

The Community Church of Chapel Hill

UNITARIAN UNIVERSALIST

106 Purefoy Road, Chapel Hill, NC 27514 • 919-942-2050 • c3huu.org

BOARD OF TRUSTEES

Meeting Minutes

OPEN SESSION

May 8, 2018

Members:	Lilie Bonzani	Steve Day (absent)	Bianca Rodriguez
	Russ Bowen	Andy Hencke	Jenny Warnasch, chair
	Barb Chapman	Dave Klibanow	Steve Warshaw
Ex Officio:	Thom Belote	Bonnie Nelson	Andrew Wright
Guests:	Paige Smith		

Chalice Lighting/Opening Reading (7:04) J. Warnasch called the meeting to order. A. Wright provided a reading and lit the chalice.

Check-in The Board of Trustees (BoT) members and guest checked-in.

Consent Agenda (7:13) J. Warnasch announced one change to the proposed agenda and asked if there were any other changes that needed to be made. There were none. There was a correction made to the minutes from the Open Session, regarding B. Chapman's recommendation to the BoT and the Endowment Committee. There being no further changes,

S. Warshaw made a motion to approve the amended Consent Agenda and the amended April BoT Minutes, as well as accept the Minister's Monthly Report.

D. Klibanow seconded the motion.

All in favor with none opposing or abstaining.

Building Project Task Force (BPTF) Update (7:16) P. Smith, Stewardship co-chair, provided an update on the Annual Pledge Drive (APD) and the Capital Campaign. The APD has raised \$463,185.00 from approximately 273 pledges. The amount is approximately 2/3 of the \$490K target. Capital Campaign pledges have raised \$1.4M against a target of \$1.7M, with approximately 2/3 of the households participating. There were 54 APD pledging households that did not make a Capital Campaign pledge. Volunteers will be following up with those households, as well as with those in the congregation who have not pledged to either the APD or Capital Campaign.

In looking ahead to the June 10, 2018 Congregational Meeting, P. Smith noted that topics will be the amount raised and Brad Kosiba will talk about the implication to the building project with the current funding level. The BPTF is looking at the meeting as a possible "Hallelujah

Sunday” (2nd ask), where congregational members will have the opportunity to pledge or increase their pledges on-site. A. Hencke asked if the stewardship consultant, Mark Ewert, had any ideas about calling for a second pledge. P. Smith replied that the plan is to hand-out forms during the musical interlude and that Cathy Cole would count them during the remainder of the meeting.

P. Smith said that the BPTF is working with Rachel Rose to coordinate the celebration with the Newcomers luncheon. They are also working with Gail McKinley/the Communications Task Force to ensure that those not attending the meeting will receive the same messages as those in attendance. The BPTF is also working with T. Belote and Marion Hirsch to address other possible donors, such as previous members.

P. Smith noted that on June 10, 2018 the three co-chairs of the CCTF will officially resign. Other task forces as well as Andrea Sordean-Mintzer, Congregational Administrator, will follow-through on any financial follow-up actions that need to be taken.

Returning to the pending Congregational Meeting agenda, the following issues are expected to be raised: the end of the preschool lease (currently December 31, 2018); and the legacy loan pay-off. R. Bowen asked if the congregation would be given a heads-up about the second ask. P. Smith said that they were not planning to do so. A. Hencke mentioned two options: a pre-ask but the flow of information is hard to manage and not asking at the meeting but extending the deadline. B. Chapman thanked everyone for their thoughts but reminded the BoT that they should support the BPTF’s recommendation. T. Belote noted that, as leaders, our messaging is very important. He added that the church APD is within \$25K of target and at a better percentage than at this point in last year’s APD. He also commented that having raised \$1.4M so far is quite the accomplishment. A. Hencke said that the BoT might have to talk about the Capital Campaign clean-up and roles soon.

