

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of May 11, 2010

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

Absent: Mariana Fiorentino

Ex Officio: Maj-Britt Johnson

Minutes: Laurence Kirsch

George Thompson called the meeting to order at 7:02 pm. Josh Socolar, the Board Member of the Month, lit the chalice and read from *Embracing Contraries*, which is mostly about teaching literature.

BOARD DISCUSSIONS

1. Governance

Maggie Scarborough led the Board Learning discussion.

What are our core values?

- There was consensus support for the seven principles of Unitarian Universalism:
 - The inherent worth and dignity of every person;
 - Justice, equity, and compassion in human relations;
 - Acceptance of one another and encouragement to spiritual growth in our congregations;
 - A free and responsible search for truth and meaning;
 - The right of conscience and the use of the democratic process within our congregations and in society at large;
 - The goal of world community with peace, liberty, and justice for all;
 - Respect for the interdependent web of all existence of which we are a part.
- Board members had the following observations relative to the seven principles:
 - The precise meanings of some of the seven principles are not entirely clear.
 - We should consider values that are specific to our church, in addition to the seven principles.

- The transforming power of art and music is in addition to the seven principles.
- Board members also expressed the following ideas:
 - Our core values are in the statements of who we are, such as our covenants.
 - The core values should be something that we live, don't just say.
 - We believe in religious pluralism, that many different things can be true at the same time.
 - We value people first, what they do second.
 - We value the spirit and presence of children in our community.
 - The personal connection is a core value for this church that is larger than in other churches.
 - We will provide individuals the opportunity to grow spiritually within a supportive community.
 - A core value is our caring for each other and the mutuality of time and effort.
 - We need to be concerned about the little violences that we do to each other through inappropriate remarks to the people we know.
 - Those who are powerless should be heard. We should help those who have not been able to articulate their needs and visions.
 - We will encourage service to transform the world.
 - Creativity is a power for change. The exchange of ideas promotes individual growth.
 - The community is larger than the sum of the individuals.
 - We are basically optimistic because we think that we can make things right and that there is a point in trying.

How do we align our actions with our values? Board members expressed the following ideas:

- It is important to align actions with values.
- Our actions seem to already be aligned with our values.
- Are we talking about our individual actions or our collective actions?
- We align our actions with our values through our Mission Statement, our Vision Statement, our Covenant of Right Relations, other covenants.
- We need to act on our values through the stewardship process, the budgeting process, and our monitoring of how we actually achieve our goals.
- We need to think about what we can offer that is unique relative to other churches.
- How we interact among ourselves is important.
- The covenant groups align their actions with our values.

- The Board needs to make the committees/ministries aware of the need to align their actions with our values.
- The Board needs to empower committees to take actions aligned with our core values.
- We need to encourage a nurturing environment.
- We don't all need to do the same thing for the church.

ANNOUNCEMENTS

1. 2009 Annual Report

George Thompson thanked Erich Lieth and Steve Marshall for their hard work in putting this report together. Maggie Scarborough said that it is expensive to mail the Annual Report, so we need to remind members to pick up their copies. Erich said that the Annual Report will make money, so we should not be reluctant to mail the reports.

2. Loan and Mortgage Consolidation

George Thompson noted that information on the consolidation is attached hereto.

3. Endowment Fund

George Thompson noted that an endowment fund has been created.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - Church Council Minutes
 - Mission Statement
 - Fund Raising Report
- For approval:
 - March Board Minutes
 - April Board Minutes
 - Second Reading of Affirmed Policies
 - Fiscal Year and Stewardship Charge

George Thompson said that Tifani Hencke should be informed of any needed corrections to the Church Council Minutes. Erich Lieth moved that the Consent Agenda be approved. Susan McDaniel seconded. Unanimously approved.

Maj-Britt Johnson said that, except for the first four policies, we are still operating under the old (existing) policies.

