

**The Community Church of Chapel Hill Unitarian Universalist**  
**Minutes of Board Meeting of November 16, 2010**

**Present:** S.A.M. Brooks, Barbara Chapman, Mariana Fiorentino, Mary LeMay, Eric Lieth, Susan McDaniel, Steve Marshall, Maggie Scarborough, Paige Smith, Josh Socolar, George Thompson, Bob Weston

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

**Staff:** Nato Hollister, Andrea Sordean-Mintzer

**Minutes:** Cathy Cole

George Thompson called the meeting to order at 7:03 pm. He thanked everyone for contacting church members about pledges. Maggie Scarborough lit the chalice and read “The Hatcheck Girl” from *The Gift*, by Hafiz.

## **BOARD DISCUSSIONS**

### **1. Governance**

#### Policies on Discernment

Barbara Chapman, on behalf of the Governance Task Force, polled the Board members regarding Policies on Discernment. Everyone found the policies okay, except that Eric Lieth questioned why the term “mission” was used instead of “mission statement.” It was agreed that the Board members need to clarify this distinction among themselves.

#### Policies on Strategy

Mary LeMay stated that she likes the breadth of these policies. Josh Socolar asked why the Vision of Ministry does not contain a statement about “publishing” the goals.

#### Policies on Management

Barbara stated that the discussion would not follow the order of the policies and that Section C regarding the budget would be discussed last.

#### *Section A. Delegation to Staff,*

##### *Subsection 5. Fundraising.*

Eric Lieth pointed out that the Chief of Staff should have the authority to delegate the responsibility and authority to approve fundraising requests. Maj-Britt Johnson stated that she

thought that was implied. Josh Socolar questioned whether giving the authority to the Chief of Staff eliminates allowing the BOD to approve fundraising. Susan McDaniel responded that it does. Eric stated that the policy is okay as it is, but should be watched as the BOD moves forward in redesigning governance. Paige Smith said that the staff has a better sense of the whole church calendar and can program events better than the BOD.

*Section C. Powers Reserved to the BOD*

*Subsection 5. Donations of Real Estate and Personal Property*

Eric asked about the how the Endowment Fund would be affected by this policy and stated that it is not clear what the relationship is to the Endowment Fund. It was agreed that Kari Andrade, Chair of the Endowment Fund, would help clear up any confusion.

*Section D. Care for Resources*

*Subsection 5. Voluntarily Restricted Funds*

Mary LeMay pointed out that the last sentence is procedural and should be removed.

*Section C. Powers Reserved to the BOD*

*Subsection 2. Budget*

Josh said that it is not clear whether the BOD has to approve the recommended budget. Eric felt that the policy implies that the congregation does not have the final say on the budget. If this is a shift in policy, it requires a Bylaw amendment and needs to be discussed with the congregation. Barbara responded that the BOD needs to discuss this issue.

Barbara said that she will incorporate everyone's comments and bring these policies back to the Board in December.

*Subsection 4. Restricted Gifts*

Josh asked if the BOD has oversight of who gives money. Discussion, but no resolution, followed.

**ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

The consent agenda consisted of the following items:

- For receipt:
  - Church Sponsorship Proposal

- Donna Washington Fundraising Proposal
- Church Council Minutes
- Endowment Committee Minutes
- For approval:
  - October Board Minutes

After discussion, the consent agenda was modified by moving the Church Sponsorship Proposal to New Business and passed.

## **ACTION ITEMS – NEW**

### **1. Request for the Church to be an Official Sponsor of the Faith Connections Conference**

Josh noted that even though it is stated that the organizers are working to make the conference interfaith, all other sponsors at this time are Christian churches. Barbara moved that the proposal be approved, Susan seconded the motion, and it was passed.

### **2. Six-Month Budget**

In a discussion about the operating reserves, Susan asked why we are not paying back the reserves at a higher rate. Scott Provan explained that in view of the economy, we are using the reserves in an appropriate manner. Susan stated that we need to be more fiscally responsible. Maj-Britt said that she was asked to identify cuts to balance the budget, not make up reserves; however, she can do so if asked.

Scott expressed his desire to see \$9,000 to \$15,000 put in reserves every year. He emphasized that the church is in good financial health.