Task Force Expenses/Capital Campaign Fund (7:40) A. Wright confirmed the wrap-up of the Pre-Construction Task Force and asked for approval of the expense, incurred and expected. Doing so will take away any surplus monies allocated to this phase of the project, noting that the funds will be reallocated from the Pre-Construction budget to the Construction budget. The Task Forces are still planning for the Congregational Meeting celebration at an estimated \$1500.00 (\$1200.00 from the BPTF and \$300.00 from the Newcomer Orientation).

B. Chapman made a motion to approve the request.

J. Warnasch seconded the motion.

All in favor with none opposing or abstaining.

A. Wright brought a recommendation to the BoT from the Finance Task Force that the church open a money market account to use in the future as a church account. The risk is that it is not FDIC insured. R. Bowen and A. Hencke inquired about the interest rate on the account. D. Klibanow asked about any fees or charges. R. Bowen followed-up by asking if there were other accounts with a higher interest rate. And A. Hencke followed-up by saying that he would like the Finance Committee’s recommendations of pros and cons.

A. Wright told the BoT that the engineering drawings costs will be approved at the July 2018 meeting. A. Hencke asked if the BoT could pre-approve the cost and B. Chapman asked if there would be a July 2018 BoT meeting. Topic was moved to June 2018 BoT agenda.

June Congregational Meeting Agenda Items/Nomination of Endowment Candidate (7:50) J. Warnasch reviewed the draft agenda for the June 2018 Congregational Meeting. The meeting will include the Congregational Awards, State of the Church, APD results, 2018-19 Budget, Endowment Committee's Nominee and two grants, and the BPTF presentation.

A. Hencke made a motion to approve the Endowment Committee candidate.

S. Warshaw seconded the motion.

All in favor with none opposing or abstaining.

J. Warnasch informed the BoT that the BPTF was considering offering door prizes at the Congregational Meeting. A. Hencke asked if the intent was to increase attendance. D. Klibanow said that he thought it was neither necessary nor relevant. A. Hencke added that he appreciated the BPTF's intent, though. B. Chapman asked if this was a plan from the Communications Task Force but J. Warnasch did not know.

Budget for Congregational Affirmation Returning to the agenda item on budget, T. Belote referenced the Budget document previously distributed. He noted that there were some small changes, such as the auction income increasing, while other expenses were reduced. He is expecting a surplus budget. A. Hencke asked for a review of the APD results at this point, year-over-year. The budget will not include any additional preschool revenue.

Preschool Lease Discussion [new agenda item] (8:01) B. Kosiba met with the Town of Chapel Hill. They advised that the church permitting process will take about a year. Therefore, groundbreaking would start no earlier than April 2019. The Preschool's new site permit approved by the Town has expired. They are requesting a lease extension from the church through August 2019.

R. Bowen made a motion that the BoT go into a Closed Session.

S. Warshaw seconded the motion.

All in favor with none opposing or abstaining.

CLOSED SESSION: Preschool Lease Discussion

S. Warshaw made a motion that the BoT return to open session.

D. Klibanow seconded the motion.

All in favor with none opposing or abstaining.

Planning for Maintenance Expenses (8:21) A. Wright said that there will be a delay of one to two months while exploring options for the Manse. D. Klibanow noted that the Manse can still be used for some activities. J. Warnasch noted that B. Kosiba still does not have the actual amounts but that the BoT has approved the funds. T. Belote met with the Finance Committee and they preferred a loan over borrowing from the budget. T. Belote also noted that they supported the idea of requesting a loan from the Endowment Committee. The Endowment Committee was receptive but believes that it would have to get Congregational approval to provide those funds. D. Klibanow asked what was the Endowment Committee policy and procedure for providing a loan. T. Belote said that there is no policy on this, and A. Hencke noted that this loan would access the Endowment capital and there are policies on that. B. Chapman added that this would affect future grants because those are made using the Endowment interest and less capital would

mean less interest. J. Warnsach said that if a request were to be made, it would be as part of the October 2018 Congregational Meeting.

Endowment Committee Report (8:31) B. Chapman said that the Endowment Committee had received two grant requests, totaling \$3500.00 One request is from the Sanctuary Ministry for \$1750.00 and the other is from the church to purchase an AED and First Aid Kit, also for \$1750. It was noted that the staff would have to be trained to use the AED.