ACTION ITEMS – PAST

1. First Quarter Financial Report

George Thompson said that Scott Provan has said that the financial report highlights our present financial shortfall. Maj-Britt Johnson said that the staff has undertaken about \$12,000 in budget cuts. Susan McDaniel said we should consider action to resolve the shortfall when we have results through June. Bob Weston noted that the first quarter is traditionally low for receipts, and that there is traditionally a surge in the last quarter of the calendar year. Bob said that his experience is that churches usually budget for receipts that are a bit lower than expected, which our church has not done but should start doing. Barbara Chapman noted that we are not building reserves as planned. Paige Smith noted that information in the budget spreadsheet on the shortfall to date is misleading.

There was further discussion in which Steve Marshall asked whether we were on our way to a huge deficit this year. Maj-Britt Johnson said the staff foresaw a \$30,000 deficit for the rest of the year, and so has cut \$12,000 and is hoping that new fundraising efforts raise another \$18,000.

Paige said that Scott will be unavailable through June because he is out of town due to an illness in his family. George said that Andrea Sordean-Mintzer can provide the information that Scott might otherwise need to provide. Paige said that she might lead the budget task force in Scott's absence if she can have someone (perhaps Jay Miller) replace Scott. George said that he needs to receive the task force report by June 8. Erich will contact Jay Miller to see if he can participate in the task force.

ACTION ITEMS – NEW

1. Budget Reporting Proposal

Susan McDaniel asked that Andrea Sordean-Mintzer add her new information, as proposed, to the budget spreadsheet, and that she send an adjusted report for the first quarter to the Board.

2. Proposed Funds

Maj-Britt Johnson said that Andrea Sordean-Mintzer is investigating how we can get computers for all the staff on a lease from Apple. The lease would include servicing, and seems to have a reasonable cost. Such a lease would be an improvement over the present set-up, which is a hodgepodge of computers that occasionally need servicing and for which we have a backlog of servicing needs because we rely on volunteers who are not always available promptly. Consequently, Maj-Britt wants the Board to authorize the creation of a new Administrative Fund through transfer of various unused funds, and the new Administrative Fund would be spent on computers for staff.

Mary LeMay is concerned about taking money away from committees that have money. Josh Socolar said that the Peace and Justice Ministry seems uncertain about what they are allowed to

spend their money on, which raises the question about whether committees understand what their money can be used for.

In response to Mary's concern, Maj-Britt suggested that the Administrative Fund be funded initially by transfers from the IT Fund (\$1,000) and Service Auction Fund (\$5,218), which should not be controversial. Erich Lieth pointed out that the Board has historically approved new funds on the basis of specific written proposals of the funds' purposes. He therefore proposed that the Board simply move the Service Auction funds to the IT Fund. Sam Brooks wondered why we need a separate Administrative Fund when we already have an IT Fund. Susan McDaniel did not like the idea of an additional fund. Maj-Britt said that she wants an Administrative Fund to deal with the many unexpected money needs that inevitably arise; but she is willing to have funds moved to the IT Fund now and institute an Administrative Fund later. Erich said that the Administrative Fund should be a budget item. Barbara Chapman asked how much money was needed for IT needs, to which Maj-Britt replied that we will need a total of about \$7,000 over two years, of which about \$5,000 would be needed in the first year. Erich wants competitive quotes from other dealers.

Erich Lieth moved that all but \$500 of the Service Auction Fund be moved immediately to the Information Technology Fund, and that the Chief of Staff have the authority to use the Information Technology Fund to meet information technology needs. Mary LeMay seconded. Unanimously approved.

3. Fundraising Ideas

George Thompson reviewed the Executive Committee's recommendations for fundraising. Bob Weston said that his committee did brainstorming and came up with fifty ideas, many of which are impractical but some of which might work. Bob asked where he should tell Andrea Sordean-Mintzer that the raised money goes. Erich Lieth says that fundraisers must be approved by the Board for specified purposes; so where the money goes is well defined. George suggested that, if Bob's committee has good ideas, he should circulate them to the Board between Board meetings rather than wait until the next Board meeting. Erich pointed out that there is a form that can help fundraising groups to better plan their fundraisers. George supported the idea that a paper trail is helpful and so that people should use the "*&@^! form."

REPORTS

1. Minister's Report

Maj-Britt Johnson and others have taken to the Council pieces of the Board's discussion of values.

2. Previous Month's Action Items

All action items have been completed.

