

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of April 13, 2010

Present: Sam Brooks, Barbara Chapman, Mariana Fiorentino, Mary LeMay, Erich Lieth, Steve Marshall, Susan McDaniel, Maggie Scarborough, Paige Smith, Josh Socolar, George Thompson, Bob Weston

Ex Officio: Maj-Britt Johnson (by phone for part of meeting), Scott Provan

Minutes: Laurence Kirsch

George Thompson called the meeting to order at 6:59 pm. Paige Smith, the Board Member of the Month, lit the chalice and read from *Women Praying*.

BOARD DISCUSSIONS

1. Governance

Susan McDaniel led the Board Learning discussion, which was a first reading of policies. There was general consensus with the proposed policies, with the qualified exceptions of the points (generally points of clarification) noted below.

Regarding Policies on Resources: “Unrelated persons” are persons who are not members of the same family. Susan said that three months of financial reserves is standard for organizations, and Scott Provan said that we are nowhere near that. There is apparently no penalty for failure to maintain reserves. Steve Marshall asked for stronger definition of the purposes for which reserves can be used. Josh Socolar asked where we define who has access to records, and Barbara Chapman replied that text will be developed.

Regarding Powers Reserved to the Board: Mary LeMay raised the question of whether over-spending limits should be defined as a fixed number (\$500 or \$2,000) or a percentage of the total budget. Barbara Chapman said that this requires further thought. Scott raised the question about whether the proposed budget policy allows anyone to run expenses up to \$500 over budget without Board approval, and Barbara suggested that the authority to run over budget is probably limited to certain persons.

Regarding Care for Staff: Susan said that we are already more or less running on the proposed procedures. Josh suggested that we need a policy that specifies which positions, or which types of positions, may be filled by church members at the discretion of the Chief of Staff.

Regarding Care for People: There was little discussion.

Time was not available to address the open questions.

There will be a second reading of the proposed policies at next month’s Board meeting.

George Thompson asked if we can allot 45 minutes of next month’s meeting to governance

issues. There was general agreement that it would be helpful for there to be 45 minutes of discussion, and for there to be earlier distribution of documents to Board members.

2. Fiscal Year Change

Scott Provan explained that the Budget Team (including himself and Andrea Sordean-Mintzer) worked out a calendar for a fiscal year change starting July 1, 2011. This will make Andrea's job easier as tax and budget work will no longer need to happen at the same time. The problem might be that people like to plan donations at year end, when they are doing their personal income taxes, and they may not want to make pledges when taxes are coming due in April.

Mary LeMay expressed skepticism about a fiscal year change solving any problems.

Scott discussed the new calendar for developing a budget. The timing of the election and seating of new Board members may need to be changed to be synchronized with the budget calendar.

Sam Brooks moved that, beginning July 1, 2011, the fiscal year become July 1 through June 30 as recommended by the Fiscal Year Budget Task Force. Bob Weston seconded. Barbara Chapman suggested that there be a task force to consider the implications of the fiscal year change. Erich Lieth said that there are many open questions about detailed implementation issues. There was discussion about how important these implementation issues might be. Mariana Fiorentino wondered if we might be too far into 2010 to make the change in 2011, particularly because of the current budget shortfall. There was discussion of the need for a canvas for contributions during the six-month fiscal period transition. Scott explained the Budget Team's rationale for its proposal. Paige Smith pointed out that we will have a canvass problem this year regardless of the fiscal year change because we do not have a Stewardship Team in place. Sam suggested that we could do a stewardship campaign this fall for the next eighteen months. Erich suggested that the July 1, 2011 deadline be eliminated from the motion. Scott said that there is no urgent need for this change. 5 ayes, 6 nays, 1 abstention. The motion failed.

Erich moved that the Board change the fiscal year to July 1 through June 30 as recommended by the Fiscal Year Budget Task Force. Susan seconded. 8 ayes, 3 nays, 1 abstention. The motion passed.

George said that the May agenda will include examination of procedures for changing the fiscal year.

ANNOUNCEMENTS

1. Thomas Jefferson Annual Meeting

Currently, Frankie Stern and Maj-Britt Johnson are the only people who will be attending this meeting on April 30 and May 1 in South Carolina.

2. General Assembly

For the General Assembly in Minneapolis, the CCCH delegates (so far) are Mary LeMay, Frankie Stern, and Kari Andrade.

3. Loan and Mortgage Consolidation

George Thompson signed and executed at the BB&T Bank a loan and mortgage consolidation. The documentation has not yet arrived.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - Church Council Minutes
- For approval:
 - March Board Minutes

Barbara Chapman asked that all pertinent documents be attached to the March minutes. Laurence Kirsch said that he would do so and re-issue the March minutes later this week.

Barbara moved that receipt of the Church Council Minutes be approved. Maggie Scarborough seconded. Unanimously approved.

