

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of June 15, 2010

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

Absent: Mariana Fiorentino, Steve Marshall

Ex Officio: Maj-Britt Johnson

Visitor: Andrea Sordean-Mintzer (for the Adjusted Financial Statement segment)

Minutes: Laurence Kirsch

George Thompson called the meeting to order at 7:02 pm. Sam Brooks, the Board Member of the Month, lit the chalice and read from *Who Moved My Cheese?* about doors that open unexpectedly.

BOARD DISCUSSIONS

1. [Governance](#)

Barbara Chapman said that the committee had a Skype conference call with Dan Hotchkiss, who said that there should be a plan for the Board to do lots of work but still have fun.

Barbara divided the Board meeting attendees into four groups to do a discernment exercise. After fifteen minutes of group discussions, the group reports were as follows:

- Mary LeMay's group said that the list of core values was well defined at the last meeting. Her group thought that personal connection and social activities (like communal dinners) should be stronger, and that every group with a covenant should post its covenant at its meetings to remind or educate meeting participants about the covenant, especially because there is significant turnover of committee members. Bob Weston said that it would be good to post the Covenant of Right Relations in the Commons. Barbara Chapman agreed that it would be good to make covenants more visible. Maj-Britt Johnson said that the Committee on Ministry may already have plan to put up the covenant.
- Laurence Kirsch's group felt that respective relationships within the church are good, that respect for inherent worth is core value, and that the difficulty is in taking our values outside of the church. In particular, because we don't have consensus on many issues, we can't go outside of church with positions on those issues. George Thompson pointed out that we show our values in our committee work. Maj-Britt asked how we can show the world our values.

- Josh Socolar said his group thought that committee activities are where values reach action. For example, in setting budgets, the Board states its priorities. On the other hand, allocating money does not assure that actions meet values. For example, the RE program has goals and there is a natural mechanism for the staff and the RE Ministry to make goals and for the Board to check if the goals and the money are in alignment; but it's hard to determine if P&J activities match church's goals. There is thus a challenge in judging whether our activities match our core values.
- Maggie Scarborough said that, even taking the seven UU principles as a given, it is very difficult to define core values.

Sam Brooks asked how we can help challenge a member of congregation whose actions are not reflective of our core values. She said that while helping people is important in functioning of church, it's also important to let people know that it's okay to accept help or to not give help at any particular time.

Erich Lieth said that this discernment exercise defines what the church is. Susan McDaniel asked whether discernment is a top priority of the board. Erich wants to know what the outcome will be of the process of discernment.

2. Adjusted Financial Statement

Andrea Sordean-Mintzer presented the budget results for the first quarter of 2010. The bottom line is that, in the first quarter, we ran a deficit of \$28,825. Adjusted for the timing of when revenues have been historically received during each calendar year, the quarter ran \$10,302 worse than budgeted: adjusted revenues were \$19,201 below budget; and adjusted expenses were \$8,899 below budget.

ANNOUNCEMENTS

1. [Summer Coverage and Staff Vacation Schedule](#)

George Thompson mentioned that the attachment has the summer coverage and staff vacation schedule.

2. [Board Officers](#)

George Thompson included this attachment to highlight some decisions that the Board will need to make. George asked Board members to send to him, by July 23, any items for the August agenda.

CONSENT AGENDA

The consent agenda consisted of the following items:

- For receipt:
 - [Church Council Minutes](#)

- [Mission Statement](#)
- [Habitat Fundraising Request](#)
- [Dan Hotchkiss Contract](#)
- For approval:
 - [Summer Board Meetings](#)
 - May 2010 Board Minutes
 - [Fiscal Year Report](#)
 - [Second Reading of Affirmed Policies](#)
 - [Delegates to General Assembly](#)
 - [Contract for Accompanist](#)
 - [Contract for Sunday Hospitality Coordinator](#)

Mary asked that the Fiscal Year Report be taken off moved that the Consent Agenda and made New Business. Susan McDaniel moved that the Fiscal Year Report be moved to New Business. Josh Socolar seconded. 9 ayes, 1 abstention.

Laurence Kirsch noted that there was an incomplete sentence in the May minutes that needed deletion. The group informally approved.

Susan McDaniel moved to accept the consent agenda as amended. Maggie Scarborough seconded. Unanimously approved.

ACTION ITEMS – PAST

1. [Fundraising Report](#)

Bob Weston summarized his ideas as presented in the attachment.

Mary LeMay is concerned that we will be approving these proposals without knowing who will be running these fundraisers. Erich Lieth would like fundraising proposals to be more fully specified. Barbara Chapman thought that it would be easier to get volunteers after the proposals are approved. Erich said that it's not viable to store fundraising-related things overnight in the Commons or the Jones Building, and that it would be better to leave them in the Manse. Bob said that the contracts will say that goods that are not picked up by certain dates will be given to charities.

Susan McDaniel moved that the Board accept all four fundraising proposals (Book Sale, Congregational Garage Sale, Monthly Fundraising Dinners, and Rebate Your Rebate) in concept, subject to final approval by the Board upon completion of the respective fundraising forms. Erich Lieth seconded. Unanimously approved.

ACTION ITEMS – NEW

1. Committee on Ministry

George Thompson summarized issue as described in the attachment.

Mary LeMay moved that the Board accept the Committee on Ministry's list of potential candidates for serving on the Committee on Ministry. Barbara Chapman seconded. Erich Lieth objected that he does not know these people. Josh Socolar agreed with Erich. 8 ayes, 2 nays, no abstentions, motion passes.

Barbara Chapman moved to approve Lille Bonzani as Chair of the Committee on Ministry. Mary LeMay seconded. Josh Socolar again expressed concerns about the lack of information on the candidate. Unanimously approved.

2. Nominating Committee

George said that the Committee is down to only two members, both of whose terms end this December. Sam volunteered to call Ruth Gibson, Liz Bryan, and Martha Martin (in that order) to fill the two open positions on the committee. This committee's charge is to get at least:

- Four candidates for the Endowment Committee (there are two openings to be elected by congregation); and
- Four candidates for the Board of Directors (there will be four openings, including the Vice Chair)

3. Personnel Task Force

George Thompson said we need a task force to work with Maj-Britt Johnson to do research and come up with procedures (not policies) for managing personnel. Mary LeMay volunteered to talk about whether she might join the task force. George will ask Mariana Fiorentino if she would be willing to join the task force. Barbara Chapman and Susan McDaniel said that there are procedural templates out there, like the employee handbook.

4. First Reading of Policies

Barbara Chapman and Susan McDaniel led the discussion. The Board of Directors Covenant would be reviewed and adopted at least annually. The Discipline and Removal of Board Members policy will have the wording changed to indicate that dismissal will occur when three or more meetings are missed in a single year.

There seemed to be consensus that there does not need to be a Core Value statement. Erich Lieth said that, although the core values are central to who we are, we aren't ready to act on this policy at this time anyway. It was agreed that the Core Values policy would be withdrawn.

5. Fiscal Year Task Force

Mary LeMay moved that the Board of Directors terms will not be aligned to match the change in the fiscal year until 2012. Susan McDaniel seconded. Unanimously approved.

Barbara Chapman moved that the Board approve of the task force moving ahead with the Fiscal Year report as amended. Susan McDaniel seconded. Unanimously approved.

REPORTS

1. [Minister's Report](#)

This was not discussed.

2. [Executive Committee](#)

This was not discussed.

3. Previous Month's Action Items

All action items have been completed.

ADJOURNMENT

The next Board meeting is Tuesday, August 10, at 7 pm.

Sam Brooks re-read the passage from *Who Moved My Cheese?*

The meeting adjourned at 10:11 pm.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Contact Jim Magaw regarding nominees to COM	George Thompson	ASAP
Contact persons to serve on HR Task Force	George Thompson	ASAP
Contact prospects or Nominating Committee	Sam Brooks	ASAP
Send BOD members updated Policy Development Tracking list and policies	Barbara Chapman	ASAP
Complete forms for fundraisers and submit for BOD approval	Bob Weston	08/10/10

Board Learning for June 2010

June 15, 2010

TO: C3HUU Board of Directors

FROM: Governance Task Force (Susan McDaniel, Maggie Scarborough, Susan Spalt, Cecilia Warshaw, Barb Chapman)

RE: MATERIALS FOR BOARD LEARNING

At the June Board meeting we will spend some of our Board Learning time in further discussion of the open questions on Discernment that were posed in May:

What are our core values?

