

The Community Church of Chapel Hill Unitarian Universalist
Minutes of Board Meeting of September 14, 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, Scott Provan

Staff: Nato Hollister

Minutes: Ruth Gibson

George Thompson called the meeting to order at 7:00 pm. Barb Chapman lit the chalice and shared a reading from the Spiritual Literacy group, from the writings of Lawrence Kushner.

BOARD DISCUSSIONS

1. Governance

The Governance Task Force (GTF) had requested the Board members to visit and study the website of the First Unitarian Church of Omaha, as an example of policy governance. The Omaha UU church started their new governance structure in June and their work might be helpful to us.

Joshua noted that he had been unable to access some of their sites.

Mary found the policies helpful and is impressed by their clarity, noting that the Omaha Task Force worked with given goals.

Maj-Britt noted that although we began our processes differently, the results are similar.

Joshua: “The process is as important as the clarity of the statements [emerging from the process.]”

Paige: “Looking at their website inspire me to look again at ours, and really appreciate it.” She also noted that it is important for the Nominating Committee to understand the policies that govern the Board.

Steve noted that the language of policy governance can be an obstacle.

A lively and thoughtful discussion followed about the meaning of terms such as Ministry Team, (laypeople with a calling to do a particular kind of work in the church) Ministry Team Leader (the called minister, who may also be the CEO), the difference between being a volunteer vs. Volunteer Staff, the role of the called minister in relation to Volunteer Staff.

Maj-Britt noted that the definition of Ministry Team seemed too broad to be useful.

Barbara suggested that however the Board defines certain terms, the language can be confusing and even misleading. Might it be best to identify the important concepts and policies about different roles, and then find language to describe those roles?

Susan noted (according to Dan Hotchkiss) It's important to remember that most CEO's know very little about the specifics of the work being done by those who report to them, and don't need to know, as long as the work is meeting the goals. The CEO's role is to decide what needs to be done and who needs to do it.

Paige: Having Volunteer Staff is not meant to make ministry or the job of the Minister more difficult. She gave the example of the work of pastoral care—much of which could be handled by a Caring Ministry Team, but that a Minister might find it helpful to appoint a Volunteer Staff person to coordinate efforts, if that made it easier.

Barb noted from her experience as a principal, that the principal is responsible for everything that goes on, but there is an enormous amount of work that gets done by the PTA, all of whom are volunteers – and who are often very well organized with teams and job descriptions, handbooks, etc. and who might be considered Volunteer Staff,

Susan noted that (according to Dan) only a few committees report to the Board, and most of what we now consider “committee work” would be done by a “Ministry Team.”

Discussion followed with examples of possible differences between “Ministry Team” work and Volunteer Staff work.

Susan noted that in any case, in the governance model we are developing these decisions would be made by Ministry Teams and the Ministry Team leader, not the Board.

Joshua: No matter what words we use we still need a policy that works. Do we want to start with definitions or is it better to figure out what we want to do, and who is responsible for doing what—and then figure out what language and terminology best describes it.

Barb; It's not important that we do what First UU Omaha is doing, but rather that people tend to learn better when we have a chance to compare and contrast.

Susan: There will be some more policies ready for a first reading soon, and we should be ready for a trial run in the first quarter of 2011.

Barb: has prepared a policy tracking notebook to be kept in the Church Office under Susie's care, for anyone who wants to read about our policies and can't do it on-line. She is also doing a blog as a class assignment and has chosen church governance as her topic. She will send out invitations to Board members to read and comment on it—as they wish.

Discussion about electronic media as a widely used means of communication followed. Lots of things get put online about us that we can't control, but being visible online is an important way to let people know who we are and what we stand for. Susan announced that there will be another Skype conference with Dan and she will write minutes of it. Wondered if anyone know how to get a Skype conversation onto a podcast. Barb hasn't gotten to that in her class yet.

Steve: when will we discuss approval of the mission statement, implementation of the governance plan, develop a strategic planning process?

George: We have guiding goals; as we work through the process things will become clear.

Steve: wants to get on with a strategic plan, but understands we need a process for doing that. Must we finish designing the governance model before creating this Strategic Planning process?

Paige There are issues about growth and finance that can't be put off.

Maggie: We're in transition and will have to work on some things before the policies and procedures are in place.

Scott: Sometimes our priorities will shift from policy making to decision making. We may have to use old policies while new ones are being developed.

