The Community Church of Chapel Hill

UNITARIAN UNIVERSALIST

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**BOARD OF TRUSTEES**

**Meeting Minutes**

**October 8, 2019**

Present: Barb Chapman, Doug Shier, Scott Edinborough, Bianca Rodriguez, Russ Bowen, Jenny Warnash, Steve Day, Caroline Sherman

Ex Officio: Thom Belote, Andrew Wright

Absent: Lilie Bonzani

Guest: Becky Wilkes

**Chalice Lighting and Check-in**

Bianca did a poem reading by William Stafford. Russ read the mission statement. We did a check-in.

**Consent Agenda**

Approval of Agenda

Approval of September Minutes

Minister’s Monthly Report

There was a slight wording change from the first draft on the Agenda. Doug had mentioned to Dan about Kimberly’s name spelling and a few other typos.

*Barb moved to approve consent agenda. Caroline seconded. Unanimous vote to approve.*

**Class of 2022 Board Members Report**

The nominating committee has announced the names of the 2022 class of the Board of Trustees. The nominees are Heather O’Connor (Vice President), Becky Wilkes, and Salem Macknee.

Scott announced that he and Jordan will be moving at the end of the school year. He is deciding when it is he will step down off the board, and one possibility is the end of the calendar year so his replacement would come on at the same time as the new board members. If so, his replacement would only serve until December 2020, since he was already replacing Bianca.

**Sabbatical Planning Update**

Thom passed out copies of a historical background on sabbaticals. He discussed his desire to take a sabbatical, and updated the board that he has communicated with Kimberly Debus about filling in and we’ve offered her the position.

In the history of the church there has only been one sabbatical, charlie kast. It is not a part of our culture, since most members have not been here during a sabbatical. Thom reviewed some questions for the board to think about.

Thom has had a call and received a draft contract that Andrew is reviewing.

Kimberly mentioned the makeup of the usual sabbatical committee (See the handout from Thom). The committee helps with various things that Thom is not nervous about. The committee is a point of contact for Kimberly to get in touch with various ministries and groups in the church. Thom will think about and recruit members of a sabbatical committee and finalize the contract.

Discussion: Russ felt a committee would be a good idea, Caroline supported that the committee be diverse in its makeup from different parts of the church. We noted that the building project would not need to be represented on the sabbatical committee. Becky asked about the motivation and Thom explained that it’s a standard part of ministry and is part of his letter of call. He explained that he only plans to take 3 months, as that seems to work better than 6 months. The timing is so that he gets things going in August, and then leaves once we are underway for the fall, and would be here for the pledge drive in the spring.

Doug suggested writing down in a document what we do for this process, to refer to in future years, and Thom will have someone on the committee do that.

**Building Project Update**

Jenny updated us that the schedule has fallen by a few more weeks. We are hoping to have permits by December 1, with groundbreaking early in the new year. Last year, Brad Kosiba had said we might not bid it out, but now it is looking like CT Wilson (the builder we worked with previously) is very busy, so we will likely put it out for bids. Brad expects bid packages to go out in November. One anecdote is that Chapel Hill is not doing any concrete work right now b/c concrete is so expensive, and we will have a lot of concrete.

Caroline asked about the estimates to date: Jenny said that what we have is an architectural firm estimate, and we elected not to pay for a construction estimate, and to wait for bids.

Jenny asked if anyone had concerns about Andrew taking over as liaison in January. She will double check that a non-voting member is OK.

One thing that came out of the Mark Ewert meeting was to sit down and coordinate between the different groups (building, annual pledge, endowment).

**Annual Giving Update**

Barb said the people coordinating the pledge drive are ready to go and feeling good support from the board.

**2020 Day of Service - BOT project**

The 2019 Charles House project was a great success. Doug asked if the board would like to continue with Charles House in 2020 or search for a new project.

Barb noted that the APD is trying to increase the number of projects for 2020. She also noted that the APD would like to hear our decision relatively soon. The date is March 7, 2020, with a rain date of March 14. The board did not have a formal vote but there was general support to continue with Charles House.

Doug also noted that Paul from Charles House will be here in October for a share the plate, and we could talk to him at that time.

**Non-Violent Communication Practice**

Russ passed out an exercise for the group about judgements. We discussed “you have enemies” and whether that is a judgement or a fact, as well as other items.

**M. Ewert Workshop Debriefing**

Barb passed out slides from the Mark Ewert workshop for us to add to our board binders. She also passed out Katie Heineman’s notes from the event.

Barb asked what the big ideas were that we learned.