How often do we align our actions with our values?

To help you review, we included the following materials:

Barb & Laurence's notes – Board Learning – Discernment Open Questions – 05/11/10

Vision, Purpose, Mission, and Seven Principles of Unitarian Universalism

C3HUU Board Covenant

BARB'S NOTES – BOARD LEARNING – DISCERNMENT OPEN QUESTIONS – 05/11/10

What are our core values? Who decides this? How often do we revisit this?

Paige – Important they be reflected in our statement about who we are – e.g., mission statement. Also UU principles.

Erich – What Marianna wrote resonated with me [see below]. Encompasses a lot. Good starting place. Interested in hearing other opinions especially if we need to expand.

- **Marianna Fiorentino;**

Hotchkiss equates core values and principles. If we accept that, then why are we not using the 7 UU principles to represent our core values? Certainly members of the congregation were attracted to our church because we practice these core UU values.

- 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.

Erich – What Marianna wrote resonated with me [see below]. Encompasses a lot. Good starting place. Interested in hearing other opinions especially if we need to expand.

- Marianna Fiorentino;
- George – Closely tied to 7 principles – agrees with what Marianna wrote – this also embodied in our covenants.
- Maggie – Marianna’s statement resonated with her too
- Josh – asked that Marianna’s stmt be read – Maggie did. [see above]
- Bob – I’m in line with all that. One thing that occurred to me, in line with Peace & Justice – is that those that are powerless be heard, and those not able to articulate their vision be heard.
- Josh – Would add to these things – we’re basically optimistic – we think we can make things right and there’s a point in trying.
- Mary – nothing original to add – 7 principles and mission statement fairly sophisticated – appreciate caring for one another and sharing with one another. As her 5-year-old told a friend when they joined the church, it’s all about caring and sharing.
- Susan – Would like to see us consider things that are specific to our church – more specifically than UUA.
- Steve – agree with Susan – e.g., music and visual arts – always struck me, how they move me along.
- SAM – not particularly spiritual, always in it for the party – Something last Sunday moved her: Young woman stood up and said my husband and I have separated. This was brave for her to be able to talk about this life changing event. That she could share this is a mark of the character of our church. SAM poke with her afterward, and that would not have happened if the young woman hadn’t had the courage to share.
- Mary – listening to one another is a value, giving is a value.
- Josh – strong emphasis on children, they are very important – as people to be listened to, include in services and community. Rejoice in that they are running around, messing up our garden spot.
- Bob – Loving supporting community – agrees with SAM – someone can share, it doesn’t have to go through a minister.
- Maggie – read what Bob wrote in email reply to open questions:

BOB WESTON

Core Values: beyond the mission statement general principles we will provide individual children and adults with opportunities to grow spiritually within the context of a loving and supportive community. We will act with compassion, equality and justice in our relationships with members of our congregation and the broader community. We will encourage service to transform the world.

Deciding: The Board has the ultimate responsibility to identify core values based on the consensus of the congregation.

Revisit: every 3-5 years to keep the focus current and in the foreground of our decision making.

Align: Posting mission and current core values and imbedding them in various frequently used documents and in the back of the order of service.

George – Has seen a shift particular to our church’s core value, people are valued first and what they do second – it’s not about where did you do your graduate work, etc. Absolutely not the first thing put in our face. Fun to find out things about people as you get to know them.

Barb – living our core values.

Maj-Britt – agree principles are our core values, glad to hear others lifting up other words, energy collect and pools in new ways. Creativity is a power for change. There is a power for that. Creative interchange. We are learning to share our energy for new values – Community is a power greater than the individual. Joy for learning and new experiences. Sustainability, generosity – things to grow out of that.

Paige – core values in mission statement are valid, others infuse for I do – try to figure out what it really means to respect the inherent worth and dignity of all individuals – multiple things true at the same time – thinking how we live, where our money and time goes, there goes our values.

How do we align our actions with our values?

George – extremely important to align our actions with our values – lots of progress toward that. We do treat one another with respect for the most part, I’ve seen people confront one another in a gentle way.

Laurence – I was on New Orleans trip. What impressed me, close quarters, everyone treated everyone with respect. I’ve been in other situations where that doesn’t happen. I’ve been in situations where our actions are aligned with our values.

Erich – Discernment rather than these questions – “our” actions ambiguous, what do we mean by values – ambiguous – When we talk about core values, (1) statement about it (2) what goes on inside each person what they believe at their core, may not be aligned completely with how we articulate our values. To come to terms with this, which set of values are we talking about – collective group, individual – how am I going to align my actions with my values, that’s a complicated question. What do I believe, what does the group I’m in believe? What do we mean by OUR. A number of different levels at which this question can be discussed.

Maj-Britt – Mission statement, based on our values – also any vision statement we come up with, covenant of right relations, how do we give ourselves a place to practice those –hope that in the future we will align ourselves as a community with the 3rd part of the mission statement. Just a small group of people now – how do we live out the 3rd part of our mission statement. How do we go from actions to values out in the world?

Paige – When I think about this, I think the OUR is the church. The values are what we express through these written statements. The way the church would act these out is through the decisions we make – budget, etc. – programs, how we are going to spend our money and evaluate what we do.

Steve – MBJ, really good part about the 3rd part of the mission statement, bringing in the whole congregation – New Orleans trip a really good example of that – good work for people who need it and an education for us. There’s a crowded market with churches wanting to change the world, what Geo said resonated with me. Thinking strategically. Possibly boycotts, demonstrations . . . present self in future.

Susan – This also means how we align our actions among ourselves. Covenant, do we align with our values and our mission statement? A core responsibility.

Mary – Point parallel to Susan’s – one “we” is this table. Original mission statement work, to align our actions with our work. Happening in other groups, e.g., choir and other smaller groups.

Josh – Another possible interpretation is how we actually do it, get it done. Extend to all committees, empower those willing to work really hard. Empower, support – e.g. giving to STP, showing up at events. Make it clear to committees themselves – don’t dictate to committees how to do their business, but make committees aware of aligning their actions with their values.

Maggie – If we have shared values, we can support the individuals. Big, little all equally valid.

Barb – Ira Sandperl – we may work to overcome violence out in the world, yet unaware of the small violences we do individuals in our daily lives. People are able to make different kinds of contributions at different times in their lives – a busy mother v. those of us who are retired. Involvement – concentric circles or pie wedges.

LAURENCE’S NOTES – BOARD LEARNING – DISCERNMENT OPEN QUESTIONS – 5/11/10

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.
- Some questions were made about some of the precise meanings of some of the seven principles.
- Board members expressed the following ideas:
 - Our core values are in the statements of who we are.
 - We believe in religious pluralism, that many different things can be true at the same time.
 - Our core values are also reflected in our covenants.
 - We value people first, what they do second.
 - The personal connection is a core value for this church that is larger than in other churches.
 - The core values should be something that we live, don’t just say.

- 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 provide individuals the opportunity to grow spiritually within a supportive community.
- 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.
- A core value is our caring for each other and the mutuality of time and effort.
- 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.

How do we align our actions with our values?

- 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.
- 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.
- We need to encourage a nurturing environment.
- We don't all need to do the same thing for the Church.

THE COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST

Vision Statement	(Adopted by congregational vote August 18, 1996)
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This is how we envision our church ten years from now:

- **We** will be a welcoming congregation centered in Sunday worship which takes place in a beautiful, bright, accessible sanctuary enhanced by all of the arts. We will enjoy expanded classroom space, and an updated community building, and facilities will adequately accommodate growth while enhancing our shared intimacy. Our buildings and grounds will embody our respect for the interdependent web of all existence. Our corporate life will be grounded in the Spirit of Life as we practice justice, equity and compassion in our relationships.
- **We** will be a welcoming congregation, celebrating the inherent worth and dignity of all people, inclusive and diverse in all ways, intergenerational in worship and programming, embodying the democratic process.
- **We** will be accepting of one another and encouraging of each other's spiritual growth, celebrating rites of passage for members of all ages. We will be a community of fellowship and friendship.
- **We** will be engaged in cradle-to-grave religious education in a free and responsible search for truth and meaning.
- **We** will be working toward our shared goal of world community with peace, liberty and justice for all. Our hands on social concerns will include church-based programs and community outreach; our peace and justice work will embody our values in deeds. We will be connected in meaningful ways with other Unitarian Universalist congregations and associations.
- **We** will be a church which is a sanctuary in an oft-troubled world, a place to come for comfort, support and spiritual nourishment.