B. Chapman also informed the BoT about an estate grant from charlie kast (Minister Emeritus). The arrangement is that upon the sale of the house, the first \$100,00.00 would go to the Endowment Committee and any funds after that would be managed by the BoT. There are matters regarding the sale of the house and the distribution of the proceeds from the sale on which the BoT and the Endowment Committee will need to work jointly. B. Chapman is proposing that the BoT discuss how this joint work will be conducted for this and any other estates.

Board Policy Book (BPB) Proposed Changes (8:41) R. Bowen read a proposed policy change for amending the BPB sections 3.1 and 3.2 concerning the Vision of Ministry and the Strategic Plan. He noted that there is overlap in the BPB descriptions of the Vision of Ministry and Strategic Plan and that one document would probably suffice. The Governance Task Force and Strategy Management Team propose to eliminate the Vision of Ministry by deleting BPB section 3.2.1, where the Vision of Ministry is defined.

D. Klibanow made a motion to approve the revised policy.

B. Rodriguez seconded the motion.

All in favor with none opposing or abstaining.

Building Task Forces post June 10 (8:41) J. Warnasch called for a resolution to dissolve the Capital Campaign Task Force. A. Hencke wanted to clarify their willingness to follow-up on outstanding Capital Campaign issues. He asked if there were UUA “best practices” for follow-up after a Capital Campaign. It is suggested that one or two knowledgeable people manage the issues as an adjunct to the Finance Task Force. L. Bonzani asked if the BoT was required to dissolve the Capital Campaign Task Force. J. Warnash replied that it could be reassembled but that the current Chairs do not wish to continue past June 10, 2018. A. Hencke inquired that if the BoT were to reconstruct a Capital Campaign Task Force, how many people would be needed and who would they be? B. Chapman reminded the BoT of M. Ewert’s advice that a definite Capital Campaign cut-off date is needed. A. Hencke agreed but was still concerned about the “mop up” phase. S. Warshaw suggested that a special task force of the BoT could discuss and a suggestion was made that it could be handled by the BoT Executive Committee. A. Hencke referenced the previous discussions on this topic. J. Warnasch confirmed that the BoT Executive Committee would discuss the Capital Campaign follow-up and to contact her if any BoT member wished to participate in the discussion. A. Hencke expressed, on behalf of the BoT, effusive thanks to the Capital Campaign Co-Chairs, C. Cole, P. Smith, and Ivy Brezina. B. Chapman and L. Bonzani offered to participate in the follow-up discussion.

Stewardship Candidates for Next Year (8:55) S. Warshaw announced that Bill Rote and Mary Beth Powell agreed to serve as Stewardship Co-Chairs for next year.

A. Hencke made a motion to approve their appointment.
S. Warshaw seconded the motion.
All in favor with none opposing or abstaining.

Process Evaluation (8:57) A. Wright provided a process evaluation. He noted that there was good interaction during the meeting but that it might have been a bit difficult for the quieter members to participate. It was suggested that before closing the discussion a call for additional thoughts should be made. L. Bonzani added that the BoT did a good job of sticking to the agenda. S. Warshaw said there was not too much background provided that was not germane to the topic and the BoT stayed focused on what was relevant.

Action Items (9:00) B. Nelson indicated the following items that require follow-up: J. Warnasch will follow-up with the Preschool. A. Wright will bring more information about the Money Market recommendation to the next BoT meeting. J. Warnasch will lead a discussion during the BoT Executive Committee meeting on the process for Capital Campaign follow-up.

Chalice Extinguishing/Closing Reading (9:02) A. Wright shared a reading and extinguished the chalice. The meeting was then adjourned.