S.A.M. Brooks said that she appreciated Maj-Britt's work on the budget, but we shouldn't cut programs or staff because it will hurt us.

Barbara asked how much the deficit will be at the end of the year. Scott replied that we won't know until the end of the year.

Andrea Sordean-Mintzer projected that we should end the year with about \$20,000 in reserves.

Susan asked for a status update since the proposed budget was prepared to see if we still need to make cuts.

George gave an update on the stewardship campaign. Andrea's status update appears in the attachment about the proposed 6-month budget.

67 households didn't pledge last year but are active in the church. They need to be called, and the Board should discuss in December how to approach these households.

The current projection is that there will be a \$19,659 deficit in the 6-month budget.

Josh asked for the projection of actual collections.

Steve Marshall pointed out that everyone needs to provide feedback to the BOD about the calls they made to members.

Eric stated that the Board needs to address the deficit in the 6-month budget.

Paige asked if we should prioritize cuts.

Susan suggested that we base the budget on splitting the deficit.

Eric asked if we should make cuts in order to replenish the reserves. He suggested that we should aim for \$150,000 of reserves in order to be financially healthy, which is a more holistic view than just looking at the next six months.

Mariana Fiorentino stated that the Board has a fiduciary responsibility to balance the budget using real numbers not projections.

Mary asked what the budget goal is. She made a motion to approve a budget of \$200,000 to \$205,000, then withdrew the motion.

Maj-Britt presented Option One for cutting the budget, which includes cutting out our Fair Share to the UUA and District from the budget and raising the funds through a special campaign that will educate the congregation.

Susan felt that this is largely a matter of education and it is better to factor it into the pledge rather than have a separate fundraising drive. She stated that she doesn't want to cut Olga Naranjo. She wondered if we should get a new estimate for lawn care, and expressed that she doesn't want the church to purchase office supplies from a big box supplier.

Paige thought that it would be too confusing to hold another financial campaign given that we will already have two within six months.

Steve asked if Share the Plate (STP) is an option for collecting the UUA and District funds.

Scott suggested that we lower the UUA amount and put it back in the budget as additional funds come in.

Barbara thought we should consider doing a UUA Share the Plate quarterly.

S.A.M. saw the quarterly STP as an opportunity to highlight different aspects of the UUA.

Mariana thought that the STP charter may not allow us to collect money for the UUA instead of for service agencies.

At 9:00 pm, Mary moved that we extend the meeting for 30 minutes. Paige seconded the motion, and it passed.

Barbara pointed out that the Bylaws require that we have the budget ready to send to the congregation by November 20<sup>th</sup>.

Paige suggested that we cut the UUA by half and collect the other half by STP, and assume \$204,000 in pledges.

Maj-Britt stated that collecting for the UUA would be consistent with the STP charter since we already do so on Association Sunday.

Mariana made a motion that we cut the UUA from the budget (-\$14,938) and assume that we will collect \$204,000 in pledges. S.A.M. seconded the motion. Bob Weston offered an amendment to the motion that all receipts over \$204,000 be directed to the UUA fair share to make up the \$14,938. After some discussion, Mariana rejected the amendment as unfriendly.

The board voted on Mariana's motion and it passed unanimously.

It was agreed that the December agenda should include a discussion of how to get the money for the UUA.

### **ADJOURNMENT**

The next Board meeting is Tuesday, December 14, at 7 pm.

Maggie's closing reading was "The Great Expanse" from *The Gift*, by Hafiz.

The meeting adjourned at 9:35 pm.

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## Board Learning

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November 16, 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 & AFFIRMATION**

**PLEASE NOTE: THERE ARE A FEW CHANGES & ADDITIONS IN THIS COVER MEMO FROM 11/10/10 VERSION – ALL ARE INDICATED IN RED**

Please find attached the following policies for consideration at this month's BOD meeting. The chart below indicates what action the Governance Task Force is requesting of the BOD.