ADJOURNMENT

The next Board meeting is Tuesday, June 15, at 7 pm.

Josh read an excerpt from *Through the Looking Glass* on believing.

The meeting adjourned at 9:10 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Update the policy development sheet	Barbara Chapman	ASAP
Call Jay Miller or other persons for budget task force	Erich Lieth	ASAP
Contact Tifani Hencke to get ballots to the Commons	Josh Socolar	ASAP
Staff the table for distributing the Annual Report	Barbara Chapman & Bob Weston	5/19

Board Learning for May 2010

May 7, 2010

TO: C3HUU Board of Directors

FROM: Governance Task Force (Cecilia, Maggie, Susan Mc, Susan, & Barb)

At the May 11, BOD meeting Board Learning will be a discussion of open questions related to developing policies on Discernment. (See below, “Why does the GTF submit open questions to the BOD?”). Please review Hotchkiss, particularly pages 231-235 on Discernment, and come prepared for an “excellent” discussion of the following questions:

What are our core values?

Who decides this?

How often do we revisit this?

How do we align our actions with our values?

This discussion will be the entire 45 minutes Board Learning – no new policies.

Thanks!

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 confusing 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)

Loan and Mortgage

As of 4-15-10 the Loan Amount was \$561,060. It looks like that includes assessed fees. The interest rate is 6.375% making the current daily interest charge to be \$99.3234. Our monthly principal & interest payment are \$4172.56.

Andrea

Endowment Fund

To let you know, the Endowment Start Up Fund now has a balance of \$10,967 which surpasses the minimum of 10K needed to establish an Endowment Fund for the church. I have informed Kari Andrade and any questions that you may have about the process and timing can be addressed with her.

Andrea

Church Council Minutes

Church Council Minutes

April 27, 2010 7-9pm Manse

Attendance:

B&G	Gary Giles		Membership		Board Rep	Paige Smith
Caring	Cathy Cole		Music	Spence Foscue	Council Convener	Tifani Hencke
CRE			Nominating		Minister	Maj-Britt Johnson
ECO	Elsbeth von Tongeren		P&J	Ruth Gibson		
COM			Community Service	Sue Brewer		
DC			Stewardship			
IT			W&A	Marni Goldschlag		
SEA	Jean Genova		Youth Programming	Julie Worth		

Chalice Lighting – Tifani**Council Learning** – Governance Open Question: What are our core values?

Maj-Britt led a discussion about what is happening with governance. The Board is working on moving to a governance by policy model. The governance task force is working to help develop this model. The Board has begun to affirm some broad reaching policies and will continue to work in this way with a cluster of policies being affirmed by the Board and then “tried-out” for a year, during which time feedback can be given, before they are adopted. As a part of this process the Board and Council will be spending time exploring questions that shape these policies.

This month we thought about and shared our answers to the question: What are our core values? Maj-Britt would like everyone to take this question to their committees/ministries and send your groups responses back to her. She will be sharing all of our answers with the Governance Task Force.

Business Meeting:

- **For Your Information**
 - Council Copier Access Code – 27514
 - WiFi access info at <http://c3h.wikispaces.com/C3H+Hotspot>

Church SSID is C3HSSID2 (must be all caps)

- Current administrative email addresses:

officemgr@c3hhuu.org

bulletin@c3hhuu.org

calendar@c3hhuu.org

rentals@c3hhuu.org

newsletter@c3hhuu.org

- If you are sending a sub or changing rep please notify Tifani of the change.

- **Discussion: Volunteer Appreciation Sunday May 9th (15 min)**

- Activity ideas

Folks had several good ideas during this brainstorming, here are a few: ask folks to stand during the service, to stand in groups during a hymn, to have a thank-you applause, to thank folks around you after Shalom, to have a place for people to post their thanks, to have people take a handful of beads or chocolates and share them with everyone they wish to thank. Maj-Britt and Tifani will consider these suggestions for the event on May 9th. Thank You all!!!

- **Send Tifani names of volunteers and/or folks that have been actively involved with your committee/ministry this year.**

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

ECO – Had a successful home energy efficiency seminar, raised enough money to plant 22,944 trees on Mt. Kiliminjaro, had a garden work-day with B&G that was very well attended, 1st Sunday recycling this Sunday – batteries & VHS tapes.