Paige: reminded us that there are the core values and vision to guide and govern the process, She suggests putting this issue on the agenda for the Executive Committee.

George: those who have ideas about this should share them with the Exec before their next meeting and noted that at the next Exec. meeting the dates for the Board Retreat will be decided.

ANNOUNCEMENTS

1. September 21 Governance Meeting Request

GTF asks that the Board members attend and support the meeting on Sept 21 where the new model of governance will be shared with the congregation.

2. Introduction of New Intern

Maj-Britt introduced Nato Hollister, our 2-year part-time intern. Nato used to be a brewer and is also a musician. He will be wearing 2 hats with us—the student minister hat, under which he expects to be observing and learning, and his TJ District Board hat, under which he could be a resource for the Board.

3. Denny D. Visit

Maj Britt announced that Denny Davidoff—one-time UUA moderator—will be holding meetings at ERUFF and here to unveil a new model for theological education developed at Meadville-Lombard Theological School. The meeting here will be Tues. September 28 5:30-7:00. Light refreshments will be served. The meeting will be of particular interest to those who care about how UU's form and prepare our ministers.

CONSENT AGENDA

It was moved by Barb, seconded by Susan and unanimously approved:

- To accept Council minutes.
- To accept Board minutes
- To table Second Reading of Policies
- To grand Fundraising request from the Quilters' group (Susan will follow up.)

- To grant Fundraising request from Habitat for Humanity (SAM will follow up)

ACTION ITEMS – PAST

1. Board Meeting Follow-Up

A reminder that the Board Member of the month is expected to prepare a brief report for the next newsletter.

A concern about follow –up on Board action: when a request comes to the Board for approval, who gets back to the requester with the Board’s decision? It has often been up to the liaison, but in the new model, Board members won’t serve as liaisons to committees. Paige suggested that follow up task be put on the to-do list.

2. New Hymnal Fundraiser

The request by the Music Committee was denied, but there is ongoing concern about shortage of hymnals. Maj Britt explained that having enough hymnals go to around is an operational expense and there will be money in the budget for this. Susan (?) will follow up.

ACTION ITEMS – NEW

1. Re-Commitment Sunday

While we are not doing a full every-member pledge drive for the 6-month interim budget, it is important that our expense be fully funded so that we don’t start the new budget year in a hole. Noting that some people always give, but that others only give generously if asked to, the Stewardship Committee asks if the Board members would make personal calls by September 17 to 4-5 committed members, asking them to increase their pledge for the next six months. Talking points will be provided.

Board members expressed respect for the Stewardship Committee; some felt the plan was a sound approach, and least for this one-time transitional situation. Board members had two main concerns around this request:

Time and preparation: It’s important to do this sort of thing well which requires preparation. And there isn’t much time to make the necessary contacts.

What kind of a church are we? The kind where “large donors” are singled out for special attention?

Maj-Britt noted that – going by the new model of governance — the Board approved a Re-commitment Sunday to adopt and fund a 6-month budget and appointed a Task Force to organize the task and get it done. Now that the Task Force has a plan, the Board can help with it or not help, but it’s not fitting for the Board to re-do their work or decide how they should do it.

Joshua moved and Bob seconded that: The Board accept the recommendation of the Stewardship Team that Board members contact committed members identified by the Stewardship Team, to ask them to increase their giving for the 6-month re-commitment period.

Discussion:

- Paige: People who are uncomfortable with this assignment should not feel obliged to take it on.
- Steve: It's essential to communicate that this is about honoring and building commitment, not just asking for money.
- Joshua: It's important to be up-front about the fact that financial support is part of what we are asking; most people who are committed donors expect to be asked.
- Paige suggested that Development might be a good topic for Board Learning.

The motion passed with no objections and one abstention.

2. Caring Committee Request

Caring Committee Request to hire Tifani to serve as a part-time administrator for the Caring Committee. Caring Committee members are trained to provide care when needed, but having staff to receive and direct the requests would allow them to work more efficiently. There is money in the budget sufficient for Tifani to add 4 hours a week in order to take on this added work. (The original request was for 5 hours a week; this was modified to keep the position under the 20 hour a week limit, which would otherwise entail fiscal and operational difficulties around benefits.) It was noted that, under the new model, Maj-Britt already has the authority and the budget to do this.