ATTACHMENTS:

Board Agenda

Minister 's Monthly Report

Financial Report

Proposed Policy on Vision of Ministry and the Strategic Plan

The Community Church of Chapel Hill

Unitarian Universalist

May Board Meeting
 May 8, 2018
 7-9pm; Straley Room
 Board Member of the Month: Andrew

Item	Responsible Person	Time
<u>Chalice Lighting/Opening Reading</u>	Andrew	7:00-7:02
<u>Check-in</u>	All	7:02-7:15
<u>Consent Agenda [vote]</u>	Jenny	7:15-7:20
<ul style="list-style-type: none"> • Approval of Agenda • Approval of April Minutes • Acceptance of Minister's Monthly Report 		
<u>Building Project Task Force Update</u>	Andy/Paige	7:20-7:35
<u>Task Force Expenses [vote]/Capital Campaign Fund</u>	Andrew	7:35-7:45
<u>June Congregational Meeting Agenda Items/Nomination of Endowment Candidate [vote]</u>	Jenny	7:45-7:55
<u>Budget for Congregational Affirmation</u>	Thom	7:55-8:05
<u>Planning for Maintenance Expenses</u>	Jenny	8:05-8:20
<u>Endowment Committee Report</u>	Barb	8:20-8:25
<u>Board Policy Book Proposed Changes</u>	Russ	8:25-8:35
<u>Building Task Forces post June 10 [vote]</u>	Andy	8:35-8:40
<u>Stewardship Candidates for Next Year</u>	Jenny	8:40-8:50
<u>Process Evaluation</u>	Andrew	8:50-8:57
<u>Action Items</u>	Bonnie	8:57-8:59
<u>Chalice Extinguishing/Closing Reading</u>	Andrew	8:59-9:00

May Minister's Report
Rev. Thom Belote
5/8/18

Notice of Staff Transition

We are sad to announce that Religious Education Assistant Dana Lundquist will be leaving the position over the summer. Dana's husband is the religious leader of another faith community and she wants to be able to spend Sunday mornings there. (She also has full-time employment in addition to this position.) While we are sad that Dana will be transitioning out of this position, we are delighted that she will remain connected with our church. Dana will lead the Coming of Age program next year and will have some involvement with the Sunday afternoon middle-school youth group. Marion and I will be posting the job position in May and interviewing candidates in early June.

Since Last Time (4/10/18)

Worship

- Preached and led worship on 4/15, 4/22, and 4/29.
- Finished five-session Preaching Practicum class with four students enrolled.
- Recruited three additional members of the church to deliver summer services.
- Summer preaching schedule (6/17-7/29) will feature: Eric Bannan, George Thompson, Krista Rowe, Danny Gotham, Cheryl Wilder, Sara Gush, and Lizzie Lange.

Membership

- Will teach Exploring Membership class with Rachel Rose on 5/3 and 5/10.
- 3 New Members since last report: David and Sandra Seed, Briton Bieze

Stewardship

- Communicated regularly with, advised, and provided assistance and support to Annual Pledge Drive / Capital Campaign co-chairs.
- Sent follow-up emails to numerous members who had not responded to Annual Pledge Drive.

Community Engagement

- Attended press conference at Church of Reconciliation for guest they have welcomed into sanctuary.
- Chaired Chapel Hill/Carrboro NAACP Religious Affairs Committee meeting.
- Attended Chapel Hill/Carrboro NAACP Freedom Fund Banquet.

Parish Ministry

- Meetings attended included: Worship Ministry, Caring Ministry, Committee on Ministry, and Sanctuary & Immigrant Support Ministry.
- Led Church Council meeting on 4/24.
- Communicated with Church Council about Annual Report on behalf of Strategic Management Team.
- Led informal gathering of church members to share memories of Jerry Katz.
- Attended Neville's Quarter Concert auction event.

- Attended Syrian Dinner led by a subcommittee of the Sanctuary & Immigrant Support Ministry.
- Attended “Big Bluu Marble” music gala.
- Attended cello recital offered by church member Debbie Davis.