W&A – Hung new permanent art piece by Galia _____. This Saturday the Members & Friends art show will go up.

P&J – They are discussing ways to better do STP nominations. They are organizing the Straley Series to begin after Memorial Day, they are working on the MLK service with some help from Maj-Britt and are debating the future of “Just Desserts”.

Youth Programming – They had a good trip to New Orleans with 12 youth and 13 adults. OWL is finished. The Coming of Age service is May 16th, Please come and support our youth, this is our first year having this program. Rising Up will be June 6th.

Caring – Working on getting more involvement and being better organized. They have met with Project Compassion to get help organizing caring circles/teams to address needs as they arise.

Board – Doing a lot with governance (see Council Learning)

B&G – had workday with ECO did a lot of landscaping/garden work. Group has been discussing some of the larger needs of the facilities: master landscaping plan, electricity issues, landscaping areas, survey for Memorial Rock area. They will be putting together a proposal for the Board.

Membership – Committee is small right now. Had first 3 hour orientation it went well, 4 people joined.

Music – May 23rd special musical service based on works of Walt Whitman.

SEA – Have set calendar for upcoming year: there will be some 1 night programs over the summer, then the core curriculum will start in the fall, Event nights (where there are several spiritual activities going on) will start in January. They are working on ways to have small groups evolve from the core classes.

Next Meeting:Calendar Summit May 25th, 7pm Manse

Fund Raising Ideas

- Recommendations from the Executive Committee:
 - Determine fundraisers that can be done before Dec 2010.
 - Bring in money from people outside the church and hold fundraising activities off church campus when possible.
 - Don't serve alcohol when people outside the church are involved.
 - Avoid targeting families with small children
 - Check the calendar with staff to avoid conflicts (start with Susie)
 - Have a standing Fundraising Committee; among its responsibilities would be to coordinate fundraisers.

Second Reading of Affirmed Policies

May 7, 2010

TO: C3HUU Board of Directors

FROM: Governance Task Force (Cecilia, Maggie, Susan Mc, Susan S, & Barb)

Attached are the following policies to be considered for affirmation at the May 11, BOD meeting. You will recall that the first reading for these policies was at the April 13 BOD meeting. Since then the GTF has carefully considered and incorporated much of the feedback received from the BOD; we think you will see that in these policies. Also, at the bottom of this memo we've included some reminders regarding the policy process Thanks!

POLICIES ON MANAGEMENT	
<p>CARE FOR RESOURCES</p> <ul style="list-style-type: none"> • Accounting • Insurance • Reserve Funds • Endowment Fund • Benevolence Fund • Document Retention <p>POWERS RESERVED TO THE BOD</p> <ul style="list-style-type: none"> • Debt • Budget • Investments • Restricted Gifts • Tax-exempt Status 	<p>CARE FOR STAFF</p> <ul style="list-style-type: none"> • Sexual Harassment • Other Harassment • Evaluation of Staff • Employee Termination • Grievance • Personnel Manual • Compensation and Benefits • Non-discrimination, Equal Opportunity • Members as Staff • Selection of Staff <p>CARE FOR PEOPLE</p> <ul style="list-style-type: none"> • Health & Safety • Universal Access • Non-discrimination

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)

C3HUU GTF memo BOD re policies 05 11 10

POLICIES ON RESOURCES

Policy: Accounting

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The congregation's management of financial accounts shall follow generally accepted accounting practices for congregations of our size including an annual internal review of the books and an annual audit if necessary.

Written procedures shall govern the handling of receipts, approval of expenditures, payment of invoices and other obligations, management of invested funds, and access to financial information. The functions of record keeping, bank reconciliation, and disbursement shall be under the oversight of the Congregational Administrator.

The following persons are permitted to sign checks: the Treasurer, the Chief of Staff, the Chair of the Board, the Congregational Administrator, and one other person designated by the Board.