Statement of Purpose (1995)

The Community Church of Chapel Hill is a Unitarian Universalist fellowship of Judeo-Christian origins which seeks inspiration in all faiths. It is a spiritual home of open membership dedicated to the celebration of life and the dignity of every person. We are committed to religious education and service both to each other and the larger community.

The Mission of The Community Church of Chapel Hill (adopted 2010)
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Inspired by the wisdom of diverse religious traditions and our own history of ethical engagement, we strive to nurture spiritual growth, support and care for each other, and effect change through our love for the world.

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.

**COVENANT - Board of Directors, Community Church of Chapel Hill,
Unitarian Universalist (adopted May 2008, amended February 2009)**

Stand tall for integrity but not at another's expense

We will:

1. Make our interactions respectful.
2. Listen carefully and respectfully to each other, will give each other time to speak.
3. Raise our hands when we wish to speak.
4. Ensure that all members have the opportunity to share their opinions and work towards consensus. When consensus is not possible, we will agree to disagree and work towards a workable resolution of the issue.
5. When disagreements arise, we will discuss them respectfully with the person involved—not third or fourth parties.
6. Read materials and be prepared to participate in any action needed
7. Encourage dialogue, debate, integrity, honesty in free discussion.
8. Think carefully about how we correct each other---perhaps remembering that it is not always essential to be right or have the last word.
9. In cases where there is a conflict between board members which cannot be resolved by those affected, for example because the aggrieved board member is not comfortable resolving the conflict alone, a process involving two (2) other board members will be implemented. The goal will be to resolve the conflict in a positive manner.
10. The covenant accepted by the board will apply to all Board-related interactions within and outside of Board meetings, including person-to-person and telephone conversations as well as electronic communication and action.
11. Items discussed or voted upon in confidence electronically will be made public through a report to the Board that will be approved as part of the Board minutes. Until that time electronic communication regarding Board business will stay within the Board, excepting instances where outside expertise is required.
12. When disagreements arise and are discussed electronically, resolution should be sought initially between the disagreeing parties and involving the Board chair as needed, but only as a last resort involving the entire board.
13. Board members will remain cognizant and respectful of the fact that Board discussions and minutes aside from closed sessions are open to public view.
14. As a general rule, individual board members are free to state their own opinion on any issue, but should share information about the opinions of other board members in an anonymous manner only. They should also clearly and accurately state any final decision, and its rationale, taken by the board on any issue, even if they do not support that decision. Board discussions should be presented in a manner that is fair and balanced and accurately reflects the range and diversity of the opinions shared.
15. This covenant applies to the entire Board, including ex-officio members.

The chair will:

- Offer everyone a turn before allowing others to speak; board members will respectfully point out when someone who wishes to speak is not seen by the chair. If it appears that

the chair does not see board members who wish to speak, other board members will point this out.

- Make every attempt to get materials out 3 to 5 days before meetings. Late items will only be accepted in extreme situations.

In order to ensure that actions are carried out, one board member will keep a running “to-do list” which will be reviewed prior to the adjournment of the meeting. Board members will work to make sure that action items are followed and that the necessary actions or communications are accomplished.

May 26, 2010

TO: Executive Committee

FROM: Fiscal Year Task Force: Andy Henke, Jay Miller, Scott Provan, Paige Hall Smith, Andrea Sordean-Mintzer, Peter Witt

RECORDER: Paige Hall Smith

Attached: Time line of Activities

Comment from Andrea on the dates in the timeline:

I'm not so sure about the order of Board & Council Goal / Priority Setting for the New Fiscal Year, so I just used regular meeting dates. Also, not sure whether Board & Council will be meeting together again with the shift to Staff Budget planning.

Issue 1: The TF supports moving forward with FY change for 2011.

Issue 2: 2010 Commitment Campaign

- ✓ The TF supports the idea of having an abbreviated stewardship campaign for 2010 with the goal of having congregants extend their current pledge 6 months (til June 30 2011); we would follow this by a normal stewardship campaign for 2011-2012.
- ✓ **Language:** Language is important: we prefer the use of “commitment campaign and commitment Sunday” over the term “miracle Sunday”, which might suggest a “one-day” campaign. It may be too confusing to use the term “Stewardship campaign or stewardship Sunday” in the fall since we will be using that language again in the Spring.
- ✓ **Assumptions:** Congregants are asked to continue their current pledge for another six months; if they don't want to do that let us know; are welcome to, of course, increase their pledge.
- ✓ **Activities for campaign;** We recommend that the campaign consist of the following: (this is included on the timeline).

Date/timeframe	What	Who
1. Now; complete by August	Decide on messaging: incorporates messaging for all activities below.	BOD with input from MBJ and Stewardship committee
2. For September newsletter	Article that describes the FY change; sets the overall context for changes; focus on “what this means to congregants in terms of pledging [possibly also BOD elections]	BOD with input from MBJ and Stewardship committee
3. October news-letter	Continuing discussion	Stewardship committee with input from MBJ
4. Commitment Sunday: October 17	Within these Walls	George
5. Commitment Sunday	Set of activities to be determined by Stewardship committee; could include a lunch/reception /program	Stewardship committee; others as needed
6. Monday After	Pledge letter to congregation; personalized?	Written earlier (1 above); signed by MJB and Board Chair
7. about 2 weeks after letter	November newsletter; Follow up to letter; reiterate main points.	Stewardship committee
8. Timing TBD by Stewardship committee	All church email	Email from MBJ

Issue 3: Need a cash-flow analysis related to transition period

- ✓ The TF recommends that the Finance Committee, in conjunction with MBJ and Andrea review the budget to identify whether there are certain cash-flow issues especially related to the transition that need to be addressed and if so what bridging strategies might we employ.
- ✓ Andrea, Scott and Jay (both on the Finance Committee) concur.
- ✓ This could be time to coincide with the planning for the 6-month budget extension that MJB will be developing with the Treasurer and Andrea. (beginning of September).

Issue 4: Timing of the 2011-2012 stewardship planning and budget planning for FY 2011-2012

We view October 17 (Commitment Sunday) as a “transition date” whereby all planning and budgeting related to the 6-month budget extension and abbreviated campaign will be complete.

At that point committees and staff can proceed with program and budget planning and stewardship planning for FY 2011-2012.

We see this demarcation date as a way to help avoid confusion as to which FY people are working on.

For FY 2012-2011 budget planning will begin after Commitment Sunday; for subsequent FY this process will probably begin in September.

The stewardship campaign for 2011-2012 will begin in January 2011.

Stewardship Sunday may be March 6.

Issue 5: Congregational Meeting

Per our by-laws we recommend having a congregation meeting in December as per usual to have the congregation approve the 6-month budget.

We would like to see the congregational meeting being more than just a meeting. We could see having a congregational lunch and/or a short program to attract people.

We would need to have another congregational meeting in May to approve the 2011-2012 budget. Similar as above, we would like to see more of a program. Could depend on what happened in December.

Issue 6: Board of Directors

This is an important question for the BOD to consider: do we and if so when, do we, extend the BOD commitments by 6 months so that we can then coincide BOD elections with the new FY.

Two options: extend commitments NOW; and not have elections until 2011. Current officers would remain until June then shift.

Advantages: not having an election now

disadvantages: those at the end of the 3 year term may be ready to step down.

have elections as usual and extend commitments starting January 1. Officers would change as scheduled but remain until June 2012.

Advantages: those elected come on knowing that their first term is 18 month

Disadvantages: have to have an election now

Need to act soon since the nominating committee is forming.

Issue 7: Stewardship Committee

- ✓ We need people in place to help plan and implement both the abbreviated
- ✓ stewardship campaign and the one for 2011-2012 Ideally we want people in place for are in for both; but it is not required.

