominating Committee Report

2009 Nominating Committee Report

The four Members of the 2009 Nominating Committee were:

Mia Prior (final year)  
Rick Szymanski (final year)  
Cathy Cole  
Laura Gilliom

We first met in August 2009 with the mission to nominate three Board Members plus a Vice Chair. We were able to recruit and nominate five candidates for the Board and one candidate for Vice Chair. After making the request as detailed in the bylaws, we received no additional nominations from the church Membership.

Nominations for Board Member were: Josh Socolar, S.A.M. Brooks, Maggie Scarborough, Patricia Learned and Peter Witt

Nominee for Vice Chair was: Paige Smith

The election was held as described in the bylaws and all were elected except Peter Witt and Patricia B. Learned who both remain alternates for any Board Member who resigns.

#### HOW WE FULFILLED OUR CHARGE FROM THE BOARD:

This year, it seemed not that difficult to find people willing to run for the board. There is a lot of buzz about the Governance model that the Board is implementing, and we were able to talk to people about how the Board is changing, and the structure of the church as well, to be more vision and policy oriented, and less task oriented. We also held "Meet The Board" sessions, again which seems to be a good way to solidify a potential candidate. It helps a church member better understand what they are getting into and make a serious commitment to run (or not to run). We had about 10 people attend 2 sessions, and 6 of them ran.

#### OBSERVATIONS

Overall we received considerably more positive than negative responses from those being asked. There was still a concern about the time commitment involved in being on the Board. It would be a lot easier if the term were 2 years instead of 3 years for people to make this commitment.

We did run into some scheduling issues this year too, because we really only got started in August. The church was largely closed in July, and the church calendar was very full already when August came. We had wanted to do more publicity to the congregation about the Board, as we had done last year. We were not able to schedule a "Within These Walls", and had to rely on the bulletin and newsletter articles. We also tried doing some tabling at Coffee Hour to publicize the "Meet the Board" sessions. Phone calling is still the number one way to recruit people. But one other thing that worked was that Mia made an announcement at Choir for Board members and that's how Josh Socolar decided to run. This could be tried in the future in other small groups and committees.

Also, we were able to use churchwide email messages to publicize the election.

## RECOMMENDATIONS

We recommend:

- The schedule of the Nominating Committee be changed to start earlier this year
  - o April Board meeting: Board affirms two new Nominating Committee Members. Since the Nominating Committee Members are appointed by the Board it is imperative that this be done in a timely manner. May: Committee meets to discuss timeline and review last year. Look at the Fall calendar and start planning for Meet the Boards, publicity etc. September is when most of the work needs to happen to find candidates.
  - o Early October: get final commitments from candidates.
- That members identified as considering running for Board Member be invited to Board meetings. (if there is enough time)
- That the Board continue the Meet The Board sessions in 2010
- That Nominating Committee make announcements next year at various small groups or committees in the church (where more active members are likely to be) to find people willing to run
- That voting process be re-examined to see if there is a way to have members vote online, rather than having to count paper ballots. We had about 1/3 of the church voting in this election. We might have higher participation if voting were easier.
- Lastly, that the Nominating Committee be asked to make an annual report to the Board and that historical confidential files be kept at the church of recruiting as help to the committee in the following year(s). Note: this was requested last year, and I am not sure if it ever happened. If there were files in the church, I was never informed of it as the committee chair.

### Comments on Nominating Committee Report

Two people will be rotating off, so please recommend two new people, we need them. George asked that this be put on the timeline, when do we need these names.

Where can we keep confidential records for people? Noted that we do not have a good policy on this. In particular, want to keep records of individuals asked who declined to run, and if possible why they declined.

Why is this confidential? Do not want it on the web. We do not know who did not agree to run and why not, but this is helpful to future nominating committee activities so they do not keep asking the same people.

Asked if they could be stored in finance office? Could they instead be passed on from chair to chair by the affected committee.

Moved that this report be added to consent agenda. Seconded. Passed unanimously

## 2. Minister's Report

### **Mid October to Mid December 2009**

At the Board retreat in January I will be taking some time to explain my role and what the basic tasks are that I do on a daily or monthly basis. So I won't take the time in this report to outline those, nor repeat them every month. At the retreat I will also share my goals for the next year, and those of some of the staff. Hopefully this will inform our discussion of Board goals and allow us to set some mutual priorities. Then in future reports I can simply share how progress on them is coming, or any out of the ordinary experiences during the previous month.