REPORTS

1. Nominating Committee Report

Nominating Committee reports good progress on finding candidates to run and requests permission to send out ballots by e-mail to those members who normally receive church communication by e-mail, and only send ballots through postal mail to those members who have requested postal newsletters. The by-laws say ballots have to be mailed, but when they were written, e-mail wasn't a widely available option.

Bob moved and SAM seconded that: the Board empowers the Nominating Committee to send ballots by e-mail or by post for the 2010 vote. The Board requests an evaluation of the process.

Discussion:

- Susan: Can electronic surveys be designed to only allow one voter per person?
- Paige wondered if more people might vote, given an electronic option.
- Joshua was concerned that a re-interpretation of the by-laws could be construed as a violation.
- Erich was of the opinion that it is in the Board's authority to do this.

The motion passed with no objections and one abstention.

ADJOURNMENT

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

The Board having approved an extension of about 10 minutes to complete the agenda, heard a closing reading offered by Barb, from her Spiritual Literacy group, to the effect that in the divine market where all good things can be obtained, it is only the seeds that are sold. We ourselves must plant and nurture them, before we can expect to harvest peace, prosperity, or any other good thing our hearts might desire.

FUTURE ACTION ITEMS

ACTION	BY WHOM	DUE DATE
Follow up with the qUUilters' fundraising request	Susan McDaniel	
Follow up with the Community Services Ministry on the Habitat for Humanity fundraising request	Sam Brooks	
Follow up on the ballot request	Ruth Gibson	

Board Learning

****The Governance Task Force will lead us for 45 minutes. We will also discuss the Omaha model website for background. See also "Second Reading Policies" below.*

September 14, 2010

TO: C3HUU Board of Directors
FROM: Governance Task Force (Susan McDaniel, Maggie Scarborough, Susan Spalt, Cecilia Warshaw, Barb Chapman)

Prior to the September 14 Board meeting, please study the First Unitarian Church of Omaha website on governance: <http://www.firstuomaha.org/files/GTF.html>. This will be the focus of our September Board Learning.

Thank you!

SecondReadingPolicies

**** These require our approval.*

September 14, 2010

TO: C3HUU Board of Directors
FROM: Governance Task Force (Susan McDaniel, Maggie Scarborough, Susan Spalt, Cecilia Warshaw, Barb Chapman)
RE: **TWO IMPORTANT TASKS IN PREPARATION FOR SEPTEMBER 14 BOARD MEETING**

- (1) Prior to the September 14 Board meeting, please study the First Unitarian Church of Omaha website on governance: <http://www.firstuomaha.org/files/GTF.html>. This will be the focus of our September Board Learning.
- (2) Attached are the following four policies to be read and considered for affirmation at the September 14, Board meeting:
 - Two policies on governance
 - Board of Directors Covenant
 - Discipline and Removal of Board Members
 - One policy on Discernment
 - Mission
 - (Core Values is not included because it was TABLED)
 - One policy on Management: Care for Resources
 - Voluntarily Restricted Funds

You will recall that the first reading for these policies was at the June meeting. Since then the GTF has carefully considered and incorporated much of the feedback received from the Board; 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.

Thank you!

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)

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 **and adopted** at least annually and may be reshaped by each new Board of Directors.

Policy: Discipline and Removal of Board Members

Date of First Reading: June 15, 2010

Date Affirmed: **This will require a change in the bylaws.**

Date Adopted:

Suggested Date of Review:

Any Board member who misses three or more meetings **annually**, 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.

Policy: Mission

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.

Policy: Voluntarily Restricted Funds

Date of First Reading: June 15, 2010

Date Affirmed: **Maggie's revisions in red.**

Date Adopted:

Suggested Date of Review:

The Board creates voluntarily restricted funds for capital improvement projects, programmatic and outreach projects and for other purposes in keeping with the mission of the church. Voluntarily restricted funds are 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.

September 21 Governance Meeting Request

****The open meeting for church leaders, interested members and friends, and staff, facilitated by the governance task force needs our support. You are requested to make every effort to attend this important meeting in our sanctuary.*

Request from GTF for Board members to attend . . .