- ✓ Peter Witt is in for both campaigns
- ✓ Jay is able to commit to the abbreviated campaign but not the one for 2011-2012.

Summer Board Meetings

Decision: June Board meeting will cover both June and July. There will be no separate July meeting.

Survey results:

George & Paige away schedule this summer:

JULY: Paige: away No exec, no board

George: away July 28-August 12 or 13.

AUGUST: Paige here for exec and Board

George: NO exec, here for Board

Executive Committee

July 6: no executive committee in July.

August 10: Maj-Britt, Erich, George will be absent. Agenda will be set by Paige and Barb, with email input from others.

Suggestion: Go with who is there for August -- Paige & Barb do the agenda, with input from George and others.

Board Meeting

August 17: Maj-Britt will be absent.

Summer Coverage and Staff Vacation Schedule

Contact info and schedule for Maj-Britt, July and August 2010

I [Maj-Britt] will be off all of July (not on call) and then on-call for emergencies in August (returning on the 24th).

Holly Lux Sullivan and Robin Renteria (I am copying them on this) have agreed to be on call in July and their info is below. Each took two weeks. I will ask them to send their bill to Andrea at finance@c3huu.org. We agreed on the same terms as last summer, \$50.00 per week retainer, and \$50.00 per hour if they actually counsel anyone. If they are called on to do a memorial service they need to be paid \$250.00. Andrea and I can talk later about where the funds come from.

Here's the procedure. I'll let the congregation know (probably in an email and in newsletter) that any pastoral requests go through the Caring Coordinators (or their designated replacements). They will contact the on-call minister if it is a situation they feel requires a minister. Last summer Robin only had one, one hour call, and Claudia our other minister on call had none. May the force be with us again this year.

In August, when I am on call, all caring concerns should again come from the congregation to the caring coordinators who will channel them to me if necessary. We'll set those parameters up in a meeting in the near future. George, Paige, and the staff can contact me if there are non-pastoral emergencies. However, if some really awful trauma happens in July, God forbid, knock on wood, throwing salt over my shoulder, please call me of course! Always call me at home 919-969-4220 as my cell is not always reliable though you can try it as well 919-448-5061. Michael is stuck at home this summer so he can contact me if I'm out of town.

Thanks all of you all,

First two weeks of August: Holly Lux Sullivan

Home: 919-321-8404; Cell: 336-587-4900; Work: 336-538-7475 (I'm at a chaplain resident at Alamance Regional and don't have cell service in the hospital. If I'm needed, though, they can call the department, which can page me.)

E-mail: hollylux@mindspring.com

Home address: 206 Oak Forest Court, Mebane, NC 27302

Second two weeks: Robin Renteria

rwrenteria@gmail.com

919-818-6362 (cell)

(Any other phone?)

To: President of the Board of Directors, staff, church leaders, and Board members.

Re: Procedures for management and ministry summer 2010

From: Maj-Britt

Ministry: For pastoral care issues please contact the Caring Coordinators: Ivy Brezina or Cathy Cole. If necessary they will contact the minister on call (July), or me if it is in August.

Cathy Cole is having surgery twice this summer, and Ivy will be away at times, so we are adding Marion Hirsch's name to the list of contacts for pastoral care during July. In other words, if you are unable to reach either Ivy or Cathy, call Marion and she will determine if an on-call minister should be contacted.

If you are unable to reach one of the Caring Coordinators during August any of the staff, or George or Paige may call me directly about a serious pastoral concern. Try my home number first (919-969-4220) Michael will know how to reach me. Cell phone second 919-448-5061.

Should a disaster happen in July or August anyone can call me on my cell and/or leave a message at my home number.

Management:

- Andrea is in charge when I'm gone.
- When Andrea is on vacation, July 7-25, Marion is in charge.
- For everyday questions please always call Susie first during the office hours.

Summer 2010 - Staff Vacation/Time Away Schedule

- June 26-July 10 Glenn Vacation
- June 25 & 28 Susie Vacation
- July 4-10 Wren Vacation
- July 5 Independence Holiday - Office Closed
- July 7-21 Andrea Vacation
- July 24-Aug 15 Tifani Vacation
- July 29-Aug 2 Wren Vacation
- Aug 4-18 Marion Vacation

Board Officers and Duties

5.4 *Officers.* The Vice-Chairperson will serve the first year of service as Vice Chairperson and Chairperson-elect; during the second year of service will serve as Chairperson; and will serve the third year of service as past-Chairperson. The Board of Directors shall annually elect from among their own number a Member-At-Large for the Executive Committee, who shall serve a term of one year and shall be eligible for re-election for not more than one additional year. The Chairperson, the Vice-Chairperson and the Member-at-large shall be the officers of the church. The Board shall annually elect, from their own number or the congregation, a Secretary, a Treasurer, and an Assistant Treasurer to serve as officers of the church for terms of one year. There shall be no limitations on the number of consecutive terms which may be served by the Secretary, Treasurer and Assistant Treasurer. Officers who are not Directors shall be expected to attend all Board Meetings, and shall have voice in discussions; but only the twelve (12) Directors may vote.

The Treasurer, Assistant Treasurer and Secretary shall be elected at a December Board meeting by majority vote of both the outgoing and incoming Board members. They shall take office on January first of the following year. The Nominating Committee shall propose a slate of officers to the Board. After taking nominations from the floor, the Chair shall conduct the election by secret ballot, except that for uncontested offices election may be made by acclamation. The Treasurer shall serve as a non-voting member of the Executive Committee.

In the event that one of the officers is unable to complete the term of office, the Board shall elect a successor. If the Chairperson is unable to serve, the Vice-Chairperson shall serve as acting Chair until a replacement is selected by the Board.

6.1 *Executive Committee.*a. Composition: Voting members of the Executive Committee shall consist of the Chairperson, Vice-Chairperson, and Member-At-Large of the Board. The Treasurer shall be a non-voting member.b. Quorum: Two (2) voting members of the Executive Committee shall constitute a quorum.c. Powers and Responsibilities. The Executive Committee shall be responsible for the conduct of the affairs of the church between meetings of the Board, and shall have such other duties and perform such functions as are assigned it by the Board. Any action taken by the Executive Committee must be ratified by the Board at its next meeting.

6.3 *Nominating Committee.* The Nominating Committee shall be composed of four members of the Church who will serve two year terms, to be staggered by one year. The Board shall appoint two members annually. The committee shall 1) complete the election process as outlined in articles 5.3 and 5.4 of these bylaws and 2) perform other nominating tasks as asked by the Board.

Book Sale

1. Name Of The Event: Book Sale
2. Contact Person for Event: Bob Weston temporarily until replacement identified
3. Brief description of Event (1-2 sentences): Invite congregation to donate to C3HUU their gently used paperbacks, hardcovers and coffee table books for a fundraising sale to the general public. Also, members to donate recycled retail plastic bags to carry out books.
4. Proposed Date(s): Early fall Saturday date to be determined
The event: N/A
Administrative dates (may be n/a): N/A
Closing date for out-of-pocket reimbursements: week after event
Closing date for donations: Open ended until sale date
5. Who (e.g., which committee) Is Sponsoring The Event: Board of Directors
6. Budget: Est. \$50 for publicity, refreshments costs, pricing stickers, etc.
7. What The Event Will Cost The Church: No Cost
8. Anticipated (Estimated) Income From The Event: \$2,500.
9. How The Sponsor Would Like To Distribute The net Income From The Event (after the dedicated 20% stewardship contribution): 100% to C3HUU annual budget for 2010
10. Impact On The Church In Terms Of Volunteers And Space Resources: Temporary storage of donations (along walls of Commons?) for 2 weeks leading up to sale. Jones Building Friday night for set up and Saturday 9:00 to 4:00. Estimated 8-10 members split between Friday and Saturday. If available, cart to transport books to Jones Building from Commons
11. Any Additional Information Or Concerns: Disposal of unsold books- Consider donation to Habitat or area library book sale programs.