For this report I'll bring you up to date on the staff situation.

In November as most of you know I went on a number of trips, all turned out to be worthwhile, I'm happy to report. The trip to an Alban Institute workshop called "Supervising Staff in a Multiple staff Congregation" gave me some excellent materials to use for the various issues Andrea (in her new role as Congregational Administrator) and I are dealing with right now in hiring staff and re-writing job descriptions.

At the Alban Institute Workshop, Susan Beaumont informed us we should be spending about 30% of our time in staff supervision work. That was probably the case this past month or so. Primarily I have worked closely with Andrea to reshape the office position and to find a new hire. In Andrea's new role as supervisor of the assistant she is taking on a management role of all things concerning contracts. The assistant is then carrying out some of the detail work under her supervision. During this time Andrea reviewed over 100 job applications for the O.A. position and then passed on the top candidates to me to read. We each interviewed a number of them by phone and then interviewed two in person. Both of the two candidates were excellent and we chose the person whom we felt would fit in best with the staff team. She will begin on January 4th. At the time of this writing it was not yet official, so I'll share the name when we meet. Then we will share info with the congregation.

Andrea and I have also formally rewritten the job description and asked the Personnel Committee (Bob Weston, Susan Spalt and Barb Chapman) to review it which they did. It is on the consent agenda.



The other time consuming item this past month was the completion of Performance Appraisals for five staff members. For each staff member I asked half a dozen or more people whom the staff member had identified to write comments based on their job descriptions and core competencies. I then read them all, and compiled a summary and met with each staff member after they had written their self evaluation. I will report on a few details from those, and as I said share the staff goals at the retreat.

#### Comments on Minister's Report

Susie Warden has accepted the office assistant position. Read a personal history of Susie.

Start on Jan. 4, working 25 hours per week. We had over 100 applicants for the position.

There is no waiting period now for insurance at our church. Request made to implement a 30 day waiting period for insurance for hourly positions.

Board agreed, but wanted to make sure that Ms. Warden knows, since this is a change. No opposition but be sure she does not cancel her current insurance before it this is in effect.

Ms. Warden will report to Andrea.

Changes to Andrea's job will be released by Maj-Britt. Susie will take over some of the detail work from her.

Faithfully,

Maj-Britt

#### **ACTION ITEMS - PAST**

##### **1. STP Charter**

This item was postponed to the December meeting. This item postponed again to the January 2010 meeting.

##### **2. Annual Review of Minister**

This item is now updated to an annual review of ministries and minister. Most UU churches review the minister and ministries at the same time. Since they are closely interrelated, this is the trend in other churches.

Review of ministries and minister

This from Jim Magaw:

At our last CoM meeting, we decided to initiate a new comprehensive review process that will include all the ministries and committees of the church.

Briefly, what we will propose to the board is that the CoM will work this spring with all groups that participate in the church council to help them develop concrete goals for the coming program year, based on the stated mission of the church and the individual committees'/ministries' charters and missions. Halfway through the year we'll have a check-in to monitor progress toward the goals, and at the end of the year we'll have a review to see which goals have been attained and which have not, and to make goals for the next year.

What this means in terms of a review of the minister is that the board will need to work with Maj-Britt to develop concrete goals for her and for the church as a whole for the coming year. As above, there will need to be a mid-year check-in and an end-of-year assessment.

It does not make sense to us to have a review of the ministries of the church (or the minister) at this time since we have not had specific goals to measure against.

In the meantime, we will encourage people to give direct feedback to church leaders and to the committee on ministry if they have concerns that need to be addressed right away.

Jim McGaw will be working on this next year. So far, it is in outline form, beginning early next year.

## **NEW BUSINESS**

### 1. Annual Report

Recommended that Steve M. work on annual report with board chair.

What about people that are leaving the board, who still need to write a report? Now that we have one, and it is useful, Board should support completing report each year. Erich thinks that this year the committees will write their own reports instead of the board liaison.

Concern expressed that people will not write these. Reports distributed this year were of great interest.

Erich requested that more pictures to be included of activities in the church. Can be of any church activity. Must get permission.