Policy: Insurance

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The congregation shall carry adequate property, general liability, Directors' liability, and Ministerial liability insurance and any other type of insurance necessary to:

- Protect the congregation's investment in land, buildings, and property.
- Protect the congregation and Board against liability.
- Protect the congregation and Board against misdeed or malfeasance by the Minister, Chief of Staff, staff members, congregation members, visitors, and/or tenants.

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

Policy: Reserve Funds

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board of Directors shall maintain total financial reserves equivalent to one-quarter of the previous year's budgeted expenditures. These reserves may be used for unexpected financial obligations such as emergency building repairs, structural upgrades, and other non-budgeted expenses deemed necessary by the board. Reserves shall be replenished within three years from the date of withdrawal through inclusion in the annual budget.

Reserve funds may cover operational expenses when so needed.

Policy: Endowment Fund

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

An Endowment Fund shall be maintained by the Board and placed under the supervision and care of the Endowment Committee. The Endowment Committee will operate in accordance with its Plan of Operation.

Policy: Benevolence Fund

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

A Benevolence Fund shall be maintained by the congregation for the purpose of aiding needy individuals. The Benevolence Fund shall be administered by a three-person Benevolence Committee appointed by the Board. The Benevolence Committee shall develop and follow written procedures for the administration of, acceptance of contributions to, and disbursements from the Benevolence Fund. These procedures will be approved by the Board, and any changes thereof must be approved by the Board.

Policy: Document Retention

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of Staff will develop written procedures to govern the retention, storage, protection and destruction of documents, specifying who has access to each category of record. The procedures will include definite retention periods for financial, business, pastoral, personnel, and other types of records in both paper and electronic form, in compliance with UUA principles and all applicable laws. These procedures will be approved by the Board, and any changes thereof must be approved by the Board.

POLICIES ON POWERS RESERVED TO THE BOARD OF DIRECTORS

Policy: Debt

Date of First Reading: April 13, 2010

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: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of Staff submits a church budget for approval by the Board of Directors. The Chief of Staff may shift funds among budgeted programmatic line items up to 10% of the total budget for each line item. The Board of Directors must approve any shifts in funds over 10% of a line item. The Board of Directors must approve any other expenditure above a budgeted line item.

During review of the quarterly financial report, if actual income is projected to be less than budgeted income, the Board will revise the budget accordingly in consultation with the Chief of Staff.

Policy: Investments

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

Only the Board can buy or sell real estate, or invest in any instrument other than bank savings accounts and other secure investments in which the investment principle is not at risk.

Policy: Restricted Gifts

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

Only the Board may accept a monetary gift or like-kind gift that is restricted by the donor as to use or purpose, after ascertaining that such gift is consistent with the mission of the church. Any such funds must have corresponding written procedure as to purpose and disbursements.

Policy: Tax-exempt Status

Date of First Reading: April 13, 2010

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.

POLICIES ON CARE FOR STAFF

Policy: Sexual Harassment

Date of First Reading: April 13, 2010

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 in compliance with local, state and federal law, and with the UUA Manual, addressing Sexual Harassment, for approval by the Board of Directors.

Policy: Other Harassment

Date of First Reading: April 13, 2010

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 local, state and Federal law and the UUA Manual, addressing other Harassment

Policy: Evaluation of Staff

Date of First Reading: April 13, 2010

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

Date of First Reading: April 13, 2010

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

Date of First Reading: April 13, 2010

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: April 13, 2010

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.

Policy: Compensation and Benefits

Date of First Reading: April 13, 2010

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

Date of First Reading: April 13, 2010

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: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

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

Policy: Selection of Staff

Date of First Reading: April 13, 2010

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.

POLICIES ON 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 that protect the health and safety of all persons using church facilities.

Policy: Universal Access

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

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

Policy: Non-discrimination

Date of First Reading: April 13, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Community Church of Chapel Hill Unitarian Universalist is a welcoming congregation. Membership in the church and participation in all aspects of church life will be allowed without regard to race, gender, gender identity, color, religion, national origin, age, disability or any other classification.