ACTION ITEMS – OLD

1. Meeting Length

George Thompson reviewed the four proposed options for meeting start and ending times. Going around the room, Board members made the following observations:

- Josh Socolar and Erich Lieth cannot arrive until 7 pm. George Thompson said we need to respect employed Board members' need to start no earlier than 7 pm.
- Susan McDaniel finds it difficult (i.e., tiring) to go past 9 pm, but can commit to go until 9:15 pm.
- Maggie Scarborough, Sam Brooks, and Mariana Fiorentino think that meetings will fill the time available for their completion. They therefore want meetings to start at 7 pm with goal of ending at 9 pm, with the possibility of extending the meeting as needed.
- Susan and George noted that the Board Learning has shifted to governance issues. Paige Smith said that the governance discussions must take place either on-line or in person. George and Mary LeMay think that we need adequate time for the governance discussions. Mary asked if the need for longer meetings is temporary while we deal with governance issues.
- Erich said that 10 of the 11 meetings he chaired went over two hours. He did not think

we had sufficient time tonight for the policy discussion, if we stick to two hours we need to drop some issues. Josh has found meetings to be rushed. Barbara Chapman thinks that we need extra time.

- Paige is flexible about start times. Scott Provan and Bob Weston are flexible. Steve Marshall prefers to start at 7 pm and go later if necessary.
- George proposed that meetings start promptly at 7 pm, and that meetings will end at 9 pm or as soon as feasible thereafter.

2. Fundraising Report

Bob Weston said that the Fund Raising Committee (with himself as Chair, Scott Provan, Jill Baker, Terry Baker, Jen Birenbach, and possibly Eleanor Armstrong) has developed fundraising ideas (e.g., get \$50 per old refrigerator from Progress Energy) that they believe may raise \$5,000. A brainstorming session is slated for this Sunday the 18th at 12:30 pm.

3. Budget Cut Report

Maj-Britt Johnson has reported that \$12,000 in costs can be cut.

4. Mission Statement

Paige Smith and Josh Socolar have developed a plan and timeline for gaining congregational approval of the proposed Mission Statement. Actions include information in bulletins, tabling, distribution of ballots, and timing of the voting due date. Approval apparently requires approval by 80% of those voting, and that those voting must constitute a quorum, which is 15% of the membership. Only congregation members can vote.

Ballots will be available at Church on specific Sundays. Ballots will be mailed to members who do not pick up their ballots at Church. Josh will stuff envelopes. There was discussion about whether other documents (the Covenant of Right Relations, the annual report) could be mailed with the Mission Statement ballots. Josh does not want the annual report mailed with the Mission Statement because it is short and may be ignored if it is mailed with other (and much longer) documents.

Susan McDaniel moved that Josh Socolar and Jim Magaw be delegated the authority to develop procedures for voting on the Mission Statement and the Covenant of Right Relations. Mary seconded. 11 ayes, 1 abstention. The motion passed.

ACTION ITEMS – NEW

1. Board Calendar

Barbara Chapman moved that the Board meet on the second Tuesday of each month beginning in September. Mariana seconded. Unanimously approved.

REPORTS

1. **Minister’s Report**

There was no discussion of this item.

2. **Previous Month’s Action Items**

All action items have been completed.

3. **Executive Committee**

Barbara said the minutes have some typos with respect to “Messy Rooms.”

ADJOURNMENT

The next Board meeting is Tuesday, May 12, at 7 pm.

The meeting adjourned at 9:05 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Mission statement inserts for April 18 & 15 bulletins	Paige Smith	04/14/10
Working out details of moving forward with Mission Statement (voting, tabling, mailing) and possible coordination with Committee on Ministry’s Covenant of Right Relations	Josh Socolar	ASAP
Updated, detailed fundraising recommendations report	Bob Weston	05/07/10
Treasurer’s report for first quarter	Scott Provan	05/07/10

Governance

Version: April 2, 2010

Policies on Resources

Policy: Accounting

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The congregation's financial accounts shall follow generally accepted accounting practices for congregations of our size including annual audits.

Particular care shall be taken to distinguish donor-restricted, temporarily restricted, voluntarily restricted, and unrestricted funds.

Written procedures shall govern the handling of receipts, access to cash and bank balances, approval of expenditures, payment of invoices and other obligations, and management of invested funds. The functions of record keeping, bank reconciliation, and disbursements over \$2,000 shall be under the control of two unrelated persons.

The following persons are permitted to sign checks: the Treasurer, the Chief of Staff, the Congregational Administrator, and Chair of the Board of Directors.

Policy: Insurance

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The congregation shall maintain adequate insurance to:

- Protect the investment in our land and buildings.
- Protect the congregation against liability for injuries of others.
- Protect the congregation against misdeeds or malfeasance by the Minister, Chief of Staff, staff members, or congregation members, friends, or visitors.

The Chief of Staff shall annually review the insurance coverage and report to the Board of Directors any concerns.

Policy: Reserve Funds

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board of Directors shall maintain sufficient reserves to:

- Cover no less than three months of operational expenses.
- Cover unexpected or emergency building repairs, upgrades, or xxx. The amount maintained in this account shall not be less than the insurance deductible of catastrophic loss insurance plus the cost of replacing the roof of the sanctuary.

Reserves shall be replenished after complete or partial depletion. Replenishment will be completed in no less than three years from the date of withdrawal.

Policy: Endowments

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

An Endowment Fund shall be maintained by the Board of Directors and placed under the supervision and care of the Endowment Committee. The Endowment Committee will operate in accordance to its charter. Changes to this charter must be approved by the Board of Directors.