Policy	Status of Policy & Action Requested of BOD by GTF		
	1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading	Revised after 2 <sup>nd</sup> Reading
	Discussion	Affirmation	Affirmation
<b>Discernment</b>			
Mission	X		
Vision	X		
Core Values	X		
<b>Strategy</b>			
Strategic Plan	X		
Vision of Ministry	X		
Annual Vision of Ministry	X		
<b>Management</b>			
Fundraising	X		
Budget	Please note: There was a typo in 11/10/10 version; 1 <sup>st</sup> line was crossed out and has now been added back in.		X
Restricted Gifts			X
Donations of Real Estate . . .	X		
Voluntarily Restricted Funds		X	

For these policies the Governance Task Force requests that the BOD take the following actions:

- (1) Prior to the November 16 meeting, read and consider the policies at the conceptual level
  - How does this policy serve the mission of our church?
  - How could the policy better serve the mission of our church?

- Are my questions those of policy or those of procedure?
- (2) Discuss the policies at the November 16 BOD meeting. We ask that you consider
- Does my suggestion help this policy better serve the mission of the church?
  - Is my question about policy or procedure?
- (3) Take action, indicated in chart above, at the November 16 BOD meeting

**POLICIES ON DISCERNMENT**  
**COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST**  
**(GOVERNANCE TASK FORCE WORK IN PROGRESS)**

**II. DISCERNMENT**

**A. Mission**

**1. Mission (as of 10 29 10)**

Date of First Reading: November 9, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board, Ministry Team, and Congregation shall periodically consider the Mission of the Church. The Board shall finalize the Mission and publish it to guide the actions of all Church leadership.

**B. Vision**

**1. Vision (as of 10 29 10)**

Date of First Reading: November 9, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board, Ministry Team, and Congregation shall periodically consider the Vision of the Church. The Board shall develop the Vision and publish it to guide the actions of all Church leadership.

**C. Core Values**

**1. Core Values (as of 10 29 10)**



Date of First Reading: November 9, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board, Ministry Team, and Congregation shall periodically consider the Core Values of the Church. The Board shall determine the Core Values and publish them to guide the actions of all Church leadership.

**C3HUU GTF policy DISC 10 29 10**

**POLICIES ON STRATEGY**  
**COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST**  
**(GOVERNANCE TASK FORCE WORK IN PROGRESS)**

**III. STRATEGY**

**A. Strategic Plan**

**1. Strategic Plan (as of 10 29 10)**

Date of First Reading: November 9, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board and Ministry Team shall develop a Strategic Plan that encompasses program development, membership development, a comprehensive financial plan, and a staffing plan and publish it to guide the actions of all church leadership.

**B. Vision of Ministry**

**1. Vision of Ministry (as of 10 29 10)**

Date of First Reading: November 9, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Board and Ministry Team shall annually review and revise a list of goals consistent with the Strategic Plan to be met within the next 3-5 years. These goals will be in the areas of program development, membership development, capital budget and operating budget.

**2. Annual Vision of Ministry (as of 10 29 10)**

Date of First Reading: November 9, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

Annually, a short list of priorities from the Vision of Ministry will be developed for the following year. The ministry team will translate the short list of priorities into goals and objectives for the year.

**C3HUU GTF policy STRAT 10 29 10**

**POLICIES ON MANAGEMENT**  
**COMMUNITY CHURCH OF CHAPEL HILL UNITARIAN UNIVERSALIST**  
**(GOVERNANCE TASK FORCE WORK IN PROGRESS)**

**IV. MANAGEMENT**

**A. Delegation to Staff**

**5. Fundraising (as of 10 29 10)**

Date of First Reading: November 9, 2010

Date Affirmed:

Date Adopted:

Suggested Date of Review:

The Chief of Staff has the responsibility and authority to approve fundraising requests from ministry teams that are in line with the vision, mission, and strategy of the church. A percentage of funds raised must be apportioned to the operating funds of the church to cover overhead expenses including staff time, utilities, and maintenance on the buildings and campus.