Fiscal Year and Stewardship Charge

The executive committee recommends appointing a task force to be charged with the following:

- Create a specific time line of events and responsibilities for moving us into a July1-June 30 fiscal year calendar beginning July 1, 2011. A July 1, 2012 start date should be considered only if 2011 is deemed unfeasible.
- Using the time line of events, outline the composition of a core stewardship team (number of members, roles, terms, etc.) and duties required as we transition to the new fiscal year. This will be used by the Board to recruit members to serve during the transition and into our first July-June fiscal year.
- The task force will consist of Scott Provan, Andy Henke , Paige Smith, Peter Witt, and Andrea Sordean-Mintzer. They are to meet in May 2010 and report to the Executive Committee by June 8.
- The report will be presented at the June 15, 2010 Board meeting.

Budget Reporting Proposal

...because the Community Church has a tradition of "adjusting" its budget, there are two reports where this should be shown. First, the 2010 Budget Report that the congregation voted on and B) the Quarterly Board Report. The best way to represent changes on the 2010 Budget Report is to add an "Adjusted Budget" column (with the date) next to the original budget. A "Difference" column will show where the changes have been made. On the Quarterly Board Report, an "Adjusted Budget" column is added and used as the comparison for Actual to Budget differences. This should suffice as a paper trail.

Andrea

Proposed Funds

To: Board Exec

From: Maj-Britt Johnson, May 4, 2010

As you read in my last board report we will need to hire an outside vendor to service our computers. We do not have the dollars for this in our I.T. budget. I have asked Andrea to research the cost of a vendor, and we will be projecting the cost of replacing computers over the next couple of years. We should have some estimates before the Board meeting next week. In any case we will need funds. Andrea has identified some restricted funds (not part of the operating income) which have either been “sitting” for a few years or are not yet disbursed, from which we might ask the stakeholders to gift us. That information is attached. My request of the Board is that you set up an Administrative Fund for unanticipated expenses from which we can draw for these computer needs, and potentially other unbudgeted needs which might arise over the next year. Our IT infrastructure is essential for the ongoing daily work of the church.

If the Board establishes such a line item, I would recommend that the following be moved into it from the “sitting funds” you’ll see listed on the next page:

- IT Fund (sitting since 2005) – all \$1,000.
- Service Auction (sitting for several years) – all \$5,218.13

I would then request that the Board authorize me to request the following:

- \$1,000 from the Quilting Group
- \$1,000 from Peace and Justice basketball Pkg collections which are unused and undesignated

That would total \$8,218.13 for the new Administrative Fund.

Regarding the other groups on Andrea’s list, I’ll simply notify them of the funds as they may be unaware of them. The first two are renewed programs so I believe they need the funds:

- Marion about the 20’s and 30’s Fund, which she could use for the new Young Adult program.
- CAP – give to the new SEA program.
- Campus Ministry – is tapped into at times, so no change there.
- CRE activity Fund – we might discuss putting this into reserves as I would expect that a playground would be included in a Capital Campaign, but CRE may understandably object.

Just FYI: When it comes to the Coffee House money there will need to be a meeting between Worship Committee, Music Committee and Coffee House Committee about the best use of the funds over this excess of the \$2500 needed for a new concert. In the past the Coffee house has bought equipment for the church which has been really helpful. At this particular point in time

there are some Sound System needs they may not be aware of so the process needs to be collaborative between these groups.

Special Funds - specific allocation unknown and mostly unused dollars

IT Fund	\$1000	Came from the 2005 Service Auction
20's & 30's Fund	\$ 211.33	Fund last used Nov. 2003
Coffee House	\$7140.32	Money held to cover future concert start up fees. The largest artist deposit ever used was \$2500. Could cover a concert running in the red. Otherwise, used for purchasing sound equipment when desired for a church production or concert.
Service Auction	\$5281.13	Dollars left over from past Service Auctions. where distribution was a specific dollar amount, not percentage of the whole, resulting in unused dollars. Some SAs had additional income as people who "joined" a dinner or requested airport service, then donated money towards the SA. Except for 2010, all money has been distributed as established.
CAP	\$ 146.45	Fund last used March 2006 (Adult Programming)
Campus Ministry	\$ 464.43	Used infrequently for gas money or dinner.
CRE Activity Fund	\$3600.00	Currently unallocated, may be used for future "playground"
Quilting	\$1863.53	From Bazaars, distributions undeclared
Peace & Justice	\$2086.72	Peace Quilt donation \$500 in 2005
Gay Pride Parade donations	\$330	in 2007
Balance of MLK STP service	\$ 45.97,	2008
Basketball Pkg collections	\$ 1627.87,	2007

Minister's Report

Minister's Report to the Board Mid-April to Mid-May

Rev. Maj-Britt Johnson

Staff/Ministry/Management-

Tifani and I led a Newcomer Orientation on a recent Sunday and five new members joined the church that week.