Policy: Benevolence Fund

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

A Benevolence Fund shall be established by the congregation. The Benevolence Fund shall be administered by a three person committee Benevolence Committee appointed by the Board of Directors. The Benevolence Committee shall develop written procedures for the administration of, acceptance of contributions to, and disbursement from the Benevolence Fund. These procedures will be approved by the Board of Directors and shall be added to this policy.

Policy: Document Retention

Date of First Reading:
Date Affirmed:
Date Adopted:
Suggested Date of Review:

The Chief of Staff will develop, and the Board of Directors will approve, written procedures to govern the retention and destruction of documents. The procedures will include definite retention periods for classes of financial, business, pastoral, personnel, and corporate records in both paper and written form. These procedures will also outline storage of, protection of, and access to these records.

Powers Reserved to the Board

Policy: Debt

Date of First Reading:
Date Affirmed:
Date Adopted:
Suggested Date of Review:

Only the Board of Directors may incur new debt on behalf of the church and congregation.

Policy: Budget

Date of First Reading:
Date Affirmed:
Date Adopted:
Suggested Date of Review:

The Board of Directors sets the church budget for the fiscal year based on figures submitted by the CoS. Only the Board of Directors can approve spending in excess of \$500 over budgeted line items or in excess of \$2,000 over the total budget for the fiscal year.

Policy: Investments

Date of First Reading:
Date Affirmed:
Date Adopted:
Suggested Date of Review:

Only the Board of Directors can buy or sell real estate or invest in securities other than bank deposits or high-quality money market funds.

Policy: Restricted Gifts

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

Only the Board of Directors may accept a gift that is restricted by the donor as to use or purpose.

Policy: Tax-exempt Status

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

No member, friend, staff person, or other person affiliated with the church shall take any action that will jeopardize the congregation's tax-exempt status under local, state, or federal law.

Governance Implementation Plan – Revised 4/9/10

1. Started w/ charge
2. Definition, philosophy, & plan – presented to & accepted by BOD 9/15/09
3. Goals & concerns we'll address
 - a. Establish clearly defined roles, responsibilities, authority, accountability, & relationships
 - b. Clarify communication channels
 - c. Develop policies & procedures which ensure effective governance
4. Who will have input
 - a. Board
 - b. Council
 - i. Learning & update
 - c. Congregation
 - i. Newsletter article
 - ii. WTW – as appropriate
 - iii. Informal information sessions
5. BOD action
 - a. Definition, philosophy and Plan
 - i. September 15, 2009 – accepted
 - b. Mission
 - i. October 13, 2009 – first draft & congregational feedback
 - ii. November 2009 – town hall meeting, 2nd draft, tabled until Feb 2010
 - iii. February 2010 – New task force
 - iv. March 16, 2010 – Presented to BoD, Accepted & sent to Congregation for approval
 - v. Congregational vote upcoming
 - c. Policies on Delegation
 - i. October 13, 2009 – EC delayed
 - ii. March 16, 2010 – affirmed
 - d. Policies on Management
 - i. Delegation to others, Care for people, Care for staff, Care for resources
 1. 1st reading – April 13
 2. 2nd reading & affirmation – May 11
 - ii. Items reserved to board
 1. Open question – March 16
 2. 1st reading – April 13
 3. 2nd reading & affirmation – May 11
 - e. Policies on Discernment
 - i. Core Values
 1. Open question – April
 - a. What are our core values?

- b. Who decides this?
 - c. How often do we revisit this?
 - d. How do we align our actions with our values?
 - 2. 1st reading – May
 - 3. 2nd reading & affirmation – June
 - ii. Open Questions
 - 1. Open question – May
 - a. What open questions remain wrt discernment?
 - 2. Timeline for addressing open questions - June
- f. Policies on Oversight (Programs, Minister, CoS, Mission, Vision)
 - i. Monitoring
 - 1. Open question – June
 - a. Who shall monitor?
 - b. What are the measures?
 - c. How often?
 - 2. 1st reading – July
 - 3. 2nd reading & affirmation – August
 - ii. Evaluation
 - 1. Open question – June
 - a. Who shall perform evaluations?
 - b. How often shall evaluations be done?
 - c. What measures shall be used?
 - 2. 1st reading – July
 - 3. 2nd reading & affirmation – August
 - 4. 2nd reading & affirmation – August
- g. Policies on Governance
 - i. Board covenant
 - 1. Open question – July
 - a. What items of our covenant shall we revise?
 - b. How often shall we revisit our covenant?
 - 2. 1st reading – August
 - 3. 2nd reading & affirmation – September
 - ii. Board self-government
 - 1. Open question – July
 - a. Who sets the board agenda?
 - b. What are the limits on board items?
 - c. Define conflicts of interest & how to deal with them.
 - d. Who has the authority & responsibility to discipline and/or remove board members?
 - e. What is the standard for disciplinary action?
 - 2. 1st reading – August
 - 3. 2nd reading & affirmation – September
- h. Policies on Strategy
 - i. Strategic plan
 - 1. Open question – October
 - 2. Skip November for Budget meeting

3. 1st reading – December
4. 2nd reading & affirmation – January
- ii. Vision of Ministry
 1. Open question – October 12
 2. 1st reading – December 14
 3. 2nd reading & affirmation – January 11
- i. Evaluate By-laws for each new policy
- j. January 2011, begin trial run
- k. January 2012
 - i. Evaluate
 - ii. Modify
 - iii. By-law changes
 - iv. Adopt
- l. March 2012
 - i. GTF disbands
 - ii. Governance Committee forms

AREAS INCLUDED:

CARE FOR STAFF: compensation and benefits, creating and filling staff positions, discipline and discharge of staff, whistle blower protection, grievances, personnel manual

CARE FOR PEOPLE: Health and safety, non-discrimination, (under care for staff) universal access

Policy: Sexual Harassment

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

The chief of Staff will develop procedures, consistent with Federal law and the UUA Manual, addressing Sexual Harassment, for approval by the Board of Directors.