Reports were a good exercise in board visibility. Paper type is very important. High quality paper is nice, but it is so expensive to mail. Need to pay attention to that for the bulk mailing. Save a great deal if a 20lb or less is used.

### **ACTION ITEMS - NEW**

Susan: Thank nominating committee, follow up with Mia for recommendations for new members.

Maj Britt: Ask Andrea for a storage place for confidential records

George: Retreat task sign-ups will be sent out again

Erich: Contact council members for report additions.

**Outgoing board members thanked for all their hard work.**

### **ADJOURNMENT**

The next Board meeting is Tuesday, January 19, at 7 pm.

The meeting adjourned at 8:30 pm.

## Community Church of Chapel Hill - Executive Committee Meeting

**Date:** December 8, 2009 @ 7:00 p.m.

**Present:** Barb Chapman, Maj-Britt Johnson, Erich Lieth, Scott Provan,  
Susan Spalt, George Thompson

### Topics Discussed

- Board Learning
  - George & Susan S will do for December 15 BOD meeting
  - Scott suggested a session on on-going stewardship
    - The how and why
    - Probably early in the year with Frankie Price-Stern and Peter Witt
  - For January 2010 Andrea Sordean-Mintzer will be asked to do “How to Understand the Budget”
  
- Board Retreat
  - All sessions will be in the Community Room
  - George will give out the agenda at December BOD meeting
  - George will ask someone to handle food (other than food at lunch)
  - Barb will have sign-up for lunch choices (Breadmen’s) at December BOD meeting
  - Barb will do set up for Community Room
  
- Do we need another capital campaign?
  - Use of Manse
    - Some groups have moved out of meeting there because of comfort, e.g., lighting, heat, space
    - Do we need another capital campaign to bring it up to par for use?
    - The manse is included in our projections for rental income, and rental income is not likely unless it is a comfortable place to meet.
  - Other capital issues that have arisen
    - Improving commons

- Improving gardens
- Maj-Britt says this should all be a part of The C3HUU strategic plan
  
- Notes from Congregational Meeting
  - o Susan Spalt will recreate notes
  
- Annual Report
  - o Erich will do again, but needs help.
  - o Tifani can help with this to some extent, e.g., reminding people to get their reports in
  
- Summary of 2009 BOD Year
  - o Erich will do this at the end of the December BOD meeting
  
- Annual review of minister
  - o Jim Magaw is coordinating this process, including surveys of congregants and church leaders.
  - o How and where should the documentation regarding minister's review be maintained?
  - o MBJ's review will be same as other staff, that is, on job description
  - o Goals are set in addition to what is in each job description.
  - o MBJ felt her time at the Alban Institute was very helpful in many ways, including learning about goal setting, e.g., goals should be ambitious and may not be fully achieved, but they should be Specific, Measurable, Attainable, Realistic, and Timely.
  - o CoM's role is to evaluate all church ministries
  
- Job Descriptions
  - o Job description for Office Assistant has gone to HR and will go to December BOD meeting
  - o Marion Hirsch's job description (Lifespan Religious Education Director) will be amended as she goes to full time
  - o Andrea Sordean-Mintzer's job description (Congregational Administrator) will also be amended

o Tifani Hencke's job description (Membership & Volunteer Coordinator) is a work in progress

• Staff recognition

Susan suggested doing a

o Bio in newsletter

o Cake between services or during the week in the office area

## **Staff job description**

### **Position Description: Office Assistant**

Reports to: Congregational Administrator

This is a part time position: 25 hours per week.

Required hours: Monday – Friday, 9-2, or as determined by supervisors

#### Overview:

Provides general clerical support of semi-routine nature under close to moderate supervision. Provides direct support only to the Congregational Administrator, Minister, Membership Coordinator, and Board President; but serves the entire congregation through attention to good communications via phone, email, and those publications for which the position is responsible.

#### Primary Responsibilities:

Checks mailbox

Answers phone, email and voicemail, and facilitates information sharing.

Maintains church calendar – scheduling of events and building usage

Maintains office files

Produces monthly e-newsletter and sends PDF copies to designated list

Prepares Sunday bulletins

Maintains copier in running order

Assists volunteers in use of copier.

Maintains other office equipment and orders supplies

Welcomes weekday visitors, including visitors to art exhibit, and provides information about the church as needed.

And other tasks and responsibilities as needed.