Andrea and I have been working on some financial issues which I brought to the exec and you will see on your agenda.

Marion and I have finalized a schedule (in coordination with S.E.A. – Spiritual Exploration for Adults) that expands our religious education/faith development offerings for adults beginning in the fall. All of these will take place on Thursday nights. Included in the adult R.E./Faith Development program starting in the fall will be (nearly) monthly sermon discussions. I will also continue the Building Your Own Spiritual Practice sessions and out of that am going to train a group of facilitators to lead ongoing spiritual practice groups. I will then lead a facilitators group monthly much as I do with covenant group facilitators. There will also eventually be a small group for people who want to carry the Building Your Own Theology discussions further. I believe Marion will lead that -T.B.D.

In the April Council Meeting we did a sharing and discussion on the same open question the board will be doing: What are our core values? We approached it by asking them to share that from their own individual perspective. They agreed to take the exercise back to their committees.

Pastoral Care -

The coordinators and I met with Project Compassion and they then met with the director again and arranged for a training. Our Pastoral Visitors will be trained to do assessments with congregants who may need the services of P.C. The latter basically organized circles of caregivers when needed. Slowly we are expanding our program in order to increase our ability to respond to the needs of a congregation of this size.

Denominational -

I went to the TJ District annual meeting in S.C. which was interesting. There was a vote on whether to change the name of the District from Thomas Jefferson, on recommendation from the district board. The motion failed by one vote. I was saddened by this, personally. I was for changing the name.

Denny Davidoff, former moderator of the UUA dropped by two weeks ago and paid me a visit. She would like to return in the fall to speak to members of the congregation about Meadville Lombard Seminary (a UU seminary) and it's scholarship needs, while on her sweep around the country.

Laurel Amabile, Director of the Annual Program Fund also paid a visit, and thanks us for our consistency in paying our dues.

I will be in Boston next week for two days for my twice yearly participation in the UU Funding Panel.

I attended the Southeast UU minister's association meeting in Highlands where I learned much about changes at the UUA and made a presentation at the Tar Heel UU minister's meeting in Raleigh early in May.

Larger Community -

Went to Charlotte with Justice United to a Bank of America shareholder meeting to request that they lower interest rates for veterans to 6% and 10% for the rest of us, as well as few other recommendations. I got to meet Jesse Jackson and be part of an action that felt quite powerful and energizing. It was good to be part of a group working together that was about 2/3 people of color, black and Latino and maybe 1/3 white.

Had one-on-one's with Peter Carman, minister of Binkley Baptist, and Rev. Jen of Kehillah.

Attended the new Chapel Hill ministers association which draws about 50-60 ministers and others. We heard a presentation by NC. Interfaith Power and Light which sounds like a utility if you don't notice the word Interfaith.

May Executive Committee Report

Community Church of Chapel Hill – Executive Committee Meeting

Date: May 4, 2010 @ 7:00 p.m.

Present: George Thompson, Paige Hall Smith, Erich Lieth, Barb Chapman, Scott Provan, Maj-Britt Johnson

Governance (see notes at end of minutes) – 45 minutes

- Policies in the area of resources, powers reserved to the BOD, care of staff, and care of people will be ready for affirmation.
- Policies presented for affirmation will be on consent agenda under approval.
- Susan McDaniel has created a website for Governance. Church members will be able to access in-progress policies at that site.
- Barb is creating an in-progress policy binder that will be housed in the church office. The binder will include policies being written, policies affirmed, policies adopted. Paige suggested tracking outline for policies. Barb will include this in binder and on the website.
- BOD Chair will send MBJ and staff official notice of adopted policies.
- As per Hotchkiss, affirmed policies will be set aside until a sufficient number of policies are written to make the switch to a trial run of the new governance structure [see below].
- Some policies may be adopted (e.g., updated policy on child safety) if need be.