Congregational Garage Sale

1. Name Of The Event: 50-50 Congregational Garage Sale
2. Contact Person for Event: Temporarily Bob Weston until approved and replacement identified
3. Brief description of Event (1-2 sentences): This is a Saturday Congregational garage sale event open to the general public for buying any new and/or used household items members/friends wish to dispose of and are willing to split proceeds on a 50-50 basis with C3HUU. Additional fund raising at this event will come from the sale of beverages and snacks.
4. Proposed Date(s): Projected for an available weekend this fall (to be determined)
The event: C3HUU 50-50 Garage Sale
Administrative dates (may be n/a): N/A
Closing date for out-of-pocket reimbursements: one week after event

Closing date for donations: Day of event

5. Who (e.g., which committee) Is Sponsoring The Event: Board of Directors
6. Budget: \$50-\$75 out of pocket for some purchased food and donated food from members as well as event flyers. News Times offers free notices in the religion section.
7. What The Event Will Cost The Church: No Costs Expected
8. Anticipated (Estimated) Income From The Event: \$3,000 net
9. How The Sponsor Would Like To Distribute The net Income From The Event (after the dedicated 20% stewardship contribution): 100% to C3HUU annual budget for 2010
10. Impact On The Church In Terms Of Volunteers And Space Resources: Need total 6-10 volunteers to check in deliveries Friday night and staff event 9:00 am to 4:00 pm Saturday (some time Sunday possibly)
11. Any Additional Information Or Concerns: May need temporary use of a corner of the Jones building for items not sold Saturday and not picked up until Sunday. Contracts will specify that all items not picked up will be donated to the Habitat For Humanity Store (Monday pick up). Will need to avoid any UNC home football game parking event.

Monthly Fundraising Dinners

1. Name Of The Event: Monthly Fundraising Dinners
2. Contact Person for Event: Bob Weston
3. Brief description of Event (1-2 sentences): Budget boosting fund raising dinners to be held monthly on available Friday or Saturday nights starting at 6 pm and ending about 9 pm. Intended as a family friendly social and budget fund raising evening including vegetarian options and with various light live or recorded music entertainments, as available.
4. Proposed Date(s): Monthly as dates are available. Intended to be ongoing to future year(s), if successful.
The event: Pasta dinners, international/regional themed dinners (Asian, Cajun, etc), various themed cook-off dinners (chili,etc.)
Administrative dates (may be n/a): N/A
Closing date for out-of-pocket reimbursements: Week after events
Closing date for donations: Day of events
5. Who (e.g., which committee) Is Sponsoring The Event: Board of Directors
6. Budget: Various \$25-\$75 depending on food sources for events
7. What The Event Will Cost The Church: Expenses will come out of admission fees of \$8 adult, \$5 child, maximum \$20 per family
8. Anticipated (Estimated) Income From The Event: Est. average net \$300 (\$1800 fiscal 2010)
9. How The Sponsor Would Like To Distribute The net Income From The Event (after the dedicated 20% stewardship contribution): 100% to C3HUU annual budget

10. Impact On The Church In Terms Of Volunteers And Space Resources: Each monthly dinner will require 3-5 volunteers to set up, prepare food and clean up. The Jones Building area and kitchen (including some short term event only refrigerator/freezer space) plus tables, chairs and occasional minimal sound set up will be needed from 4 pm to 10 pm for each event.

11. Any Additional Information Or Concerns:

Rebate Your Rebate

1. Name Of The Event: Rebate Your Rebate

2. Contact Person for Event: Bob Weston

3. Brief description of Event (1-2 sentences): Invite congregation to donate to C3HUU their rebate of \$50 from Progress Energy for their safe recycling (95%) of old, inefficient refrigerators and freezers. Members are expected to save \$100/year in excess energy costs.

4. Proposed Date(s): June inserts into the Order of Service and then notices in the announcement section of the Order through the end of August.

The event: N/A

Administrative dates (may be n/a) N/A

Closing date for out-of-pocket reimbursements: N/A

Closing date for donations: 12/15/10

5. Who (e.g., which committee) Is Sponsoring The Event: Board of Directors

6. Budget: None

7. What The Event Will Cost The Church: No Cost

8. Anticipated (Estimated) Income From The Event: \$1,000 (20x\$50)

9. How The Sponsor Would Like To Distribute The net Income From The Event (after the dedicated 20% stewardship contribution): 100% to C3HUU annual budget for 2010

10. Impact On The Church In Terms Of Volunteers And Space Resources: One kick off insert in the Order of Service followed by bold face basic information in the announcements through end of August

11. Any Additional Information Or Concerns

Fundraising 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.

[The following contract was signed and sent. Dan has already had one conference with the Governance Task Force. This was made possible by a generous donation from two anonymous donors. It requires no money from the budget.]

PROPOSAL FOR GOVERNANCE CHANGE COACHING

to be provided by the Alban

MAY 27, 2010

Institute PROPOSAL DATE:

COACH:

DAN HOTCHKISS, SENIOR CONSULTANT

CLIENT:

THE COMMUNITY CHURCH OF CHAPEL

HILL UNITARIAN UNIVERSALIST

COACHING DATES:

**FROM MAY 28 THROUGH NOVEMBER 31,
2010**

I appreciate your being in touch your interest in coaching support as Chapel Hill Community Church studies possible changes to its governance practices. You explained that you are studying by book, *Governance and Ministry*, and would like some support as you decide how to apply the principles you are learning to your own situation.

During the contract term, we will “meet” for about an hour a month by phone or videoconference. The Governance Task Force will normally participate, and I am open to others joining us as might seem best. In addition, the minister or GTF chair may contact me by phone or email at any time, or authorize others to do so, and I will respond promptly, normally within 48 hours.

The Alban Institute may contact you during or after the consultation to seek feedback helpful to my development and continuing education.

This Proposal for Services, along with the following Terms & Conditions and Signature Page, together constitute a contract for the services described above.

TERMS AND CONDITIONS

for Services Provided by the Alban Institute

1. The preceding Proposal for Consulting Services, when approved by the appropriate authority, together with these Terms and Conditions, constitute a contract for services between The Alban Institute and the Client named in the Proposal
2. The Client shall indemnify, defend, and hold harmless Alban and the Consultant from and against any and all losses, claims, liabilities, expenses, and fees of any kind incurred by Alban and the Coach in connection with or arising out of these consulting services, except in the case of losses arising out of gross negligence and/or illegal activity.
3. This contract may be canceled at any time with 60 days written notice from either party. Cancellation by the Client will result in a charge of 50 percent of the agreed-upon fee, or a prorated amount of the fee based on the amount of contracted services actually conducted, whichever is larger.

4. The Client agrees not to permit the duplication, use, or disclosure of any information or materials provided by the Alban Institute or the Coach to any person or entity unless such duplication, use, or disclosure is authorized in writing by the Alban Institute. For the purposes of this condition, "information or material" refers to information or material not previously made public, or not ordinarily provided free of charge.
5. This contract shall in all respects be interpreted under the laws, and within the jurisdiction, of the Commonwealth of Virginia. The Client hereby consents to the jurisdiction of the Commonwealth of Virginia for the purpose of enforcing this contract.
6. This contract between Alban and the Client may be modified only by written mutual consent of the parties.

For questions regarding these Terms and Conditions, please contact:

Twila M. Glenn, Manager
 Alban Consulting Program
 The Alban Institute
 2121 Cooperative Way, Suite 100
 Herndon, VA 20171
 703-964-2700 x246
 tglenn@alban.org

SIGNATURE PAGE AND CONTACT INFORMATION

for Services Provided by the Alban Institute

The Community Church of Chapel Hill Unitarian Universalist accepts the contract for services described in the preceding Proposal and Terms & Conditions.

Fees and expenses. The fee for this work is \$1800, which is due at the time the contract is accepted and should be sent to Alban with the signed contract. Travel and other expenses, if any, will be billed in addition to the fee.