**C. Powers Reserved to the BOD**

**2. Budget (as of 10 29 10)**

Date of First Reading: April 13, 2010      **Revised:      October 29, 2010**

Date Affirmed: May 11, 2010

Date Adopted:

Suggested Date of Review:

The Chief of Staff submits a church budget for approval by the Board of Directors. ~~Revisions to the congregation-approved budget must be approved by the Board of Directors.~~ **The Board of Directors will approve the annual church budget prior to the beginning each fiscal year. The Chief of Staff will present quarterly financial reports to the board. At this time, the board may adjust the budget. If a deficit is**

**projected, the Chief of Staff will present a revised budget with recommendations for balancing the budget.**

**4. Restricted Gifts (as of 10 29 10)**

Date of First Reading: April 13, 2010      **Revised:      October 29, 2010**  
Date Affirmed: May 11, 2010  
Date Adopted:  
Suggested Date of Review:

Monetary gifts may be made to any existing **voluntarily restricted** fund. ~~The Board may choose to create a new voluntarily restricted fund following the guidelines in Policy # \_\_ (Voluntarily Restricted Funds) if the gift is substantially different in purpose from, and cannot be combined with, any existing fund.~~

**5. Donations of Real Estate and Personal Property (as of 10 29 10)**

Date of First Reading: November 9, 2010  
Date Affirmed:  
Date Adopted:  
Suggested Date of Review:

Only the Board of Directors may accept donations of real estate and personal property.

**D. Care for Resources**

**5. Voluntarily Restricted Funds (as of 10 29 10)**

Date of First Reading: June 15, 2010  
Date Affirmed:      **Maggie's revisions in red.**  
Date Adopted:  
Suggested Date of Review:

**The Board of Directors 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. Any fund that has been inactive without**

**an updated report for a period of two (2) years will be closed and the funds will revert to the reserve fund.**

*\*\*\*Request from Susan Spalt.*

**REQUEST TO THE BOARD OF DIRECTORS  
FOR THE CHURCH TO BE AN OFFICIAL SPONSOR  
FAITH CONNECTIONS CONFERENCE  
APRIL 1, 2011**

I am requesting that the Community Church of Chapel Hill Unitarian Universalist become a sponsor of the Faith Connections conference on April 1, 2011. The cost of this is \$100.00. Maj-Britt has agreed to pay for this out of the Minister's Discretionary Fund.

Why should the church support this effort?

Currently our church offers few if any services or support for our families who are coping with mental illness. Faith Connections is a community organization which grew out of NAMI-Orange (our local affiliate of the National Alliance on Mental Illness).

Faith Connections Is active in the kind of **social justice** initiatives that will remove stigma (such as the NAMI walk, etc.), and it sponsors **educational programs** within churches so that they can better **support** members who have a mental illness or to families who have someone with this need.

The Community Church has been missing in many of these endeavors. Supporting this conference is one way to start.

Some of the other churches who are involved include: Binkley Baptist, Chapel of the Cross, Church of the Reconciliation, St. Thomas More, and University Presbyterian.

The organizers of this event are working to make the conference and the endeavor truly interfaith.

I am hopeful that we could get at least 5 members of our congregation to attend and that at some point in the future our families coping with the devastating effects of mental illness will find support in our church.

Resolution: Be it resolved that the Board of Directors approves the sponsorship of the Community Church of Chapel Hill for the Faith Connections Conference on Mental Illness on April 1, 2011, to be held at St. Thomas More Church in Chapel Hill, North Carolina.

**Donna Washington Storyteller Fundraising Request (10/12/2010) modified 11/10**

**1. Name Of The Event:**

Donna Washington Storytelling Books & CDs

**2. Contact Person for Event:**

Dave Klibanow

**3. Brief description of Event:**

Selling Donna's books and CDs with 50% of the proceeds donated to the Church

**4. Proposed Date(s):**

12/4,12/5

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

The CRE Committee

**6. Budget**

None

**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**

\$300-\$500

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

To contribute to the general operations fund.



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

The only need would be a table with the Quilters group for the greening session on Saturday and the annual meeting on Sunday

**11. Any Additional Information Or Concerns**

None

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## Church Council Minutes

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### Church Council Minutes

October 26, 2010 7-9pm Commons

B&G	Gary Giles	DC		SEA	Jean Genova
Board Rep	Paige Smith	ECO	Cecilia Warshaw	Stewardship	
Caring		IT		W&A	Marni Goldschlag
Council Convener	Tifani Hencke	Membership		Youth Programming	
CRE	Becky Wilkes	Music	Peter Bird		
CSM	Sue Brewer	Minister	Maj-Britt Johnson	GTF	Cecilia Warshaw
COM		P&J	Lynn Harmon	Additional Attendees	Peggy Misch Nathan Hollister Elsbeth vanTongeren