Budget Notes

The 5/2 version of the budget I’m sending includes the following changes from the earlier version of the budget reviewed by the Board and Finance committee. This version trims some expenses and moves us from a \$2,000 deficit to a \$5,000 surplus. Changes are as follows:

Lines 12-13	Increased income from Auction and Interest in line with past results
Line 42	Eliminate Facility Manager line
Line 53	Eliminate Denominational Connections line (UUA GA in Spokane, WA)
Line 58	Lessen increase in budget for Campus Ministry
Line 68	Reduce Minister professional expenses to \$5,000
Line 80	Caring Ministry budget reduced to \$300
Line 93	SOSL funding eliminated, reflecting dormancy of committee.
Line 108	Sound Room budget restored to previous levels
Line 110	No Distinguished Guest Minister program in 2018-2019

Priorities and Possibilities for Additions to Budget

\$4,600	2% salary increase for all staff
\$5-6,000	Increase hours and hourly rate for Office Assistant position, increased hours to focus on communications and website.
\$1,000	Funding for Sanctuary & Immigrant Support Ministry
\$1,500	Funding for Distinguished Guest Minister program

000000The Community Church of 000000Chapel Hill UU Flat000000 Budget for FISCAL YEAR 2018-2019

	FY2017 ACTUAL	FY2018 BUDGET	FY2019 BUDGET	FY18 BUD vs FY19 BUD DIFF	%	
Income						
Collections						
Operations Pledge Income	455,459	490,000	490,000	0	100%	
ID Contributions	3,266	6,000	6,000	0	100%	
Loose collection	7,718	7,000	7,000	0	100%	
Total Collections	466,443	503,000	503,000	0	100%	
Other Income						
Service Auction Fund Raiser	18,277	13,350	15,000	1,650	112%	
Interest Income	288	100	250	150	250%	
General Operation Fund Raiser	218	4,000	4,000	0	100%	
Misc. Income	145	-	-	0	0%	
Total Other Income	18,927	17,450	19,250	1,800	110%	
Rental Income						
Building Rental	7,427	5,000	5,000	0	100%	
Parking Lot Rental	53,546	55,000	58,000	3,000	105%	increase \$5 per mo
Pre-School Lease	66,287	68,607	35,181	-33,426	51%	3 mos @ \$5766, 3 mos @ \$5961
Total Rental Income	127,260	128,607	98,181	-30,426	76%	
Total Income	612,631	649,057	620,431	-28,626	96%	
Expense						
Administrative Operations						
Board Activities	-	500	100	-400	20%	reduced
Congr Admin - F/M & Benefits	16,618	17,730	17,726	-4	100%	
Congr Admin - Wages	39,562	40,749	40,749	0	100%	
Off Assist - F/M & Benefits	7,490	8,365	7,967	-398	95%	
Off Asst - Wages	19,890	20,487	20,487	0	100%	
Office Expenses / Technology	19,065	19,000	19,000	0	100%	
Payroll service	1,465	1,500	1,500	0	100%	
Total Administrative Operations	104,091	108,330	107,529	-802	104%	
Building & Grounds						
B&G Committee Operations						
Contracted Maintenance Services	9,661	11,200	10,413	-787	93%	preschool reduction
Janitorial & Restroom Supplies	1,313	1,550	1,294	-256	83%	preschool reduction
Kitchen Supplies	30	100	100	0	100%	
Maintenance & Project Supplies	3,339	1,400	1,400	0	100%	
Total B&G Committee Operations	14,344	14,250	13,207	-1,043	93%	
Facility Mgr or Handiman - Contracted						
Insurance	8,886	10,000	10,000	0	100%	
Janitorial Service - Contracted	10,500	11,000	11,000	0	100%	
Lawncare - Contracted	2,647	2,300	2,300	0	100%	
Maintenance Reserves	36,758	45,434	43,430	-2,004	96%	7% of Income
Manse Operations Expenses	4,068	4,875	4,875	0	100%	
* Mortgage P&I - Church & Manse	33,654	47,784	23,892	-23,892	50%	**see notation at bottom
Tax - Stormwater Mgmt	1,809	1,850	1,850	0	100%	
Utilities	15,287	17,000	14,627	-2,373	86%	preschool reduction
Total Building & Grounds	127,953	156,493	125,181	-31,312	80%	