Governance Workshop: *How Does New Governance System Advance the Church's Mission?* Sept. 21, Tues., 7- 9 pm, Sanctuary

Woody Allen said, "Seventy percent of success in life is showing up." That doesn't come close to describing the value of you, as a board member, "showing up" for this workshop. *(If you doubt this, just imagine the impact if few or no board members were to attend the first congregation-wide meeting about a new governance system!)*

- Your visibility is reassuring and inspiring to congregation members, especially in times of change.
- Your attendance is evidence of your own engagement in the process of developing a new system.
- Your presence demonstrates your openness to hearing what congregation members have to say.
- Your presence provides support to all those who are developing and, in some cases, already working with some pieces of this governance change: staff, GTF and your fellow board members.

YOU are more than 70% important to the success of this governance change! GTF members would appreciate your attending if possible.

Tentative – meeting planning still in progress:

We will focus on the positive and can almost guarantee some laughter. We will provide some basic model and process information, share examples of how x would happen before and after the new governance system and provide an opportunity for participants to ask questions, even knowing that we won't be able to answer all of them yet.

7 to ~ 7:45

Chalice Lighting/Welcome

Definitions (handout, translates "Dan-Speak" terms & provides common understanding)

Before and After Stories – some real; some imagined, but feasible: How did x get decided or carried out under the old system? How has/will that differ under the new system?

~ 7:45 to 9:00

Governance Model Basics and Process Overview

Questions by participants (not all of which we will be able to answer yet)

Remarks/Closing

Church Council Minutes

Church Council Minutes

Aug 24, 2010 @ Manse

In attendance:

B&G	Gary Giles		DC		SEA	Jean Genova
Board Rep	Paige Smith		ECO	Cecilia Warshaw	Stewardship	
Caring			IT		W&A	
Council Convener	Tifani Hencke		Membershi p		Youth Programming	
CRE	Becky Wilkes		Music	Spencer Foscue	GTF	Mary LeMay
CSM	Sue Brewer		Minister	Maj-Britt Johnson		
COM	Lille Bonzani		P&J	Elsbeth von Tongeren		

Chalice Lighting ---Tifani

Council Learning – GTF Discussion –

Cecilia Warshaw and Mary LeMay led a governance system update. As discussed at the Jun Council meeting, and in George Thompson's Aug 17, 2010 memo to Council representatives, C3HUU is adopting the governance model in *Governance and Ministry* (Dan Hotchkiss). Accordingly, we will move to a system in which the Board will simply **govern** – i.e., to set strategies and policies, help ensure the Church is adhering to its mission, delegate authority, and require accountability. The Minister and staff will have ultimate responsibility for the **ministry** of the Church – i.e., to formulate and conduct programs, make daily decisions on the use of the Church's property and the expenditure of its funds, and take a myriad of other steps to help achieve the Church's mission. The congregation will be involved in both governance and ministry. The Hotchkiss model was chosen in part because it emphasizes collaboration and flexibility, and thus reflects how C3HUU really works. But in this context, an issue that GTF and the Board will often have to sort out is whether a particular function represents governance, or ministry. An example is deciding who should have responsibility for fundraising.

As to process, GTF has been developing proposed policies, which are presented to the Board for review and comment. When the Board is satisfied with a proposed policy, it will 'affirm' it. Four affirmed policies, regarding the authority of the Minister and staff, have already been put in place. Beyond those four, however, the plan is that policies the Board has affirmed will be brought to the Council for discussion. Council representatives may decide to discuss a proposal

within their committees before commenting on the proposal. Ultimately, affirmed proposals will be put through a trial period of use in mid-2011. After any further refinement, these policies will be put to the congregation for approval.

As a further step to disseminate information on the revamping of the governance process and gain feedback, GTF will conduct a Governance Workshop Sept 21, from 7-9 pm. Council representatives are urged to encourage their committee members to attend, so we have a good turnout. Mary LeMay will also engage in discussions with members of the congregation to disseminate information about the process and get feedback. Information about the process and affirmed policies is being posted on the Church's website.

Business Meeting:

■ **Announcements** –

- Activities/Interests Booklet – Please get descriptions to Tifani by Sept 10.
- Share The Plate – Note the Oct 17 deadline for Jan-Jun 2011.

■ **Discussion** – **New ECO Balloon Proposal** – Cecilia Warshaw

- ECO's revised proposal calls for no release of helium-filled balloons on Church property, and deflation of helium balloons before they leave Church property. The Council is comfortable with the no-release proposal. The Council is also comfortable with the deflation proposal, after noting Marion Hirsch's view that deflation can be accomplished without adverse effects on children who are present.
- Discussion was held who should approve the proposal. It was decided the Council could recommend to the staff that the proposal be adopted as a procedure under the policy for events at the Church. The Council agreed this recommendation.