Council Learning – How to set up a Wiki Page - Marion Hirsch gave an informative and brief presentation/demo of how to set up a wiki page (please see the attached document for more info)

#### Business Meeting:

- For Your Information
  - WiFi access info at <http://c3h.wikispaces.com/C3H+Hotspot>  
Church SSID is C3HSSID2 (must be all caps)

Governance Update - Cecilia Warshaw gave an update on the latest policies that have been affirmed and asked for feedback to take back to the Governance Task Force. (Please see attached policy document for more info). If Council members have further comments on the content of these policies please contact the GTF.

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

Music - Planning for the Gala, on Feb. 26th, the theme is “tune that name”. The money raised will be kept for the Music Committee budget. Planning a Teal Hymnal purchase by selling dedication plates for the hymnals.

W&A - Working on several services, Day of Remembrance, December services and Greening.

CSM - Bad news - lost CROP walk coordinator so looking for someone to fill that role. The eye glass donation did not go well will re-evaluate this for next year. Good news - getting plenty of help for IFC meals and donations for the food pantry.

CRE - A lot going on committee is working on handouts for the family and intergenerational services. They are reviewing the safety procedures. Youth went to Shelter Neck (64 people), 75 people went on the camping trip. Plans for Nov & Dec include a post-harvest gleening Nov 13th, food collected will be taken to IFC, Thanksgiving Pies on Nov 21st, childrens art auction tentatively scheduled for Dec. 5th.

ECO - Have been pleased with the plastic cap recycling. Will be doing the medication collection Nov. 7th. Will be coordinating the Earth Day Service in April.

P&J - Working on MLK service and evaluating the Straley Series. Also mentioned a Justice United event for Oct. 30th - Souls to the Polls.

SEA - In the middle of 2 classes. The winter party will be Dec. 16th and they are planning the winter session which will be four weeks in a row dinner and drop in class options.

B&G - Looking for indoors suggestions for winter workdays - please contact Gary Giles or Lee Schaller. Also did some research on lighting drive/path to Manse will be \$1000 for path lighting and have to get permission from town for overhead lighting. Will continue to work with Manse Committee on this.

Board - Working on the budget and going into 2011 will be concentrating on Vision and strategic planning.

REMEMBER our Next Meeting is November 16th, 7pm Manse.

Please send agenda items to Tifani at [membership@c3huu.org](mailto:membership@c3huu.org) by 6pm November 10th. Remember to include a brief explanation and desired amount of time for discussion/presentation.

**Budget Report - from the Chief of Staff/Ministry Team Head/Spiritual Leader/Minister (Saturday 11-13-10)**

Background on why the budget was increased this year:

Of the following some were estimates based on last year's numbers. 11% Benefit increases (staff health insurance), the new piano accompanist increase, fair share to UUA and district increased due to increase in membership, we added JUICE (\$500 for 6 months) membership dues, taxes went up, office supplies went up due to the Annual Report (\$924), payroll service increased, we assumed a utilities increase of 5%, insurance went up, mortgage there was a slight increase (the 2010 budget number was not estimated quite high enough), the manse mortgage estimate was off by approximately \$500 last year. We would need \$227,030 to make this budget without any cost of living increases for staff salaries nor any program increases except Caring Administrator.

Based on this budget and last years pledge performance it was estimated that we will have a shortfall of \$29,294. In other words we would only receive \$197,030. The latter includes a 5% shrinkage factor.

As of 5:30 p.m. on Friday we had raised \$179,218 from 185 households (71%). The Board is in the process of making phone calls to some of these households so our numbers may have gone up since Friday.

In addition Andrea brought to my attention that 67 member households did not pledge last year and are not on the list of callees. Andrea tells me that of those a few have recently handed in a pledge form. But upwards of 60 have not.\*

The good news today is that we have received new pledges and a good number of households (sorry I don't have exact figures today) increased their pledge, many by the requested 15%. I believe many of "the 67" will in fact end up pledging as well, thus raising our pledge floor. Of course some of last years pledgers have decreased or dropped their pledge but judging by the 3/4 returns so far that should be a low number. Historically there are always a number of people late in returning their pledges. I believe we will exceed the \$197,030 thus reducing our deficit somewhat.