Policy: Other Harassment

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The church prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

The Chief of Staff will develop procedures, consistent with Federal law and the UUA Manual, addressing other Harassment

Policy: Evaluation of Staff

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of Staff will develop a clear evaluation process, based on the employee's job description that can be used for professional growth. Evaluations shall be conducted at least once a year.

The Chief of Staff will develop and implement a plan for improvement of performance for each staff member who receives a below standard or unsatisfactory rating on a performance evaluation. The Chief of Staff shall establish criteria that will be deemed evidence of a "below standard" or "unsatisfactory" rating on a performance evaluation. The evaluation process will be included in the Personnel Manual.

Policy: Employee Termination Policy

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

An employee may resign at any time. A three week notice to terminate employment with the church should be given.

The Chief of Staff may recommend the termination of an employee for cause. If an employee is not performing his or her job according to the standards established by the Chief of Staff, the Chief of Staff will address identified performance deficiencies. Employees will be given three documented sessions in which the performance issue will be discussed and a plan of action to remedy the situation will be agreed upon. If the performance issue continues, the employee may be terminated at the third session. All documentation will remain in the employee's permanent file to which the employee will have access. The Board of Directors must approve the termination of employees.

The employment sessions can be waived by the Chief of Staff and the Board of Directors in the event that an employee engages in any illegal activity or in any other activity deemed to be detrimental to the well-being of the church and its congregation.

Procedures for implementing this policy are the responsibility of the Chief of Staff and must be included in the Personnel Manual.

Policy: Grievance Policy

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

When a grievance cannot be resolved through a process designated by the Chief of Staff, the employee may submit the grievance to the Chair of the Board of Directors who shall gather the evidence necessary to conduct an investigation. The Board Chair shall recommend a solution to the employee and the Chief of Staff. If the grievance is not resolved, the employee may seek a review by the Board of Directors. The resolution recommended by the board will be binding upon the employee, the Chief of Staff, and the congregation.

Policy: Personnel Manual

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of Staff will develop personnel procedures in consultation with staff and the Human Resources Committee. Personnel Procedures must support the mission of the church and be consistent with board policy, as necessary to maintain an effective and productive staff. These policies and procedures shall be incorporated into a personnel manual that the Chief of Staff will provide to each staff person.

Open Questions

1. What changes to the Personnel Policies and Procedures must be approved by the Board of Directors. (currently Changes to Personnel Policies and Procedures must be approved by Board of Directors.)
2. How can the board ensure that the Chief of Staff is responsible to employees without some knowledge of Personnel Policies and Procedures?
3. What role does the board need to take in order to ensure that the PPP supports the church's mission?

Policy: Compensation and Benefits

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board of Directors will approve Fair Compensation of church staff. Compensation will take into consideration *UUA Fair Compensation Guidelines*, recommendations of the Chief of Staff and of the Human Resources committee.

Policy: Non-Discrimination, Equal Opportunity Policy

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Community Church of Chapel Hill Unitarian Universalist is an equal employment opportunity employer. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with federal, state and local laws and without regard to race, gender, gender identity, color, religion, national origin, age, disability or any other classification protected by law. Discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Chief of Staff.

When a complaint about discrimination in the workplace cannot be resolved through a process designated by the Chief of Staff, the employee may submit the complaint to the Chair of the Board of Directors who shall gather the evidence necessary to conduct an investigation. The Board Chair shall recommend a solution to the employee and the Chief of Staff. If the complaint is not resolved, the employee may seek a review by the Board of Directors. The resolution recommended by the board will be binding upon the employee and the congregation.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

Policy: Members As Staff

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The chief of Staff is authorized to determine which staff positions may be filled by church members.

Policy: Selection of Staff

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The chief of Staff is responsible for the development of staff positions and for the selection of staff. The Board of Directors must approve new staff positions and new hires.

CARE FOR PEOPLE

Policy: Health and safety

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of Staff is responsible for developing procedures which protect the health and safety of all persons using church facilities.

Policy: Universal Access

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of staff will work with staff and church members to ensure universal accessibility to facilities to the maximum extent possible.

Policy: Non-discrimination

Date of First Reading:

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Community Church of Chapel Hill Unitarian Universalist is a welcoming congregation. Membership in The C3HUU will be allowed without regard to race, gender, gender identity, color, religion, national origin, age, disability or any other classification. Participation in church activities, church leadership, and xxx will be allowed without regard to race, gender, gender identity, color, religion, national origin, age, disability or any other classification.