Signed:

_____ date _____
 _____ (print name)
 _____ (print position)

The Community Church of Chapel Hill Unitarian Universalist
 _____ date _____

Lee Nelson
 Chief Financial Officer
 The Alban Institute

Please return signed contract (and deposit, if applicable) to:

Tiffani Berry, Consulting Associate
 The Alban Institute
 2121 Cooperative Way, Suite 100
 Herndon, VA 20171

A copy of the fully executed contract will be returned to the Client at the address shown below:

Andrea Sordean-Mintzer, administrator
 Chapel Hill Community Church UU
 106 Purefoy Road Chapel Hill, NC 27514
 finance@c3huu.org

919-942-2050
Coach:
Dan Hotchkiss, Senior Consultant
65 Bourne Street
Middleboro, MA 02346
dan@alban.org
508-951-3178

Nominating Committee Action

Two members of the committee on ministry are rotating off this year as their terms end (Polly Johnson and Gayle Ruedi) and I am resigning (because of starting divinity school). In addition, another member (Nancy Reichle) may need to resign because of health issues. So, we could have as many as four vacancies this fall.

Our charter states that we must submit to the board a list of candidates for CoM, with twice as many names as there are openings. The board may: 1) approve the list as is; 2) Re-prioritize or add names and then approve; or 3) ask us to make a new list altogether.

Below is our list of 8 potential candidates. None of them has been approached about serving on the committee on ministry yet, but, as soon as the board has approved the list, we will ask them in the order shown until we have our four people.

Chris Wedding

John Bowles

Chris Guidry

Joel Grodensky

Amy Kalkebrenner

Caroline Pence

Catherine Grodensky

Anna Waller

In addition, we ask that the board approve Lillie Bonzani as chair of the committee on ministry, effective September 2010.

Thanks for your help!

Jim

Board Nominating Committee

Cathy Cole has agreed to chair. Need replacement for Mia Prior and Rick Symanski. Suggested: Martha Martin, Peter Gilliom, Liz Bryant, Ruth Gibson

Current members on nominating committee: *Laura Gilliom and Cathy Cole. Their terms expire December 2010. Terms are 2-years.*

Delegates to General Assembly

We need to approve the following voting delegates to General Assembly in Minneapolis, MN
June 23-27, 2010:

Kari Andrade

Mary LeMay

Frankie Price-Stern

Charlie Kast

Maj-Britt Johnson.

Contract Between Church Pianist and
Community Church of Chapel Hill, Unitarian Universalist

This letter of Agreement, when signed by both parties, becomes a contract between Aviva Enoch and the Community Church of Chapel Hill, Unitarian Universalist.

1. This Agreement shall begin on August 25, 2010 and terminate at the end of May 2011. The Agreement may be reviewed and renewed annually thereafter and the terms may be changed by mutual consent of the Pianist and the Minister/Chief of Staff.
2. The Minister/Chief of Staff contracts with the Pianist with the approval of the Board of Directors.
3. The responsibilities of the position are as follows:

The pianist will accompany the choir at every Wednesday night rehearsal and is expected to rehearse at least one half hour on her own time. She will accompany the choir, and play hymns as needed two Sundays of the month.

Compensation for the pianist shall be as follows:

\$*** per Sunday

\$*** per Wednesday night rehearsal plus prep time.

Any additional services such as accompaniment at events in the larger community, or substituting for the Music Director other than on the contracted two Sundays per month will be budgeted for in advance by the Music Director in the annual budget. The rate of compensation will be \$*** per hour. The pianist will not be expected nor requested by the Music Director to volunteer her time as a musician for any extra services. If invited by C3HUU musicians to collaborate on additional services at the church she may do so.

4. The pianist position is a contractor position. Social security and tax withholdings are the responsibility of the contractor. This contracted employee will submit an invoice, signed by the Music Director, to the Congregational Administrator, on the 15th and 30th of the month for all services rendered in the previous weeks.
5. The pianist reports to the Music Director for direct supervision. The Minister/Chief of Staff has final supervisory responsibility for the Pianist. The Minister may request Pianist attendance at occasional one-on-one or staff meetings.
6. The Music Director will perform an annual review of this contracted employee and share it with the Minister/Chief of Staff.
7. The Pianist may arrange with the Music Director for unpaid Sundays off on an as needed basis.
8. The Pianist may resign at any time, but the Board requests a minimum of three weeks advance notice when possible.

9. This contract may be terminated for cause by joint agreement of the Minister and the Board.

Signed: _____
Pianist Date

Signed: _____
Board Chair Date

Signed: _____
Minister Date

Contract for Sunday Hospitality Coordinator

The Community Church of Chapel Hill Unitarian Universalist

Position Description: Sunday Hospitality Coordinator. This is a contractor position.

Reports to: Membership Coordinator

Hours:

September- May, 8:30-1:30

June-August (when there is only one worship service) 9:30-1:30

Overview:

The Sunday Hospitality Coordinator is responsible for unlocking the doors of the sanctuary, and Jones building; preparing the spaces for worship, and coffee hour, and doing light housekeeping and cleaning following the services.

Primary Responsibilities:

- Checks sanctuary and other spaces in the church for neatness, straightens up and does light cleaning if necessary, makes sure bathrooms are stocked, generally ensures all spaces are presentable for Sunday morning.
- Sets up the kitchen and Community Room for coffee hour including making coffee and setting up refreshments as they are made available.
- Tends the coffee urns and food tables during the two coffee hours, replenishing as needed.
- Cleans up the kitchen after coffee hour.
- Empties the garbage in bathrooms, kitchen and other areas of the church.
- Does light cleaning as needed in all rooms of the church. Heavy cleaning is done by a cleaning service, but this position is responsible for making things generally presentable for any activities that may be happening Sunday afternoon or evening.

Core Competencies:

Willing to work independently, as well as take direction.

Flexible

Friendly

Qualifications

Able to work on his or her feet for hours at a time.

Able to lift up to 20 pounds

Compensation: \$11.74 hr. (summer 2010)

FSLA Status: Non-exempt

Date Approved: June 11, 2010

Contract between Sunday Hospitality Coordinator and The Community Church of Chapel Hill
Unitarian Universalist

This letter of Agreement, when signed by both parties, becomes a contract between Olga Naranjo and the Community Church of Chapel Hill, Unitarian Universalist.

1. This Agreement shall begin on July 1, 2010 and terminate at the end of June 2011. The Agreement may be reviewed and renewed annually thereafter and the terms may be changed by mutual consent of the Sunday Hospitality Coordinator and the Minister/Chief of Staff.
2. The Minister/Chief of Staff contracts with the employee with the approval of the Board of Directors.
3. The responsibilities of the position are outlined in the job description approved June 11, 2010.
4. This position is a contractor position. Social security and tax withholdings are the responsibility of the contractor. This contracted employee will submit an invoice, signed by the Membership Coordinator to the Congregational Administrator, on the 15th and 30th of the month for all services rendered in the previous two weeks.
5. This position reports to the Membership Coordinator for direct supervision. The Minister/Chief of Staff has final supervisory responsibility.
6. The Membership Coordinator will perform an annual review of this contracted employee and share it with the Minister/Chief of Staff.
7. The Hospitality Coordinator may arrange for her own substitute workers. They must first be approved by the Chief of Staff, and submit a W-9 to the Congregational Administrator.
8. The Hospitality Coordinator may resign at any time, but the Board requests a minimum of three weeks advance notice when possible
9. This contract may be terminated for cause by joint agreement of the Minister and the Board.

Signed: _____
Olga Naranjo Date

Signed: _____
Board Chair Date

Signed: _____
Minister Date

Church Council Minutes

May 25, 2010 @ Manse

Attendance:

B&G	Gary Giles		DC		SEA	Jean Genova
Board Rep	Paige Smith		ECO	Cecilia Warshaw	Stewardship	
Caring			IT		W&A	Marni Goldshlag
Council Convener	Tifani Hencke		Membershi p		Youth Programming	Julie Worth
CRE	Julie Worth		Music	Spencer Foscue		
CSM	Sue Brewer		Minister	Maj-Britt Johnson		
COM			P&J	Lori Hoyt		

Chalice Lighting ---Tifani

Council Learning – Maj-Britt

Maj-Britt led a discussion on how we might put our values to work in the world outside the Church. This stemmed in part from a list of core values generated by the Governance Task Force of the Board. Comments included that we needed first to discern our beliefs and values on a personal level; that groups within the Church are developing covenants to enhance interpersonal relations, and to focus on deeper listening; and that these efforts should help to foster the interesting, exciting and even challenging discussions that might derive how the Church would take its values to the outer world. Maj-Britt encouraged committees to discuss the values list further.