Nevertheless, the following proposed budget cuts are based on that \$29,294 estimated deficit. I am hoping by doing this we'll end up well into the black and be able to bank some reserves.

**PROPOSED CUTS**

First off I should say that Andrea has learned that BCBS is increasing health insurance by a much smaller percentage than she had budgeted for. Therefore right off the bat we can subtract \$9,546 from the deficit which leaves us with a deficit of (only) \$19,659!

Secondly, we are cutting out the proposed Caring Administrator position. Tifani and I have reworked her current job description, Susie is handling some of her data work, and we believe, based on the experience of the past two months during which Tifani has acted as Caring Administrator, that she can fulfill this position within her current 15 weekly hours.

That brings the deficit down to **\$18,459**.

**OPTION ONE** (This is my personal preference for balancing the budget)

We cut out our fair share to the UUA and the District from the budget, but we do in fact pay it. How do we do that? We do what I learned this past week (while at a minister's meeting at the Mountain) some of our other UU congregations have successfully done. We ask each member household to donate \$38.50 (total cost this year of fair share for 6 months) in addition to their pledge, at a separate pledge drive. This gives us an opportunity to educate people about what our Association and District do for us, and generally educate the congregation further about stewardship. I would then propose that we do this each year. In other words send out the message that membership at C3HUU means making a commitment to two bodies: The Congregation, and the Association. Ultimately it would mean a new sentence added to the bylaws.\*\*

If we take this option we can remove \$14,938 from the deficit. I would hope that if people see that this will allow us to balance our budget without making program cuts they would respond positively. And maybe cut out one "dinner and a movie night" between now and July in order to pledge the \$38.50 (annually it would be \$77 so keep in mind we'd be asking for this again in the spring.)

With this option the deficit now stands at **\$3,521**.

To accomplish a zero balanced budget I would suggest the following cuts:

\$462.00 Office supplies (annual report) Andrea thinks this could be accomplished more cheaply than it was last year if not done in color.

\$1,468.00 The position of Hospitality Coordinator. This would mean a new volunteer crew would have to take on the responsibility of making coffee and cleaning up on Sundays. And it would mean that Olga Naranjo would have to be let go.

\$677 - Paid lawn care through June (the cost is higher July through December thus if we anticipate cutting 677 for that half as well we will still have money to pay for a reduced amount of lawn care during that period)

\$457 - Music (either sheet music or guest musicians, Director's preference)

\$457 - RE (snacks/pizza)

The deficit now stands at 0

**OPTION TWO -based on the revised deficit number of \$19,659**

(Keeping in mind that the same cuts would most likely need to be made July-December unless we get in lots of new high pledging members)

These are roughly prioritized, though none are desirable except #1

1. Lower UUA and District Fair share by the amount we estimate we may be overpaying if in fact 50 (an estimate) members are not pledging. This includes a plan to gently let these folks know that if they do not make a pledge we will need to take them off the member rolls per our by-laws, unless they let us know that they are experiencing extreme hardship.

Based on 50 such members this would lower our dues by: \$4,050

After being given an opportunity to pledge (or respond with hardship) these persons would be kept in membership thus reducing the above savings, which would have to be made up somehow, perhaps through fundraising.

- Lawncare crew January- June \$677.00
- Eliminate the new Caring Administrator hours \$1,200

1. Music (either special music or sheet music at prerogative of the Music Director) \$1,000

- Eliminate R.E. Pizza (the fact that parents already chip in money for Pizza has been taken into account) \$1,200
- Eliminate Sunday Hospitality Position (Olga Naranjo)

This would require a volunteer commitment to cover coffee set up \$1,468

- One week required unpaid leave for all staff one week, all on the same week. During that week the staff would be entirely absent and it would be a solely volunteer run church. There would be no staff-led adult or children's classes, no staff attendance at meetings, no choir rehearsals, no staff presence at Sunday Worship, and the office would be closed. Staff may not volunteer their time during this week, nor are they on call unless it is a dire emergency! \$5,907