Community Church of Chapel Hill – Executive Committee Meeting**Date:** April 6, 2010 @ 7:00 p.m.**Present:** George Thompson, Paige Hall Smith, Erich Lieth, Barb Chapman, Scott Provan, Maj-Britt Johnson**Governance**

- The Governance Task Force (GTF) is working on policies in the area of resources, care of staff, care of people, and powers reserved to BOD.
- Will we vote on policies from last time? (See excerpts from Hotchkiss, below.)
- What is the process for affirming, adopting, trial? (See excerpts from Hotchkiss, below.)
- GTF will stick to allotted time (30 minutes) and be well prepared for presentations.
- Will newsletter deadlines always work for notifying congregation about policies under consideration? George suggested that if GFT policy development schedule does not always coincide with deadline for newsletter submission, the congregation could be notified of the policies being consider through the all-congregation email. All agreed.

Announcements

- Thomas Jefferson Annual Meeting is April 30 & May 1 on an island off of South Carolina.
- General Assembly in Minneapolis – C3HUU delegates have been determined.
- Fiscal year change –
 - The process is underway.
 - A policy specifying who owns the budget process is needed. The Budget Task Force recommends the Chief of Staff prepares the budget with the help of staff. This is the process followed by many organizations such as ours; it is also timely in terms of the size of our congregation. Details need to be worked out
 - Has Cecilia Warshaw, or someone else who was involved the last time the fiscal year was changed, been asked about the challenges faced in orchestrating that change-over?
 - Stewardship needs attention. Maj-Britt said she would be willing to address this from the pulpit; George would participate. Erich said this is very powerful – for people to know there is a specific need and what the parameters of what is needed to be done.
 - A recommendation was made to announce that movement is being made toward changing the fiscal year, but delay presenting proposed changes. A small committee is needed to work on this – from the BOD(?)
 - Is there a Finance Committee? Yes, Scott has put together a budget team of knowledgeable, involved people who function as that committee. They do not meet on a regular basis; Scott calls the members together, and they respond, when an issue arises.
 - Scott will reformat the Fiscal Year Change Budget Task Force Report and send it

to George for the April BOD packet.

- The original charge to the Budget Task Force (BTF) was to investigate changing the fiscal year.
- At its April meeting, the BOD will vote on the fiscal year change and give the BTF a new charge
- How do we empower Scott to go off and develop a policy about the budget process? The GTF will be presenting at least one policy pertinent to this.

Action Items

- Meeting length decision
 - There will be a discussion at the April BOD meeting.
 - Will the decision be based on vote or consensus?
- Fundraising report from Bob Weston
 - The charge to the Fundraising Task Force was so come up with ideas for fundraising; Bob has several suggestions.
 - There has not yet been a meeting of the committee. George will contact Bob about who is on the committee.
- Budget cut report
 - Is ready to present
 - A little over \$10,000 was cut from committees (with the approval of those committees)
 - About +\$2000 will be raised from increasing parking fees
 - Is the congregation aware of the budget shortfall and what is being done about it? Paige did mention this to the Church Council.
- Mission Statement
 - We will go with the dates proposed by Mary LeMay: The announcement will be made in the April 18 bulletin, and voting will begin on May 2.
 - We need a volunteer from the BOD to coordinate the process, including distribution of Annual Report and voting on the Covenant of Right Relations.
 - Someone (Josh?) needs to do the Mission Statement announcement in newsletter and tabling.
- Use of manse for storing props
- Messy rooms
 - George will ask Glenn to check with Marion.
 - There should be a charge to Glenn regarding what happens to props after productions, e.g., donate them to other organizations.

Other

- Computer problems
 - Staff needs permission to contact an outside vendor for tech support
 - Staff has identified \$15,000 from special funds sitting unused for a long time
- Messy rooms
 - Storage rooms in the sanctuary, the Kirby room, and rooms in the manse are either

chock-full and/or quite messy.

- Maj-Britt and the staff are addressing this

CLARIFICATION OF GTF RATIONALE REGARDING ADOPTION OF POLICIES, HOTCHKISS, GOVERNANCE AND MINISTRY:

Why did the GTF recommend BOD affirmation rather than adoption of policies?

At each step, the GTF reports back to the board and senior staff and asks for **affirmation (not adoption)** of its work to date. Affirmation is a yellow light – permission to share the partial proposal with a wider group of leaders, then with all interested members. At each iteration, the GTF makes changes in response to widely held concerns and shares a revised draft with the board. Repeatedly along the way, the GTF explains the process to the whole congregation, so that everyone can know what changes are under discussion, who will decide about them and when, and what opportunities members will have for input in the meantime.

Once enough policies have been developed by the GTF and affirmed by the board to provide a reasonable safety net, the GTF asks the board (and the board may ask the congregation) to approve a year’s trial run of the new structure If the evaluation is positive, the GTF presents the structure . . . for final approval. **Only at this point are bylaws or other documents [e.g., policies] amended as required to make the changes permanent.**

Leaders find the new ways awkward and continually discover situations in which the new structure calls for behavior that surprises them, because they have not thought the implications through (Hotchkiss, p. 162)

Why does the GTF recommend two readings before adoption of a policy?

At the board meeting, the GTF presents its proposed policies in advance, gives feedback and chooses either to “affirm” the policies or not. Affirmation does not freeze the text or put the policies into force. It gives the GTF permission to present the policies to a wider audience before – perhaps – revising them further Nothing is presented to the wider audience that has not been affirmed by the board. (Hotchkiss, p. 172-173)

Why does the GTF submit open questions to the BOD?