Business Meeting:

- **Copier Codes** – Tifani pointed out new copier codes are taped to the copier and need to be used. Each group should use its own code. If groups need a code, they should contact Susie in the Church office to obtain.
- **Budget meeting** will not be held in July; a forthcoming email will confirm.
- **Check-ins:**

- **CSM** – Will be plenty of Share the Plates this summer. Plan to collect nonprescription reading glasses for the homeless this fall. CSM is taking on new leadership as well.
 - **Music** – Discussing fund-raising to acquire more hymnals and supplements.
 - **B&G** – Have worked on changing lighting for the art. Conducting a tree survey on the Church’s grounds, to remove invasive trees and vines. Having June work session on this.
 - **P&J** – Planning the Straley Series for the summer; theme is extraordinary local people leading committed lives. Noted that have held three “Just Desserts” programs in evenings; would like to increase attendance.
 - **ECO** – Pleased with recent Share the Plate. Holding June 4 popcorn and movie event. Members attended the Transitions program in Carrboro. Discussed the handout concerning presence of helium balloons on Church grounds.
 - **W&A** – Working on services for summer Sundays when Maj-Britt will be away. Having talks about possible changes to Joys and Concerns.
 - **Board** – Working on governance, listening and reflecting our values, and planning fund-raising for the Church.
 - **CRE** – June 5 is Youth programming committee retreat. Marian Hirsch will lead the middle school youth group in summer. Next year the middle school group will work on prevention of hunger, to increase its service activity. The high school youth group is going strong, and is discussing ways of raising finances. Coming of Age has upcoming trip to Boston.
 - **COM** – Working on Mission Statement vote process. Developing procedures to supplement it, and covenants to help resolve issues. Also conducting evaluations for committees, to provide support, and put processes in place to be helpful.
 - **SEA** – Have three new committee members. Considering running one or two programs per evening in the fall.
- **Calendaring Summit**
 - **Meeting Adjourned.**

Mission Statement & Church Covenant Approval

The voting results are in, and we have overwhelmingly expressed our commitments to a mission and a covenant that highlight our supportive and active stance toward each other and the wider world. **The Mission Statement passed by a vote of 164 yes, 7 no, 1 abstain.** The Board is particularly gratified to see that our growth in numbers still allows for a communal process and outcomes consistent with our Community Church roots.

The Mission Statement will help anchor the decisions we make in our various attempts to set priorities and do good work as a congregation. Many thanks to the Governance Task Force – Barb Chapman, Susan Spalt, Susan McDaniel, Cecilia Warshaw, along with Maj-Britt Johnson, Paige Smith, George Thompson, Maggie Scarborough for beginning the process of wording and gathering feedback on the Mission Statement and to Josh Socolar, Mary LeMay, and Paige Smith on the Board for completing the process.

Our Congregational Covenant will serve as a guideline for how we will live our mission in community with one another. You voted your **support of the covenant with 161 yes votes, 6 no votes and 1 blank.** In addition, the Committee on Ministry will use the Covenant as a baseline for their work in mediation and facilitation. Committee on Ministry members who worked on this are Lilie Bonzani, Maj-Britt Johnson, Polly Johnson, DeeDee Lavinder, Jim Magaw, Nancy Reichle and Gayle Ruedi.

The process of approving both important documents shows our commitment to respectful sharing and communication in our church community. These documents will be available to all members and friends.

George Thompson

Board Chair.

Fund Raising Request for Habitat

28 May 2010

Dear Executive Committee and Board,

I am submitting 3 fundraising requests to the Board for approval relating to the Summer RE Service Project—Habitat for Humanity. I am requesting on behalf of the Children’s Religious Education Committee

For the past 4 summers we have had a service project in Summer RE—Faith in Action Project. We’ve done support for the IFC, Pennies for Peace the Khassi Hills Project, and the Heifer Project. Habitat is this year’s project. This is a big part of our summer programming and it ties in to the Summer Art Project that we do each summer.

All of these fundraisers are things the kids can actually do themselves. It is exciting for them to learn how to do this.

If you have any questions, please let me know. Thank you,

Marion Hirsch

DRE

Fundraising Request for Summer RE Project

1. Name Of The Event

Collecting Pennies

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year the Children's Religious Education has a summer service project which is service to the wider world. This year we will be collecting pennies to fund Habitat for Humanity which is this year service project. We have collected and counted pennies before and it is nice project for kids to do.

4. Proposed Date(s)

Summer 2010

5. Who (e.g., which committee) Is Sponsoring The Event

The Children's Religious Education Committee

6. Budget

None

7. What The Event Will Cost The Church

Marion's and Wren's time.

8. Anticipated (Estimated) Income From The Event

\$300

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Habitat project

10. Impact On The Church In Terms Of Volunteers And Space Resources

Conducted during RE

11. Any Additional Information Or Concerns

Fundraising Request for Summer RE Project

1. Name Of The Event

Silent Art Auction

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year the Children's Religious Education has a summer art project. For the past 3 years we have auctioned off the art to benefit the summer service project. This year we would like fund Habitat which is this year's service project.

4. Proposed Date(s)

November 28 2010 between the services the last Sunday the art will be displayed in the Sanctuary

5. Who (e.g., which committee) Is Sponsoring The Event

The Children's Religious Education Committee

6. Budget

None

7. What The Event Will Cost The Church

Marion's and Andrea's time.

8. Anticipated (Estimated) Income From The Event

\$800

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Habitat

10. Impact On The Church In Terms Of Volunteers And Space Resources

Conducted during RE and volunteers staff the volunteer table.

11. Any Additional Information Or Concerns

Fundraising Request for Summer RE Project

1. Name Of The Event

Bake Sale

2. Contact Person for Event

Marion Hirsch

3. Brief description of Event (1-2 sentences)

Each year the Children's Religious Education has a summer service project. One Sunday we will make baked goods to sell during the coffee hour to benefit the project which is Habitat.

4. Proposed Date(s)

June 13th after service

5. Who (e.g., which committee) Is Sponsoring The Event

The Children's Religious Education Committee

6. Budget

\$50 for baking supplies from the CRE budget.

7. What The Event Will Cost The Church

Marion's and Wren's time.

8. Anticipated (Estimated) Income From The Event

\$200

9. How The Sponsor Would Like To distribute The net Income From The Event (after the dedicated 20% stewardship contribution)

20% Stewardship Contribution

80% Habitatat project

10. Impact On The Church In Terms Of Volunteers And Space Resources

Conducted during RE and during the coffee hour so it would use volunteers and space already in use.

11. Any Additional Information Or Concerns

Re: Consideration of C3H's Tight Budget: Concern to P & J re Use of P & J Operating Funds

George,

1. At the beginning of May, after P & J's May 4 meeting, I asked you too late to consider help with a question that arose if there were any Community Church restrictions on how the committee's Operating Funds (\$600 for 2010) could be spent. I understood you to say that in your opinion how the Operating Funds were spent was a decision to be made by the committee.

Traditionally the Operating Funds had been used to buy supplies, pay for food for the Straley Series, offer funds for expenses to members attending the GA or district conferences requiring registration fees, as well as responding throughout the year to events and or organizations that P & J supports (maximum amounts \$100, but usually \$25 each). Josh Socolar, liaison to P & J, suggested these funds should only be used for Church events and not to support events of other organizations, even though P & J was co-sponsoring them.

Coming up for the June 1 meeting, is a request for P & J to co-sponsor the Peace Booth at the State Fair in October, something we have traditionally done. This would be another example not fitting Josh's criterion.

2. Using the church copier: the new policy that all committee members can use the copier by using the new system with each committee entering the committee's code number. Black and white copies cost about 1.5 cents each and would come under the office budget for committee business only. If P & J were to make copies for an outside event co-sponsored by P & J, then P & J's Operating Funds could be used. (Colored copies cost 8 cents each; this has to be arranged.)

Susie Warden is more than willing to train members on the use of the copier during her office hours.

George, is there a need to specify how P & J can use its funds for out of church events? I am aware of the Church's tight budget.

Thanks,

Peggy

cc: P & J, Josh, Andrea

Personnel Task Force

With all the policies coming from the governance task force work, it is becoming clear that we need a personnel taskforce. The Chief of Staff in our growing congregation will need persons to whom she can delegate some of the work of researching and writing procedures. We will be appointing a special task force to work directly with Maj-Britt.