8. Reduce teen age paid childcare staff in half and use more volunteers.

Jan - June  
1/2 Sunday Childcare \$2471

9. Cut out one of the Choirs, or cut their practice and performance time in half, thus reducing the music director's hours and pay. (Or reduce the accompaniest time - I don't have the numbers for this yet)

Reduce Music Dir. by two hours \$1686

**Total Cuts (= Balanced budget) \$19,659**

\*I am going to propose to Bill Poteet that we have a phone bank at the office one evening soon. We'll have food (maybe even some soothing music!) and people can make the calls to these folks (on their cellphones or taking turns on the two office phones) briefly (and warmly of course) explaining our situation and that they need to pledge (unless there is extreme hardship) or we will need to remove them from membership, per our bylaws. At that time we can also make calls to the remainder of our list of people who pledged last year and didn't get back to us yet. I've heard of this being very successful at other churches. This doesn't need to be done by board members, though they'd be welcome.

\*\*It would be important to make it clear there are two commitments here so that people understand that the \$77 is not the only cost of membership, ie. there is a commitment to the congregation as well.

## **Six Month Stewardship Campaign Update from Andrea**

Dear Board,

To update you on the status of our Six Month Stewardship Campaign as of Nov. 15:

### Budget

The UUA has determined and notified congregations that the 2011 premiums for Health Insurance will increase by 5%, not the 11-12 % increase of previous years. With this change, the difference between income and expenses projected in our six month budget can be lowered to - \$19,659. Our pledge goal now becomes \$217K.

### Six Month Campaign

We have received 200 pledges for a total of \$187,963, 87% of our updated goal of \$217K. Of those that have pledged, 20 households pledging \$11,030, are new pledges.

Using known 2010 pledging households and amounts as our basis, we can project that there another 75 households still to pledge bringing an additional \$29K. Presently, we know of 6 2010 households who no longer attend and do not intend to pledge, a loss of \$2330.

Of the 50 households assigned to Group 1 (6 mo. pledges = \$1250 & above) which were initially contacted by the Board, 5 households remain with a potential for \$9300.

Within Group 2 households, currently being contacted (6 mo. pledges = \$500 to \$1249), 21 households (out of 95) remain with a potential for \$11,459.

Group 3 (6 mo. pledges = less than \$500) has 52 households (out of 115) remaining with a potential for \$8514K.

This leaves our goal of \$217K on track (188K + 9K+ 11K + 9K = 217K).

Andrea



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## Ministry Report

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Minister's Report to the Board

November 16, 2010

Rev. Maj-Britt Johnson

How are things going...judging by the need for budget cuts one might think things aren't going so well but that's really not so. Not only have many pledges gone up, we're still growing a bit, and I see good volunteer energy all over the place, both on the teams and committees and for the one shot deals like the yard sale (Thank you to those of you who worked on that!) For me, as a minister, I also gauge my "success" by whether I see people engaging in spiritual discernment. Spiritual discernment is about taking the time to listen to that which guides you. Which could mean your conscience, your inner teacher, the God of your understanding, your inner wisdom, the wisdom in a group of people doing deep listening, the source of your being, or all of the above. We understand "source" in many ways in a UU congregation. This is why I do the Friday noon group, and Wellspring. Both are seeding grounds for spiritual growth and discernment for individuals on their own paths. And I am grateful for a strong S.E.A. (spiritual exploration for adults) program for also providing places for people to listen. Additionally I see us, through the governance conversations, as well as future Council plans slowly bringing more discernment into areas of our work as a community. Those conversations are where our discernment is listening both to our own source, and to the "voice" of our mission, vision, covenants, and identity as UU's.

On a more practical note.

Highlights of the past month or so:

Membership: I worked closely this past month or two with Tifani to identify where there are holes in our follow up with visitors and newcomers. I will go into more detail about that in next month's report. It involves making some changes in her job description. Our goal is that the staff, at meetings, will eventually be able to have information on every single member and their level of involvement. This will allow us to track where people are getting lost in the cracks, as well as to identify how many members are, you might say, inhabiting, the different concentric circles of involvement -from visitor to deeply involved members, with several circles in between which we are working on defining more clearly. In relation to this the entire staff spent a couple of meetings talking about how we can better clarify membership categories and we are going to propose some very specific procedures by which we will hopefully make membership less fuzzy. More will be revealed!