As a separate step, the GTF shares an open question at each board meeting [see discussion of open questions, pp. 148-149] Typically the open question relates to the next set of policies the GTF plans to present for affirmation

An iterative process has several virtues. It honors the role of the GTF as imaginers-in-chief. It enables the board to play an important role in shaping the new structure in a reasonable amount of time. Sharing open questions elicits more helpful feedback from the board than could be obtained by presenting finished work. It keeps the process transparent to the membership without needlessly worrying people about alternatives unlikely to be chosen or con-

fusing them about where the process stands. It gives the GTF opportunities to seek input and to demonstrate its willingness to be influenced

If things go well, somebody will ask, “Didn’t we already vote on this?” To leaders, the whole process will seem repetitive, because at every step they will hear the same questions and concerns raised by a new and wider group of people. This repetition is the cost of systemic change.

The iterative process continues until the policies are complete enough to support a trial run (Hotchkiss, pp. 174-175)

Thomas Jefferson District Annual Meeting

If you are interested in attending as a delegate, please let me know as soon as possible. We need to submit a list of delegates before Friday. Check link for more information.

To: All Ministers, Presidents, and Board Members and Trustees of Congregations in the Thomas Jefferson District of the UUA

From: Jim Key, TJD President

Subject: Request for Information on Delegates to the Annual Meeting

The 2010 Annual Meeting will be held April 30 - May 1 at historic Penn Center on St. Helena Island, outside Beaufort, SC. See [**Annual Meeting information**](#). The business meeting on Saturday will address several important issues that require voting by informed delegates charged by their congregations. Those issues include adopting a policy manual and voting on a proposal to change the name of the district.

Please send to the TJD office via email or letter the names of your congregation's official delegates no later than Friday, April 16th. A worksheet follows that shows how many delegates each congregation is entitled to have. Each congregation determines how to select and charge its delegates.

Board Meeting Calendar Revision for 2010

Proposed calendar simplification for 2010.

To help avoid confusion about board meetings being held the “second Tuesday after the first Sunday” we propose having Board meetings always fall on the second Tuesday of each month, to take effect July 2010. The only meeting this year that will be effected will be November. Mark your calendars: the November Board meeting will be November 9.

Meeting Length Decision

Since there was no definitive decision about meeting length, we need to decide on one of the following options:

1. Meetings from 7:00-9:00
2. Meetings from 6:45-9:15
3. Meetings from 7:00-9:30
4. Meetings start at 7:00 and finish as close to 9:00 as possible depending on agenda.
5. Other?

A decision will allow us to more realistically determine the agenda each month. We will seek consensus based on majority.

Church Council Minutes

Church Council Minutes

March 23, 2010 7-9pm Manse

Attendance:

B&G	Gary Giles	Membership		Board Rep	Paige Smith
Caring	Cathy Cole	Music	Jim Magaw	Council Convener	Tifani Hencke
CRE	Becky Wilkes	Nominating		Minister	
ECO	Cecilia Warshaw	P&J	Lori Hoyt	COM(Guests)	Lilie Bonzani
COM	Jim Magaw	Community Service	Sue Brewer		
DC	Kari Andrade	Stewardship			
IT		W&A	Marni Goldshlag		
SEA	Jean Genova	Youth Programming	Julie Worth		

Chalice Lighting – Tifani**Council Listening – Congregational Covenant – Jim Magaw & Lilie Bonzani**

Jim & Lilie presented the proposed Congregational Covenant to the Council. Jean & Gary had questions about the conflict resolution/remediation procedures. What would they look like? How/when will they be used. Jim & Lilie said COM will develop these procedures after the congregation approves the Covenant. Kari asked if it is consistent with non-violent communication that has been taught in SEA workshop. Jim thought it probably was.

Everyone got a chance to ask questions and comment on what they thought of the Covenant. The consensus was that everyone liked the Covenant. Many thought it was intuitive, clear, simplistic and had the right amount of details. Some of the comments were: Sue thought it might be a bit long for new folks to digest at an orientation, Lori would like to see something referring to diversity of class, Jean was concerned it might be overwhelming to mail this with the annual report and proposed Mission Statement & asked how it would be presented to new members, Kari said it will remind us to be our best selves, Becky said they already make the kids do these things in RE so the adults should be doing them too, Julie suggested making the 4 main statements bigger & bolder.

Business Meeting:

- **For Your Information**

- Council Copier Access Code – [redacted]
- WiFi access info at <http://c3h.wikispaces.com/C3H+Hotspot>
Church SSID is [redacted]
- Current administrative email addresses:
officemgr@c3huu.org
bulletin@c3huu.org
calendar@c3huu.org
rentals@c3huu.org
newsletter@c3huu.org
- If you are sending a sub or changing rep please notify Tifani of the change.

- **Announcements – Tifani (5 minutes)**

- Parking at Kehillah – Mainly for folks attending 2nd service, if you come early, and are able bodied please park at Kehillah along hedge row.
- Key Reminder – If you have church keys please contact Andrea and let her know what you have.
- Email agenda items to membership@c3huu.org – Tifani reminded everyone that agenda items need to be sent by the requested deadline and include an explanation and an estimated duration for item.