000000The Community Church of 000000Chapel Hill UU Flat000000 Budget for FISCAL YEAR 2018-2019

Denominational Affairs						
Denominational Connections	360	1,000	-	-1,000	0%	
UUA & SE District (combined) Annual Dues	29,856	30,000	30,000	0	100%	35,628 is Fair Share
Total Denominational Affairs	30,216	31,000	30,000	-1,000	97%	
Lifespan Religious Education						
Adult Ministry (SEA)	2,024	1,000	1,000	0	100%	
Campus Ministry	1,425	1,000	1,250	250	125%	increased
Children's Ministry	2,777	4,000	4,000	0	100%	
Dir of Lifespan F/M & Benefits	19,926	21,737	21,675	-62	100%	
Dir of Lifespan RE - Wages	56,146	57,823	57,823	0	100%	
RE Assistant - F/M & Benefits	5,262	5,806	5,568	-238	96%	
RE Assistant - Wages	14,828	15,756	15,756	0	100%	
Sunday Childcare	10,248	10,592	10,592	0	100%	
Youth Ministry	2,334	2,450	2,450	0	100%	
Total Lifespan Religious Education	114,971	120,165	120,114	-50	100%	
Ministerial Operations						
Minister - Benefits & Expenses	32,012	34,682	31,976	-2,707	92%	
Minister - Wages & Housing	85,887	88,464	88,464	0	100%	
Ministerial Transitions Reserves	4,000	-	-	0	0%	
Total Ministerial Operations	121,899	123,146	120,440	-2,707	98%	
Rental Expense						
Tax Accountant Services Fees	-	440	440	0	100%	
Tax - Parking Business	6,840	7,000	7,000	0	100%	
Facility Supervisor & Sound Technicians	81	-	-	0	0%	
Rental Space Janitorial - Contracted	225	-	-	0	0%	
Preschool Janitorial - Contracted	10,200	10,500	5,250	-5,250	50%	preschool reduction
Total Rental Expense	17,346	17,940	12,690	-5,250	71%	
Programs and Ministries						
Caring Ministry	250	462	300	-162	65%	
Communications	570	500	500	0	100%	
Community Service Ministry	211	300	300	0	100%	
Covenant Groups	331	760	760	0	100%	
Dir of Membership - F/M & Benefits	6,097	6,747	6,709	-38	99%	
Dir of Membership - Wages	16,824	18,000	18,000	0	100%	
ECO	166	385	385	0	100%	
Fellowship Ministry	693	1,000	1,000	0	100%	
General Childcare	341	515	515	0	100%	
Membership	2,086	2,400	2,900	500	121%	increased
Mental Health Ministry	100	500	500	0	100%	
P&J	265	350	350	0	100%	
Sanctuary for Dialogue	-	450	750	300	167%	increased
SOSL	28	215	-	-215	0%	
Stewardship	1,092	1,350	1,350	0	100%	
Sunday Fellowship Hour	800	950	950	0	100%	
Sunday Hospitality F/M	217	224	224	0	100%	
Sunday Hospitality - Wages	2,840	2,926	2,926	0	100%	
Total Programs and Ministries	32,910	38,034	38,419	385	101%	
Service Auction						
Service Auction Expense	965	850	850	0	100%	
Service Auction Distribution	1,500	-	-	0	0%	
Total Service Auction	2,465	850	850	0	100%	

000000The Community Church of 000000Chapel Hill UU Flat000000 Budget for FISCAL YEAR 2018-2019