Announcements

- Annual Report – Excellent! Thanks to Erich and Steve Marshall for pulling it together and Maggie Scarborough for managing distribution.
- Loan & Mortgage – BB&T is being very slow in getting information to Andrea Sordean-Mintzer
- Endowment Fund Update – We are now over \$10,000 for the Endowment Fund

Consent Agenda (receipt)

- Church Council Minutes
 - Mission Statement – Josh Socolar and the current group has done a superior job of bringing this forward. Paige has recommendations to make regarding the over-all process.
 - Fundraising report from Bob Weston
- There are myriad ideas in Bob’s report, and he wishes some direction.
 - What are the issues related to alcohol – e.g., liability?

- The church calendar is already tight, e.g., SEA is looking at big social events.
- Recommendations from the Executive Committee:
 - Determine fundraisers that can be done before Dec 2010.
 - Bring in money from people outside the church and hold fundraising activities off church campus when possible.
 - Don't serve alcohol when people outside the church are involved.
 - Avoid targeting families with small children
 - Check the calendar with staff to avoid conflicts (start with Susie)
 - Have a standing Fundraising Committee; among its responsibilities would be to coordinate fundraisers.

Consent Agenda (approval)

- BOD minutes (March & April)
- Policies – second reading for affirmation
- Fiscal Year Change & Stewardship Planning
 - What will the discussion be?
 - We don't have a stewardship team in place.
 - There is no plan or proposal in place for making the changeover, ergo, no specific date.
 - Proposals were made for lead-up activities or transition calendar, but no one is in place to do it.
 - A brainstorming session with the BOD is needed to determine the steps that need to be followed, what needs to be in place to shift year – specifically a timeline.
 - Paige suggested making a table or chart of process leading up to establishing stewardship team and change of FY.
 - We (who?) need to construct a description of what the stewardship committee is to do.
 - Establish Fiscal Year & Stewardship Planning Task Force to create a timeline for change of FY (target July 2011) and description of stewardship committee responsibility (a designated scope of work).
 - Proposal: four people – Scott, Andrea, Paige plus Andy, Jay Miller, Peter Witt, and/or John Leopold
 - Staff timeline for FY changeover is in Scott's proposal. Maj-Britt said Andrea Sordean-Mintzer could bring the staff timeline that Marion Hirsch scribed. Scott will contact Marion to get the most recent version of the timeline.
 - FY&SP Task Force will report to the BOD at the June 2010 meeting.

- George will write-up the charge to the FY&SP Task Force and email it to the Executive Committee for feedback.
- Are we asking that the stewardship team to commit to Fall and then stay on?
- Ideas: Miracle Sunday, on line solicitation for continuation of pledges

Action Items

- 1st Quarter Financial Report
 - Scott will present the report to the BOD.
 - It has the same holes – we need to take them seriously.
 - Maj-Britt will send the Executive Committee Andrea Sordean-Mintzer’s email of what can be done to plug the holes.
- Recommendations for adjustments to budget
 - Adding column to budget to reflect adjustments to budget, the purpose being transparency.
 - New line item in budget for administrative needs

Other – not on Agenda for May BOD meeting

At Maj-Britt’s suggestion the Governance Task Force considered contacting an expert source to provide coaching for its work. Susan McDaniel emailed Dan Hotchkiss who responded quickly with several proposals for working with the GTF and other members of the C3HUU.

- The first choice of the GTF is: Hotchkiss would meet with GTF (1/2 day?) then conduct a two-day workshop with GTF, BOD, Church Council and other interested church leaders, following up with the GTF through conference calls. Cost? Approximately \$5000.
- The second choice of the GTF would be a series of conference calls between GTF and Hotchkiss for him to provide feedback regarding GTF policy work. Cost? Five hours at \$250 per hour – approximately \$1250.

George believes he may know an anonymous donor who would be willing to fund this. The proposals will not on BOD agenda until we have more information, including scheduling.

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 confusing 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)