In assisting the Membership Coordinator: Enters data on membership and guest records and as needed into the database

Under the direction of the Congregational Administrator the Office Assistant:

Assists with building rentals, parking rentals, and other facility and operational concerns.

Oversees distribution and use of keys to facilities

Assists with financial reports and other data reports

Other:

The Office Assistant will be expected to learn church organizational structures and policies and procedures, and operate under these guidelines.

The Office Assistant will abide by the Staff Covenant.

Core Competencies:

Good interpersonal skills

Ability to juggle multiple tasks and prioritize tasks during a busy day.

Welcoming and friendly personality.

Able to maintain confidentiality

Willing to take direction and also work independently.

Qualifications

2 years of college in business administration or equivalent

2 years work experience preferred

Experience working in churches or other non-profits preferred

Proficiency with Microsoft word, excel, Publisher necessary.

Salary: Will be determined by UUA Geo Index #3 guidelines for an Office Assistant

FSLA Status: Non-exempt



## **Congregational Meeting minutes**

December 6, 2009, 1:00 PM

Erich called the meeting to order shortly after 1 PM. Maj-Britt Johnson, minister, gave a reading while Erich lit the chalice.

### **Recognition of Outgoing Board Members**

Erich Lieth and George Thompson recognized outgoing board members Susan Spalt, Joan Meade and Patricia B. Learned and thanked them for their service. They were presented with beautiful UU soy candle mugs made by George Thompson.

### **Recognition of Board Secretary, Laurence Kirsch**

Susan Spalt recognized the considerable contributions of board secretary Laurence Kirsch.

### **Presentation of Volunteer Recognition Awards**

George Thompson presented volunteer recognition awards:

Out of Sight Awards for valuable service that is often unseen to Susie Hafer, Dick Wheeler and Jim Fyfe

Service Beyond These Walls Lynn Davis

Religious Education Kim Gush

Al and Ann Sawyer Within These Walls Award to Susan Spalt

Susan Spalt and George Thompson recognized Erich for his service as board chair and presented him with a thank you gift.

### **Share the Plate Update**

Joan Garnett presented an Update on Share The Plate

### **Highlights**

\$33,165 has been raised, more than 3 times our goal. 31 organizations have been recipients. The congregation has been informed about the organizations and collaboration between committees has been enhanced. The complete report will be posted on the website.

### **Endowment Committee**

Kari Andrade gave a brief report on the Endowment Committee's work.

Erich introduced the vote on the Endowment Committee member candidates. Mary LeMay made a motion to vote by acclimation. The motion was seconded by Allen Spalt. The motion carried. The slate of candidates was approved by acclimation:

3-year terms: Kari Andrade and Frankie Price Stern

2-year terms: Jay Miller and Marybeth Powell,

1-year term: Mary Hewlett

#### Stewardship Report

Peter Witt presented the stewardship report.

The average pledge is 4 % higher this year than last (\$1,677)

The church has lost 22 pledging households and added 39.

The congregation is on target to meet to goal of \$425,000 and has \$404,00 already pledged.

#### Treasurer's Report and Vote on Budget

Scott Provan presented the treasurer's annual report for 2009. Scott stated that STP was a huge success and did not reduce the pledges; in fact it may have helped to enhance them.

The congregation voted unanimously (72 to 0) to accept the 2010 budget as presented.

#### New Board Members and New Board Chair

Erich introduced new board members:

Paige Smith, vice chair

SAM Books, Josh Soccolar, and Maggie Scarborough board members.

Erich presented the President's Chalice Pin and Roberts Rules of Order to George Thompson, incoming Chair.

The meeting was adjourned at 2:00 PM.

Return to agenda

#### **Request to redistribute fund raising proceeds**

I am requesting a redistribution of the fund raising we have done for the youth program for this year.

Originally we requested that 80% of the football parking go to the Straley Fund. Instead I would like that funding to go to the Youth Activities Special Fund to be used for the Coming of Age Trip.

The reasons are as follows:

1. The Straley Fund will be getting money from Share-the-Plate in March and the Services Auction in February. And we will have enough money in the Straley Fund to fund youth travel for this year.
2. Basketball parking is not raising the money for the Coming of Age trip that we had hoped. Basketball parking is down this year significantly. So I would like to transfer the funds from football to the Coming of Age trip fund.

Thank you and please let me know if you any questions.

Marion