Check-ins:

– **Church funding** – Maj-Britt reported that \$60,000 in pledges was received over the summer. Also, in Oct we will have a Recommitment Sunday, to encourage members to pledge to fund the Church on an interim basis pending the anticipated move to a Jul-Jun fiscal year in 2011.

- **CSM** – The STPs over the summer were successful. Two more occur this fall. In Oct, we will collect non-prescription reading glasses for Project Homeless Connect.
- **Music** – Pete Bird has become the new chair. A fundraising project for new hymnals has been postponed so as not to interfere with efforts to increase funding of the Church overall.

- **B&G** – Continue working on Church grounds once a month, especially to do weeding.
- **P&J** – The Straley Series over the summer has been successful.
- **ECO** – Will conduct a bicycle awareness event on Sept 19, to raise awareness of the benefits of bikes in transportation.
- **Board** – Several fundraisers have been planned, with proceeds to benefit the Church. Bob Weston is leading the effort. Sept 10 there will be a Cajun dinner. A pancake breakfast is being planned for Oct. Nov 6 there will be a yard sale, which Joann Haggerty is helping to organize. Finally, on Jan 22 a book sale will be held, which Ruth Leopold and Mary LeMay are organizing.
 - Committees are urged to contact Bob Weston or these organizers to have their committees provide help.
- **CRE** – Held retreat in Jun, to plan goals for the next year. The curriculum this fall will focus on world religions. In addition, a challenge is finding adequate space for programs during services on Sundays. To address this, middle school, 4th and 5th grade students will use the Manse starting in the fall.
- **COM** – The committee has a new chair, and is actively recruiting new members.
- **SEA** – Have finished the calendar of some 15 fall and spring events. These are being posted on the Church's website, where members can sign up. There will also be a permanent SEA table following Sunday services. During a winter session beginning Jan 6, there will be three or more events each Thursday evening for a period of four weeks. SEA is also seeking to do an outreach event.

**** This has been an annual event on the day of our Annual Meeting.*

FUNDRAISER PROPOSAL FORM

Must Be Approved Prior To Beginning Work On The Event Or Putting It On The Church Calendar

1. Name Of The Event: Quilter's Holiday Bazaar
2. Contact Person for Event: Susan McDaniel
3. Brief description of Event (1-2 sentences) Sale of handmade quilts and other items
4. Proposed Date(s)
The event: December 4 during the greening and December 5 before and after the services
Administrative dates (may be n/a): n/a
Closing date for out-of-pocket reimbursements: n/a
Closing date for donations: February 28, 2011
5. Who (e.g., which committee) Is Sponsoring The Event: qUilters
6. Budget: none
7. What The Event Will Cost The Church: space during the event, Andrea's time administering the fund, electric, heat, etc.
8. Anticipated (Estimated) Income From The Event: \$1,500
9. How The Sponsor Would Like To Distribute The net Income From The Event (after the dedicated 20% stewardship contribution): 1/3 to the Flower Fund, 1/3 to Habitat Church Build, and 1/3 into the qUilter's fund for upcoming Habitat quilts and other projects.
10. Impact On The Church In Terms Of Volunteers And Space Resources: The qUilters group works on projects throughout the year. We need 4 tables on Saturday & Sunday.
11. Any Additional Information Or Concerns: This has been an annual event for the last 4 or 5 years. We have raised funds for many church projects and members look forward to this event for their holiday gift giving.

Habitat Fundraising Request

****This request is to make up funds that were lost when one of the partners for Habitat withdrew support. Dave Morgan has more information on this. He has been in touch with Marion.*

Basketball Parking Fundraising Request (9/10/2010)

1. Name Of The Event:

Basketball Parking 2010-2011 Season

2. Contact Person for Event:

Dave Morgan (Marion Hirsch)

3. Brief description of Event:

Selling parking spaces in the church parking lot for UNC home basketball games on 16 game days during in the season. (The request for this season only, not following years.)

4. Proposed Date(s):

Sixteen: 11/5 11/12 11/23 11/28

12/4 12/11 12/21

1/2 1/13 1/18 1/29

2/6 2/15 2/1/9 2/27

3/3

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

CSM

6. Budget

None. Items to support this project were purchased years ago. (vests, signs, cash box, sawhorse, cones)

7. What The Event Will Cost The Church

The time of the Congregational Administrator to prepare and record the deposit.