The special task force, consisting of 2 members of the Board and 2 members from the general congregation will convene with Maj-Britt in the Fall of 2010. Duties will include:

1. Meeting regularly (exact frequency TBD) with Maj-Britt to discuss what needs to be accomplished in drafting procedures for the policies dealing with staffing.
2. Doing follow-up work between meetings, including informational interviews with the staff, research of other congregations and the writing and review of procedures.
3. A commitment of 2 years as we transition to our new governance model.
4. Some flexibility to meet during the day is preferred but not absolutely necessary.

First Reading Of Policies To Be Affirmed

June 15, 2010

TO: C3HUU Board of Directors
FROM: Governance Task Force (Susan McDaniel, Maggie Scarborough, Susan Spalt, Cecilia Warshaw, Barb Chapman)
RE: POLICIES PRESENTED FOR FIRST READING

Please find attached

- (1) Two policies on Governance
 - (a) Board of Directors Covenant
 - (b) Discipline and Removal of Board Members
- (2) Two policies on Discernment
 - (a) Mission Statement
 - (b) Core Values
- (3) One policy on Management: Care for Resources
 - (a) Restricted Funds

The Governance Task Force requests that the BOD take the following actions:

- (1) Read and consider the policies (prior to the June 15 BOD meeting)
- (2) Discuss the policies at the June 15 BOD meeting
- (3) Affirm that the GTF may inform the congregation these policies are under consideration (the GTF proposes doing this via church newsletter and email)
- (4) Consider feedback from congregants
- (5) Discuss feedback from congregants, make any necessary revisions, and vote on **affirmation** of the policies at the July BOD meeting. (See notes, below, regarding affirmation.)

Hotchkiss in *Governance and Ministry*, p. 162:

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

As outlined above and as recommended by Hotchkiss (pp. 172-173) the GTF does recommend that the BOD have a first reading and a second reading 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.

POLICIES ON GOVERNANCE: BOD COVENANT

Policy: Board of Directors Covenant

Date of First Reading: June 15, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

All members of the Board of Directors shall agree to follow the expectations set forth in the Board Covenant. The covenant will include expectations regarding preparation, attendance, conflict management, and church responsibilities of members. The covenant shall be reviewed at least annually and may be reshaped by each new Board of Directors.

POLICIES ON GOVERNANCE: BOD SELF-GOVERNMENT

Policy: Discipline and Removal of Board Members

Date of First Reading: June 15, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

Any Board member who misses three or more meetings, for which appropriate prior notice is not given to the Chairperson, may be removed from the Board upon a vote of a majority of those members of the Board present at a meeting of the Board of Directors.

POLICIES ON DISCERNMENT: MISSION STATEMENT

Policy: Mission Statement

Date of First Reading: June 15, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The mission statement of the Community Church of Chapel Hill Unitarian Universalist belongs to and is the responsibility of the congregation. The congregation votes to adopt any new or amended mission statement. The Board of Directors shall ensure that there is an open and inclusive process of discernment and review before a new mission statement is proposed.

The mission statement shall guide the decisions and actions of the congregation.

Policies on Discernment: Core Values

Policy: Core Values

Date of First Reading: June 15, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The core values of the Community Church of Chapel Hill Unitarian Universalist belong to and are the responsibility of the congregation. The congregation votes to adopt any new core values.

The Board of Directors shall ensure that there is an open and inclusive process for discernment and review before congregational core values are proposed.

The core values, along with the mission statement shall guide the decisions and actions of the congregation.

POLICIES ON MANAGEMENT: CARE FOR RESOURCES

Policy: Restricted Funds

Date of First Reading: June 15, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

Restricted funds may be created for the proceeds of fundraising activities or other sources of funds that are not part of operating monies. Restricted funds may be held separately from operating monies and reserve funds.

Each restricted fund will have a written statement of purpose and procedures that specifies

1. the purpose of the fund,
2. who has the authority to make disbursements from the fund,
3. a contact person within the church for said fund; and
4. a brief history of the fund, including disbursements over the past year or other relevant information.

The contact person or Congregational Administrator will update and submit this statement to the Chief of Staff by the end of each fiscal year. A complete set of updated fund reports will be forwarded to the Chair of the Board of Directors by the Chief of Staff. Any fund that does not have such documentation and has been inactive for a period of two (2) years will be closed and the funds will revert to the reserve fund.

Minister's Report

June 15, 2010

Highlights and new developments:

Staff:

Glenn has found a new pianist, Aviva Enoch. I wrote up a new contract for the position, and met with her. The Board will hopefully approve the contract at the Board meeting.

Rewrote Olga's job description and a contract to fit the reality of her position. Also to be reviewed at this meeting.

Wrote up guidelines for pastoral care for the summer.

Wren and I will have an exit interview Sunday June 13th.

Tifani has told me that she and Andy and the kids may be moving to another country for a year. It could happen soon :(, or in a year. I wanted the Board to be aware of this, and to know that when this happens I would like to start thinking about how to re-envision that part of the staff structure to perhaps have more of a focus on volunteer development and training.

Ministry Management:

Wrote guidelines for Worship Associates for the summer. I think we have a good line up of speakers.

Recruited a committee for our intern who will begin in September. The committee members will be: Dave Klein, Kari Andrade, Polly Johnson, Peter Bird, Laura Augustine, and Matt Herr.

Pastoral Care:

The big event for me was Ashley Osment's memorial service, actually we had two services, a private one with the extended family and one at the Chapel Hill Bible Church as our space was not big enough. I miss Ashley already.

Membership: On the 13th we recognized the new members who have joined since November. Their names are in an attachment.

Faithfully,

Maj-Britt

New Members since December 2009:

Special Event List for Joined

Member Last Name First Name Event Date Location

Bannan Luanne 02/21/2010

Brandford Carol 12/05/2009

Chirayath Bonny 05/23/2010

Dilatush Lois 02/27/2010

Herbst Laura 02/27/2010

Hughes Jane Ann 12/05/2009

Jefferson Carey 12/05/2009

Johnson Tyler 12/05/2009

Jordan Martha 02/27/2010

Krauss Terry 04/25/2010

Kuhn Catherine 03/14/2010

Liegl Jan 05/23/2010

Liegl Joe 05/23/2010

Magaw Marta 04/25/2010

McFarland Kate 12/05/2009

Smith Stephania 04/25/2010

Smith Stephanie 04/11/2010

Thorne Ryan 04/25/2010

Tortorici Glenn 03/14/2010

Waugh Hillary 12/05/2009

Community Church of Chapel Hill – Executive Committee Meeting

Date: June 7, 2010 @ 7:00 p.m.

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

Governance

Further discussion of Discernment – core values

Policies in the areas Governance, Discernment, Management – 5 total

Announcements

Summer Board meeting – no July BOD meeting

Summer Coverage – Maj-Britt has worked with staff to prepare vacation schedules, job descriptions, etc.

Board Officers – George, Paige, and Barb will coordinate their calendars.

Consent -- approval

Habitat – George will see Marion for request forms.

Transition to new fiscal year – Paige will prepare cover memo telling BOD members what response is needed from them.

Fundraising report – BOD needs to approve fundraisers. Fundraising Task Force should find people to run events. BOD should give approval and go ahead with arranging. Concert series expected to bring in about \$5000.

New Business

Nominating Committee – Cathy Cole is chair. The BOD picks committee. Two other names are needed. Suggested: Allen Spalt and ? Bylaw requirements for nominations to BOD need to be reconsidered.

Four new people are needed for COM.

Peace and Justice – questions regarding groups and activities they support. Barb will look up policies and BOD minutes regarding who represents church and how monies may be used.

TO DO LIST

Barb will

- get all GTF materials to George by Friday evening.
- find policies regarding
 - who can represent the church?
 - what constitutes church sponsorship?

George will look into

- bylaws re how nominating committee members are selected
- donations for special purposes
- contact Bill Poteat, Peter Witt, and one other for stewardship task force
- contact Marion re names for BOD nominating committee
- contact Gail McKinley re working on personnel task force

Paige will prepare cover memo for Transition-to-New-Fiscal-Year materials