- **Consent Agenda – Tifani (5 minutes)**

- **Buildings & Grounds Charter** – no questions/objections. Gary and Cecilia re-formatted but did not change content. Council approved.

- **Check-in: 2-3 minutes per committee (30 minutes)**

What do you want us to know...?

P&J – Moncure strike helpers got an award from Chatham Co Board of Commissioners and STP this Sunday.

SEA – Programs going well, BYOT is over filled

DC – Kari gave out GA packets and encouraged folks to go, church helps fund 7 delegates

Caring – group is very small right now, working with Project Compassion to try to set up caring circles and such. Need a taskforce to work on Memorial Rock markers recruited folks at meeting.

Governance – There will be a lot of governance workshops/info at GA, so a good opportunity for folks interested in governance.

ECO – Half of the committee’s mission is to help move the church toward greater

sustainability so they are trying to figure out how to best make decisions

B&G – Painted fire lane/curbs yellow, had Manse drive regarded and gravel added, dealt with all the Fire Marshall's issues

Membership – Starting new program “Getting to know The Community Church” 30 minute session 2 Sundays a month & expanding Newcomer Orientation to 3 hours to better accommodate discussion and covering topics. The 30 minute program will be April 11 & 25, Newcomer Orientation will be April 25th.

CRE – Shelter Neck is very full – 100 people going, having more Saturday activities. Summer planning – service project will be Habitat for Humanity, July art with same artist from last summer, August various entertainers. Have a retreat in June and have recruited 2 new members: Melissa Zemon & Carolyn Pence

W&A – April 25th the commissioned Galia piece will be unveiled with a reception. Now looking into something for the wall between Commons and men's room. Continuing to work on Worship Associates program.

Youth Programming – Made a joint presentation with CRE to the Board about RE growth and the need to plan for the RE Pavilion. High Schoolers going to New Orleans for spring break to help rebuild. Coming of Age is going well, 8 children are doing it and will participate in a service in May and go on a trip to Boston with their mentors.

Thinking of ideas to honor Sarah Insch.

Board – Paige reported the board is working on governance, will be affirming a group of polices and trying them out over the next year. Also have got a Mission Statement to present for a congregational vote.

Music – The Gala was very successful - \$2000 raised for the local Red Cross. The choir is doing a big choral piece with a wind ensemble in May.

Community Service – STP on 2nd Sunday in April will be going to the IFC. We are expected to contribute \$4000 this year to IFC so hope to get a large part of that in this STP.

Next Meeting: April 27th, 7pm Manse

Send agenda items by end of business on the April 20th.

Minister's Report

Minister's Report to the Board Mid March to mid April

Administration

Staff - The whole staff had input on two main primary areas this past month:

Draft calendar for the 2010-2011 program year. We assembled this and it will go to the Church Council in May for additions. We blocked in all major events and worked out some scheduling snafus. Glenn, Marion and I also met to plan the 2010-2011 worship calendar (ie. which services are intergenerational, major events such as holidays/Association Sunday etc.) and worked through some changes in regard to how we will approach certain services.

Proposed fiscal year change: We talked this through, made a list of all the events, ministries, and calendar dates we could see being impacted. Andrea and I then met to discuss all of this as well as how we felt the budget creation process might be altered, and we summarized both discussions for her to take to the Fiscal Year Taskforce meeting.

Information Technology: Andrea and I are working on a proposal to bring to the Board next month regarding changes needed in the IT area. Mark Smith has volunteered a phenomenal amount of time, energy and creativity over the past 10 years setting up the IT Services infrastructure at C3HUU and maintaining it. We have been very lucky to have a volunteer willing to commit that amount of time and energy, but it is no longer realistic in a church with a growing population and growing technology needs. Mark has indicated that due to his schedule he is unable to respond to those requests that require coming to the church during the week to complete. Those in-person, hands-on tasks are not being completed in a timely fashion and Mark suggests we might be better served by hiring an outside vendor. We are researching possible vendors and the costs involved. I don't believe we can expect to increase the amount of services Mark and other IT Services volunteers give, this demand requires a professionally led and better coordinated set of services to meet current and future staff and member IT needs.

Budget cuts - The Board charged me with looking at the budget to find areas that could be cut. Andrea and I did that and I then approached a half a dozen groups as well as Glenn and Marion. She approached two others. I wrote the following to each: The Board is working hard right now to prevent a budget shortfall at the end of the year. Due to an overestimation of income, and greater than anticipated expenditures we are likely to have one. This is not a drastic situation, we have new pledges, and our budget on the whole is pretty sound but we want to be fiscally responsible; and we want to end the habit of borrowing reserves, and even pay them back if possible. The Board has charged me with identifying possible cuts. (They are also working on assembling a fundraising team, and we are working harder at getting new pledges in a timely way.) I consulted closely with Andrea and we identified small cuts in many program areas that would make a not insignificant difference when added up. We are asking (your committee) if you would be willing to cut \$XXX from your line item in the budget. Please give me feedback and let me know if, and how, that might diminish our new and existing programs.

All of the groups, and the staff members (Glenn and Marion) responded positively and we have slightly exceeded our goal of \$12,000 in cuts. Some of the \$12,000 is accounted for by a slight increase in parking charges by which we expect to avoid the expected \$2,000 shortfall (the income had been overestimated by \$2,000)

Adult R.E.