8. Anticipated (Estimated) Income From The Event

\$10,000

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

To fund HHOC “Building Hope” Partnership. Check to Habitat for Humanity of Orange County.

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

Volunteers come from our congregation and others in the partnership:

St Thomas More, Newman Center, Holy Trinity, Hillsong, and CH High School.

We use the parking lot at time when no one else is using it. If it conflicts with a church event then the church event takes priority and parking places are reserved for the event or the lot is completely closed to basketball parkers. (Calendar shows no major conflict, but several minor ones for which we must reserve a number of spaces for OWL, committees, choir, etc.)

11. Any Additional Information Or Concerns

11/5 YA ministry

Board Meeting Follow up

****We need a plan to remember that the Board Member of the Month write a summary of the Board meeting for the newsletter. Ideas welcome. Also, we need a better plan to follow up with decisions made regarding fund raising requests and action taken. This seems to require a person specifically to inform those people of the Board action.*

**** The Stewardship Team is unable to attend our meeting but have sent a summary of how the envision the October 17 events.*

Plans for Recommitment Sunday and the FY Transition

The campaign strategy, which began with discussions by the Task Force that looked at strategies around changing year end, has always been to "keep it simple". This philosophy has been driven partly by the fact that we are talking about half a year and also the small amount of "Capacity" (manpower) that we had to manage the campaign. The members will be getting a full blown campaign in the not too distant future, so anything more than a simple plan might be confusing.

The idea has been to ask all members to continue their current pledge for an additional six months as we change year end. By October 17th they should already be informed about the yearend change so this should make sense. At the same time we would ask that those who can give more to please increase their pledge and that if some have difficulties such that they cannot continue their pledge to please let us know. On the morning of the service we will have tables outside and pledge cards available for all members. We will ask everyone to pick up a card and return it to us by the end of the second service. We will have music and refreshments as well in the Courtyard (or just inside if there is rain or unusual cold). Each service will be abbreviated by about 15 minutes, the first ending early and the second starting late. This is designed to give time for people to collect pledge cards, fill them out and turn in, or at least turn in by the end of the second service.

Of course we are hoping for excellent attendance (still grappling with how to deal with parking issues).

Once we have collected the cards and begun entering data we will need to correspond with those who haven't entered a pledge. We have talked about sending out letters as soon as possible after the service and also expect that some who can't attend Oct. 17th will have already been in touch with us about their recommitment. Those we haven't heard from by Nov. 1st will need to be contacted directly and we will strategize about how to do this once we see what we are facing.

An issue that has come up recently is the awareness that there are pressures on the six month budget due to cost of doing business increases as well as concern over the pressure on Reserves that is showing up from the current year's budget. Bill has suggested that we engage the Board to gain a personal contact with the top givers (approx 45 people) to ask for an increase during this six month period if at all possible. This would help ensure that we do gain some increase over last year's pledges to help offset the budget pressure. We think this would be a great benefit to the Campaign if the Board is willing. Andrea can help us make that information discreetly available. Peter Witt, part of the small team that includes myself and Bill (along with help from Andrea), has been in touch with and continues to contact new members about pledging for 2010 and the first six months of 2011. If we split the top members up amongst the Board there should not be many contacts per person, and ideally, these members would be contacted prior to Oct. 17th. If we can get a pledge at the time of contact we can enter that and make a note for the people tabling the 17th.

There was talk at our last meeting about making a pledge option available on line as well for those who prefer or can't attend Oct. 17th. I don't know the feasibility of this right now. Andrea can speak to this and her availability - unfortunately I don't know the process for setting this up and she may be the only one capable. If I can help with this please let me know and I will try to help pull it together because it would be a nice addition to our plans for contacting everyone.

Please let me know if I have missed anything or if there is more information I need to give or expand on. - Jay

Caring Committee Request

**** From Cathy Cole for our consideration Maj-Britt can answer questions about this.*

Caring Ministry Proposal to Board of Directors

September 2010

The Problem

The Caring Ministry has been in the process of reorganizing for almost two years. In addition to maintaining and improving ministries to provide caring quilts, to send cards of sympathy or joy, and to supporting memorial service receptions, we have instituted a successful Pastoral Visitors program whereby specially trained members of the congregation regularly contact members who are retired or housebound to help them stay connected with the church. These same pastoral visitors assist Maj-Britt by making hospital or home visits as a way of growing and sustaining a vision of shared ministry.