Jenny noted that the charter of the endowment needs to be redone. Jenny also noted that the building task force model works very well, with the chairs of the individual task forces meeting regularly to ensure communication between the different parts of the building project. She also mentioned the vision and strategic plan.

Steve noted that we need some additions to the website about planned giving. A button for people to click, intention forms, and cut and paste language for wills.

Andrew was interested in the parts about trust and how it motivates people in their giving. And that the board actions will impact that trust.

Thom noted the energy in the room about forming a planned giving team and the energy in the room about endowment.

Barb saw incredible value in getting together face to face and how it helped us communicate well. She was thrilled. She also noted we can get started on many things right now, such as Jenny’s note about getting the stewardship groups all together. Getting the donor form and visiting people are examples of things we can do now. And that the visits are pastoral in nature. Barb though that training from Thom would be useful for how to do these visits.

Doug noted that we are sometimes segmented and that our activities are year-round, as opposed to a non-profit. He noted that a skilled team that is not specifically about endowment or APD, but supports all stewardship, is of great value. Doug liked that comparison of time required for things like auctions vs the money raised. Doug later noted that Mark emphasized that the fiduciary duty stops with the board.

Scott noted that Mark said things like the auction can exclude some people and that resonated with Scott. Scott has really enjoyed the greening and building community more than the auction for example.

Bianca noted that we needed inclusivity in our stewardship.

Russ noted that this is a year-round activity, and we should create some procedures about planned giving.

Barb asked what questions the workshop raised for you.

Bianca talked about how to include all people of different means in knowing how they can contribute and other ways they can contribute.

Barb asked if an outside person asked us about the workshop, what would we tell them.

Jenny said she felt that going into it there was some tension, and the workshop really helped it dissolve.

Steve would summarize it as formalizing our planned giving and being more proactive in our efforts.

Caroline felt that it was defining stewardship in a coordinated way, and that up until the workshop it did not feel that way.

Barb feels an excitement in talking to people about giving. She noted a Rockefeller paper that speaks about this. She for example gets excited thinking about giving to a fund dedicated to building upkeep, or a minister intern.

Doug really felt the sense of community and all of us there were working to the same purpose. And If we can demonstrate that, it will inspire others.

Becky shared that when she thought about being on the board, she had been nervous about how much the church has grown and how that makes money items more complicated. She noted that people can get siloed into what they do, and that this workshop seemed like a good way to bring everyone together.

Russ led a thank you to Barb for organizing the event. Barb expressed gratitude to everyone and Russ for hosting.

**Vision and Strategic Plan**

The workshop highlighted to the board that we need to update the vision and strategic plan. Jenny asked if we felt that getting these things updated by June was feasible or if we felt it would interfere with other initiatives for stewardship. Several people said they didn’t think the vision and strategic plan needed to happen first, and we could proceed with other initiatives in the meantime.

Jenny asked about the process and said that the group was thinking about soliciting ideas from the congregation electronically before meeting in person. Barb said that we want to keep people energized. Thom shared that you want to keep people focused on what we will do with the new space rather than watching the construction. Jenny also asked who would spearhead it, since she will be busy with school during this time. Russ volunteered to start the process with Doug, Caroline and Thom.

Barb noted that when looking at governance, she raised revisiting the mission and it was a wonderful process. She thinks the same could happen with the vision.

**Formalizing Stewardship Plan**

One step toward stewardship would be to create a task force to work on making changes to the board policy book. Barb noted that she, Scott, and Bianca started this process already. Russ suggested some other names as well. Barb suggested that the first group get together and see what progress they have made and bring that back to the board. Jenny also noted that we could bring in other members who are experienced in this area to review the work that the group has done.

Barb said there are policies that need to be looked at, and the group could do some of that work ahead of time. Russ was supportive.

**Board Governance Quiz**

Russ asked the board who they think would be in charge of making sure the automatic electronic defibrillators (AED) are in good working order. Caroline said the safety manager, and explained that her husband has expertise in this and said we should have a safety committee. Becky suggested buildings and grounds. We discussed that suggestion. Barb noted that Andrea had worked with the fire inspector on hanging the blankets and restocked the first aid kits. Russ noted that the chief of staff has the authority to decide who does that.

The story was mentioned that another church had a group that bought a new soundboard that required a professional operator, which would be then funded by the operating budget. Thom now signs off on grant proposals so that is a good check on future costs.

Barb passed out a quiz on the board policy book and we learned stuff.

**Process Evaluation**

Bianca said we had passionate discussion, and also showed gratitude

**Chalice Extinguishing/Closing Reading**

A reading from Bianca

Action Items:

* Jenny will double check that Andrew is OK to be the board liaison to the building project