The Wellspring class is off to a very good start. We meet twice a month and I meet once a month, on the phone, with other Wellspring leaders, lay and clergy, from around the country. This class is designed to ground people in a spiritual practice which will allow them to take their faith more intentionally into all of their activities, and relationships. It uses many UU writers for course material thus also growing the members' awareness of our tradition.

Working with Nato is delightful. I get to hear what people are studying in Div Schools these days, and have lots of challenging discussions. He is studying the various social justice related groups in our congregation and we are beginning to formulate ways in which the

congregation might more intentionally organize our faith in action work, as a congregation. He will be coming up with a proposal that will eventually be shared with you.

Governance: I'm impressed with the voluminous detail the GTF has managed to wade through to get us to the point where we are not too far away from a trial run year. Taking on such a bold project is a guarantee we'll hit some waves of conflict but that's how spiritual growth happens. I have participated in the SKYPE calls with Dan Hotchkiss and have also received some individual coaching from him (which he threw in as part of our cost).

Worship and Arts: I'm revamping how we approach the work of the worship associates, giving them an opportunity to collaborate more closely with me on certain services such as the upcoming Thanksgiving All-Ages Service.

Caring Ministry - Nato has taken on the leadership of the Pastoral Visitors Team. They will meet with him regularly in a spiritual discernment/support format that I tried out with them in early October. Additionally I have asked Tifani to develop a google doc (which she did yesterday, an hour after I requested it) for us to keep track of people who have caring related issues. Only Nato, Tifani and I have access to it. Tifani seems quite confident that she can manage to include being coordinator of the Caring Ministry within her hours as Membership Coordinator. She has a good list of volunteers to call on as necessary, so her job is just to enlist them and replenish the pool as needed.

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## Executive Committee Minutes

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### Community Church of Chapel Hill – Executive Committee Meeting

**Date:** November 2, 2010 @ 7:00 p.m.

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

#### **Board Learning**

No Board Learning – 14 policies – 30 minutes allotted.

#### **Consent agenda**

- Susan Spalt's request for C3HUU Sponsorship of April Faith Connections Conference

#### **Action Items – New Business**

- Bookplate proposal. Scott asked what is role of BOD liaison [with respect to such proposals coming before the BOD]. Maj-Britt said hymnals cannot be in budget as there are not sufficient monies. Scott said: The bookplate proposal is straight forward, and BOD members can just read it. The proposal is only establishing a permanent church fund for hymnals, and there is not much of a redirecting of church funds. The Music Committee will administer the fund. It should be an up or down vote. Proposal moved to December.
- Staff fundraising proposal – tabled.
- Donna Washington proposal to sell her books at the church and give 50% of the proceeds to the church. The suggestion was made that she join forces with the quilters on December 4 & 5. Maj-Britt felt this may open the door to problems with other artists – constant sales, etc. Erich will contact Susan McDaniel about including Donna with the quilters, and George will contact Bob Weston about including her with the book sale.
- Six-Month Proposed Budget – THE primary focus of the November 16 BOD meeting
  - Update from Andrea
  - What may we be actually short? Will all of these monies actually come in? What numbers do we work with?
  - Reschedule November 9 meeting to November 16 because Scott, Maj-Britt, and Paige will be away on November 9. Moved by Erich and passed.
  - On November 13 Maj-Britt will get figures to George regarding budget cuts. This will be a menu of options regarding cuts. Maj-Britt will prioritize lists.
  - We must not continue going into reserves. Discussion followed regarding whether this year's shortfall is pertinent to next year's budget.

- Stewardship
  - Committee members offered to join Board for a discussion; however, given the amount of time needed for working on the budget, it was decided the November meeting would not be the best time for a discussion regarding stewardship,
  - George will contact members of the Stewardship Committee to let them know it will not be necessary for them to attend the November BOD meeting and to extend our thanks for a job well done.
- Bookplate Commemorations
  - Let congregation know they are available

**Other**

- The Congregational Meeting will be in place of the second service on Dec 5.
- When can Susie put possible fundraisers on calendar – how does info come to her – through BOD first – who notifies Susie?
- Quilters Bazaar – December 4 & 5
- Pay Pal account needed for church – Scott will talk with Andrea.