One area that the Caring Ministry has not been able to standardize is our ability to support church members in crisis. We have looked at many models for helping our congregation take care of our members and have reached the conclusion that we need to move from using all volunteers to having a paid staff member who is able to respond quickly to unexpected caring needs.

Background

Our congregation has outgrown the small, community-based church model where we could easily support our members in times of need because “everybody knew everybody.” Our increasing size and the fact that we have two Sunday morning services has made it difficult (or impossible) to personally know all of our members—especially the newer ones. Unfortunately, it is quite difficult to recruit people to help provide meals, transportation, or other help for members who are not well known in the congregation. Setting up caring networks has become a logistical challenge which is taxing the members of the Caring Ministry, as well as Marion Hirsch, RE Director. Because she knows the Children’s RE community well, Marion has been pulled into situations twice this summer where she felt compelled to assist members of the RE community by coordinating meals and transportation for them.

The Caring Ministry has explored expanding our membership, but the level of training required for someone to take a leadership role requires even more time and effort by the pastor and current members. Additionally, the unexpected nature of caring needs makes it difficult to rely on the availability of volunteers to meet these needs in a timely fashion. Volunteers are not and cannot be expected to always be available for unpredictable needs.

The Proposal

The Caring Ministry, after discussion with, and agreement from, the minister, proposes that the Board authorize funds to pay a staff member an average of five hours per week to handle the logistics of setting up websites and recruiting volunteers from the congregation to provide meals, transportation, and other such needs for members and friends who are in need of such services because of accident, illness, or other crisis.

Preliminary Job Description - Caring Administrator, 5 hours per week, or PRN

This person is the intake person for calls about caring needs.

He/she will:

- make a needs assessment and help the member in need think through their options, including those available from the Caring Ministry and those outside of our church;
- set up and monitor websites for members in need, using existing websites such as *Doodle* or *Lotsa Helping Hands*;
- use the congregational database to send out church wide emails to recruit members for needed services;
- maintain lists of available volunteers and recruit as needed;
- keep Maj-Britt and the Caring Ministry informed.

Ministers Report

Minister's Report to the Board of Directors
for September 14, 2010

Staff: I think everyone is excited to have an intern again! Please welcome Nato Hollister whose first real entre into the community was the Worship and Arts meeting on the 9th. Nato brings much lay leadership experience with him as well as the unusual perspective of being a lifelong U.U. This internship is a bit different than the year long internships the church has been used to. It is 20 hours a week and is considered to be one of Nato's classes, with me as his "teaching pastor". In exchange for that role I am offered a free course at Meadville and called adjunct faculty. Meadville encourages T.P's to attend a January meeting in Chicago but I am not convinced I can take the time, we'll see. I will share Nato's learning plan with the Board next month.

New development: Tifani has agreed to be the new Caring Ministry administrator, a position that Ivy B., Cathy C. and I worked out together. I will share the official job description with you at the next board meeting. Essentially what this means is we will have a staff person to direct members to resources and set up ongoing structures of care. Volunteers will still serve in this ministry. I will also share a new Caring Ministry charter once it is completed. I am very excited about this position as I think it will allow us to be more effective in meeting the second part of our mission: "Support and care of each other."

Marion has been working with S.E.A. to come up with a fine array of programs for the year. You can find them and sign up for them on the web. Tifani has contacted 30 new visitors with invitations to attend UU Orientation and is working to beef up the Membership Team which has lost many key members. Glenn will now be attending Worship and Arts meetings which will be very helpful and he is orienting a new choir accompanist and preparing great music for the fall and winter.

In regards to the first part of our mission, Spiritual growth, I am starting a new program, called Wellspring, with support from the Wellspring program in Rochester NY. I hope you saw the all-church email I sent out about this a week or more ago. We have a full class for that and I believe it will be a place to grow spiritual leadership. In some recent pastoral care situations it's become clearer to me that we need a growing cadre of people who see their role in "Support and care of each other" as, not only emotional and practical care, but spiritual companionship. I hope this program is a place to begin growing that paradigm. In many religions lay people take communion or their particular theological message to people who are sick or grieving, but UU lay people don't have an intentional, theologically based way of doing that, so the minister is seen as the only spiritual leader. I hope over time we will find ways to widen that perspective.

