

**The Community Church of Chapel Hill  
Board of Directors' meeting**

**8/21/12**

**Minutes**

Present: *Kari Andrade, Dave Klibanow, Elsbeth van Tongeren, Paige Smith, Scott Provan, Maggie Scarborough, Andrew Hennessy-Strahs, Maj-Britt Johnson, S.A.M. Brooks, Josh Socolar.*

The meeting convened at 7:10pm. Josh opened with a reading from Milan Kundera.

**ANNOUNCEMENTS:**

Kari announced that Elsbeth will be the board liaison for UU Connections.

Kari announced that Sandy Young intends to step down as Board Secretary. There was some discussion about how to fill the position -- whether minutes could be taken by a Board member, and whether it would be appropriate to have someone from the youth group do it. No conclusion was reached.

**CONSENT AGENDA:**

Elsbeth moved to approve the June minutes. Dave seconded. The minutes were approved with one abstention.

Andrew moved that the Board approve three action items recommended by the Executive Committee: (1) the appointment of Steve Marshall to the Nominating Committee; (2) the appointment of Elsbeth van Tongeren as UU Connections liaison; and (3) the policy that announcements in the order of service on Sundays should not include items promoting personal financial gain. Dave seconded. The motion was approved unanimously.

**THE BUDGET:**

Maj-Britt summarized her report on adjustments to the 2012-13 budget. (See attached handout.) She emphasized that Marion accepted the RE cuts, that money from the Services Auction was put back into the budget, and that the Music

Committee proposed that Concert Series reserve funds be used to restore the pianist to full time.

The surplus of \$19,841 from 2011-12 is being used to balance the base budget. Kari emphasized that we are not drawing down reserves and urged the Board to be clear about that if anyone asks.

Maj-Britt noted that she, Glenn, and Andrea will all be at the new mid-level salary targets for their positions and that this required giving Andrea a raise over the June budget figures (but that for her and for Glenn, the new mid-level is the same as the old and therefore the same as what was in the June budget). All of these raises will happen in October. The base budget will be higher next year because the new salaries will be paid for the full year.

Kari emphasized that balancing the base budget this year required using surplus funds from last year and delaying the salary raises in a way that cannot be done next year. The bottom line is that if we wish to fund the same base budget next year, we will need \$30K more in income than this year.

Maj-Britt agreed to report to the Board in October on a debriefing of the Stewardship Committee regarding the process followed this year.

Maj-Britt informed us that there are still some active participants in church activities who do not pledge. The staff is considering the question of how to handle such cases.

There was some discussion of the sabbatical funds and the fact that the reduction in those funds for the current budget may create problems by reducing Maj-Britt's budget for professional expenses. There was some expectation that Benevolence Funds could be used to cover the gap, but we need to revisit the Benevolence Fund, its administration, and its proper uses. Paige noted that there is a policy governing it: a committee of three people is supposed to decide how the funds should be used.

Maggie agreed to contact the current members of the Benevolence Fund Committee and inform them that there is work to do.

Dave moved that we approve the adjusted budget as presented by Maj-Britt. S.A.M. seconded. The motion was approved unanimously. (Hurray!)

Maj-Britt reminded us that the Board will need to help her with the budget process

next year because her sabbatical begins in April.

## **FINANCE POLICIES:**

Andrew summarized the Finance Committee's recommendations for fundraising policy and budget procedures. Two points were discussed in detail:

(1) Was the intent of the clause making overages from one year available for non-recurring expenses that they should not be available for recurring expenses? The consensus was that the answer is "yes."

(2) Was the paragraph empowering the CoS to determine how much a given fundraising activity had to remit to the church for operating expenses clear and consistent with current practice? Maggie wondered whether Maj-Britt wanted the responsibility of setting the amount remitted for each event. Maj-Britt noted that the procedure currently followed by the staff is working fine, but that it does not begin with a default percentage and then consider exceptions – each case is treated on its merits. Paige suggested that funds from fundraisers should not be used to cover general operating costs.

The Board revised item V. A. of the Finance Committee recommendation to read:

### **Fundraising Delegated to Staff**

The chief of staff has authority and responsibility for approving fundraising requests from ministry teams, as long as such requests are in accordance with the vision, mission, and strategy of the church. The Chief of Staff is empowered to determine the amount of each request that is to be remitted to the operating funds of the church."

Maggie left the meeting (due to darkness).

## **MEMORIAL ROCK:**

Mary LeMay joined the meeting and requested guidance about how to respond when church members ask about progress in establishing Memorial Rock as sacred ground. Kari clarified the situation: The Board has already approved the plan to have the area legally designated as consecrated ground in perpetuity. This means that the church has already reserved the land for that purpose. We are now working to obtain funding for the required survey and legal necessities.

Paige moved that the two restricted funds be established, one for Sanctuary Improvement and one for Memorial Rock. S.A.M. seconded. The motion was

passed unanimously.

**CLOSING:** Josh read a poem by e. e. cummings.

The meeting was adjourned at 8:30pm.

Minutes recorded by Josh Socolar.