Marion and I, working with Spiritual Exploration for Adults (SEA) have developed an expanded plan for adult programs for the upcoming program year. I will attach some diagrams about that in my next month's report.

New Members: Beginning on Sunday the 11th Tifani (Membership Coordinator) will be doing twice monthly 1/2 hour orientations to The Community Church after each service. We will continue to do the longer orientation sessions every six weeks and are lengthening those to three hours. Membership continues to work on expanding the greeter pool so that we can have people in the parking lot to direct traffic between services on the busier Sundays. We are lucky to have the extra parking at Kehillah and I'd like to encourage those "in the know" to park there voluntarily whether there is space available or not at the church. I plan to begin doing that myself.

Pastoral care:

We continue to mourn so many losses in this congregation, but also to celebrate the lives of amazing people we have been privileged to have as members of our community. We held a memorial service for Sarah Insch this past month. Dorothy Davis, wife of Morris Davis, and a founding member of the congregation died just this week, and by the time you read this will have been memorialized in a private family service on the 10th of April. Dan Pollitt's memorial service will be held next Saturday at 1:00.

Expansion of the Caring Ministry: This month the Caring Coordinators and I met with the director of Project Compassion, a local non profit group who help churches to organize Care Circles. We are scheduling a Discovery Event for late spring, which they will lead, to help our congregation begin to identify ways to minister to each other and to begin to set up a structure to facilitate that.

Denominational work

I will be away April 12th-15th at The Mountain in Highlands N.C. for the spring meeting of the Southeast UU Ministers Association (SEUUMA).

April 30th-May 2nd I will attend the TJ District Annual meeting on St. Helena Island S.C. We will be, once again, voting on whether to change the name of the District.

Faithfully,
Maj-Britt

P.S. Yay Spring!

Proposals for a Shift of the Fiscal Year

We propose that the board approve a shift to a budget year starting July 1.

Justifications for fiscal year change:

1. Enables church groups to plan academic-year programming with assured budgets.
2. Makes pledge accounting more accurate, by having sometimes complicated tax-year-end payments fall in the middle of the pledge-year cycle.
3. Smooths out workload for congregational administrator by requiring stewardship campaign data at a different time than tax accounting. Year-end tax accounting will be no more difficult with the new fiscal-year cycle.
4. Syncs the church up with the UUA calendar, which is on the same cycle.

Disadvantage: Some members may find it harder to make pledge decisions in the middle of the tax year.

Proposed Budget-Year Calendar (based on 2011 calendar):

October-November: Board sets program goals for the next fiscal year, and Church Council sets program priorities.

November-January: Staff meets with relevant ministry units to get their programmatic goals. Assuming the Annual Report is shifted accordingly, AR information also becomes available at this time. *The staff will be responsible for setting up a more detailed timeline for this process.* Stewardship Campaign planning begins.

February 1: Staff meets with the Budget Team and Church Council to plan a tentative budget estimate based on these inputs. Tentative budget goes to the Stewardship Team

February 20: Leadership canvassing begins.

March 6: Stewardship Campaign Kickoff Sunday.

March 15: Town informational meeting to provide highlights of the budget and elicit feedback from the congregation.

April 7: Stewardship provides canvass result projection, Budget Team finalizes budget.

April 12: Board approves final budget. (This could also be done in a special session later in the month.)

April 20: Budget mailed to congregation.

May 6: Budget presented at congregational Annual Meeting.

Transition Process from current fiscal year:

September: Budget Team makes necessary adjustments to the current-year budget to account for fiscal changes in church finances. Stewardship draws up an interim stewardship letter, informing the congregation about the interim process, pointing out the importance of starting/recommitting/ maintaining /increasing their pledges, and giving any further information on new activities that might inspire increased pledging.

October 17 “Miracle Sunday”: Members pledge to extend their previous-year commitment for six more months, perhaps with a suggested increase. They simply fill out an extension form and drop it in the box. The Stewardship Team follows up to make sure all members have responded to the extension request.

January-June: Church continues with interim budget (I am assuming this does not require congregational approval), and the budget cycle for the new fiscal year begins.

General Suggestions for a Policy Regarding the Budgeting Process

Ownership of the budgeting process lies with the chief of staff, in conjunction with the Budget Team. They have the best picture of the programmatic and fiscal needs of the church, and can effectively collate the needs of its various units. Requirements of the process:

- a. It should be as transparent as possible.
- b. It should be program-based rather than focusing on individual requests.
- c. It should be done in consultation with all of the major ministry units of the church, and in particular the Church Council.
- d. The role of the board is to provide the vision for the year – through a long-term plan and/or a specific goal-setting session – and then to approve the final version for presentation to the membership.

“Parking lot” issues:

1. The Budget Task Force needs to take these suggestions and form an official policy on budgeting.
2. The Board might want to re-calendar the Annual Report.
3. The Board needs to clarify its role in the budget process.
4. The Board calendar, staff calendars, and other ministry group calendars might need some changes.
5. The congregation needs to be educated on the details of a budget-year change.
6. Policies regarding the Stewardship Team, the Finance Team, and any relations between themselves and the staff need to be established.

Members of the Fiscal Year Budget Task Force: John Leopold, Dan Poirier, Scott Provan, Andrea Sordean-Mintzer, Frankie Price-Stern, Peter Witt