Management:

The staff and I have devoted an number of meetings to the design of the **website** and management of it. We agreed upon a simple format and Marion, with help from others, executed

it. I think it looks pretty good. In the future we will make more changes that will allow us to do more with the front page.

We have now completed our move to **Apple computers**. (yay!) We are leasing six computers, and have hired an outside vendor to set up and maintain our network. Most of the staff were given laptops so that they are able do some of their work at home. Having an outside vendor, as well as the staff oversight of the website changes the I.T. Committee charter significantly. Previously it had covered both those areas and the sound system. Now volunteers only have to deal with the latter. Andrea and I are going to work on a new charter/job description with the volunteers.

I attended a Governance committee meeting soon after I returned from my break, which was very fruitful for me and the committee, I'm told. I feel that the Governance process the Board is embarked on has clearly increased the staff's ability to solve problems quickly without wearing down ourselves, or hard working volunteers, thus freeing all of us to do the spiritual work of the church. The ability to manage the infrastructure, i.e. website and computers, as well as new staffing decisions (caring administrator) are examples of what I mean.

Faithfully,
Maj-Britt

Community Church of Chapel Hill – Executive Committee Meeting

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

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

Board Discussions

Governance – 45 minutes

- Omaha website will be focus of September Board Learning
- September Skype meeting with Hotchkiss will rescheduled, after first of year, hopefully
- Hotchkiss stresses his book is not a rigid template for governance change, each congregation must find its own way through the process
- For Sept 21 retreat, a statement and agenda are needed asap. Could GTF ask COM to attend (Lilie Bonzani, Chair)? It is important that as many BOD members as possible attend. From the staff, Andrea & Marion for sure, others are checking their calendars (Susie, definitely not).

Stewardship

Peter Witt & Bill Poteat are doing a lot of work on stewardship.

- Could Jay attend the September meeting to get a read on BOD members' feelings? Bill Poteat feels that Jay, as a long-time member, is the best person to speak to committed members.
- The 6-month budget
 - Maj-Britt is working on the 6-month budget with staff. This will be ready for the October BOD meeting.
 - Staff will reconcile budget figures after ReCommitment Sunday.
 - The budget will include adding monies to reserves – operational and building & grounds
 - November will be the next reading and approval by BOD – after ReCommitment Sunday
 - No accountability is being given up on the part of the BOD; staff just does leg work in compiling the budget.
 - Barb requested an interrupted presentation of the budget to the BOD, possibly by Andrea, with questions at the end. Some BOD members have expressed concerns regarding their need to understand the budget. Andrea does an excellent job with this.

- The congregation will vote on the 6-month budget at the December 5 Congregational Meeting.
- Church Council knows there will not be a combined BOD-CC budget meeting in November
- Paige stressed that budget issues need to be incorporated into BOD Retreat

Announcements

Consent Agenda

Receipt – Church Council minutes are on the way.

Approval – Board minutes – there were only a few changes and Laurence was specific about what they were.

Action Items

Past Business

New business

- ReCommitment Sunday – within these walls will be done by George
 - What is the plan? George will ask Jay et al. to tell BOD what the plan is.
 - Who is making arrangements, e.g., Is Stewardship doing pledge cards? Who is handing out materials? Is someone doing cake?
- Fundraising – Issues have been raised with regard to what is happening with fundraising. Is only BOD doing fundraising? Does something need to go to congregation/council about fundraising– we need a fundraising committee
 - Concert Series – All proceeds go to church budget. Who does concessions at the Concert Series? Scott will find out about this.
 - MBJ will ask Tiffany to send out clarification re fundraising to Church Council.
 - Item was removed from BOD agenda
- Caring Committee Request – Cathy Cole wanted to present a request that \$3000 per year be allocated for a staff member to handle the logistics of tasks for the Caring Committee, including setting up websites and other over-arching tasks. This has become unmanageable for volunteers and current staff. To do this would require about five (5) hours per week, on average, for a staff member. Under recently adopted policy, Maj-Britt has the authority to do this with currently unspent funds for the remainder of this calendar year. The request for on-going funds should be presented for inclusion in the upcoming budget.

Other

- Erich will talk with Maggie about mailing out Annual Reports.
- Security reporting procedure – Erich said Richard Perry was recently called by security. MBJ will talk with Andrea and clarify who should be the contact person.