Worship & Arts					
Accompanist - Contracted Staff	6,075	6,162	6,162	0	100%
Dir of Music - F/M & Benefits	13,830	14,076	14,069	-7	100%
Dir of Music - Wages	31,718	32,669	32,669	0	100%
Music Committee	5,162	4,200	4,200	0	100%
Sound Room Technology	1,535	1,000	1,000	0	100%
Worship Honorariums	1,150	1,500	1,500	0	100%
Worship Ministry	230	1,500	500	-1,000	33%
Total Worship & Arts	59,699	61,108	60,100	-1,007	98%
Total Operations Expense	611,551	657,065	615,323	-41,743	94%
Net Income	1,080	(8,008)	5,108	13,117	
Financial Reserves:					
Reserve balance at end of previous year	54,041	55,122	47,113		
Minus budgeted Net Income	1,080	-8,008	5,108		
Budgeted balance at end of FY	55,122	47,113	52,222		
Fully funded Financial Reserves minimum	\$ 36,693	\$ 39,424	\$ 36,919		

* Profit and Loss Statement only shows Mortgage Interest payments
 Balance Sheet only shows Mortgage Principal payments
 This report combines both for Budgeting purposes

** FY2017 - the capital fund was paying the principal for part of the year back when we thought the preschool lease would be ending much sooner, but when they extended, the operating budget picked it back up.
 FY2018 - "normal" payments for the operating budget, FY2019 the existing debt is due in Dec 2018 so payments would end after that making it half a year

Post Preschool Savings	Annual	6 mos	Useage 33%	Savings	Budget Diffs
Solid Waste Removal					
Dumpster Lease	648	324		324	
2x wk pickup	1200	600		600	
roll out container	-275	-138		-138	787
PSNC gas preschool kitchen	276	138		138	
OWASA	2322	1161	383	383	
Duke Power	11226	5613	1852	1852	2373
Restroom & Janitorial Supplies	1550	775	256	256	256
Janitorial Service	10500	5250		5250	5250
Total Estimated Savings				8666	8666

	Budget for FY17		Budget for FY18		Budget for FY19	
	FY15 Actual	Percent	FY16 Actual	Percent	FY17 Actual	Percent
Total Expense	569,676		600,094		611,550	
UUA Dues	25,332		28,950		29,856	
Reserves - Maintenance	16,988		29,425		36,758	
Reserves - Minister Trans.	11,000		4,000		4,000	
Mortgage Principal	22,485		25,148		13,119	
	<u>493,871</u>		<u>512,571</u>		<u>527,817</u>	
Percent	29,632	0.06	30,754	0.06	31,669	0.06
			35,880	0.07	35,628	0.0675
			29,729	0.058	30,613	0.058
			37,640 Fair Share		Fair Share	

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FY2016 Staff Compensation Budget

FY15 COLA	0.015
FY16 COLA	0.030
FY17 COLA	0.020
FY18 COLA	0.030
FY19 COLA	0.000

Employee Compensation

Budget Year	TOTAL Impact to C3H	Yr to Yr Diff	Annual Hours	Wages Base Rate	Payroll Wages	Housing	Fica/Med	TOTAL Payroll	HRA	UUA Health Plan 80/50 %	Life Ins.	Long Term Disability	Retirement	Prof Exp	TOTAL Benefit	Budget Wages	Budget Benefits with F/M
Minister - Thom Belote																	
FY2015	115,672		N/A	N/A	81,750.00	0.00	6,253.88	88,003.88	N/A	9,873	628	818	8,175	8,175	27,668	81,750	33,922
FY2016	116,308	636	N/A	N/A	84,202.50	0.00	6,441.49	90,643.99	N/A	8,605	647	842	8,420	7,150	25,664	84,203	32,106
FY2017	119,475	3,167	N/A	N/A	66,758.55	19,128.00	6,570.32	92,456.87	N/A	9,602	660	668	8,589	7,500	27,018	85,887	33,588
FY2018	122,940	3,465	N/A	N/A	52,463.61	36,000.00	6,767.47	95,231.08	N/A	10,011	722	630	8,846	7,500	27,708	88,464	34,476
FY2019	120,440	-2,500	N/A	N/A	52,463.61	36,000.00	6,767.47	95,231.08	N/A	10,011	722	630	8,846	5,000	25,208	88,464	31,976
Dir of Lifespan RE - Marion Hirsch																	
FY2013	65,520		2080	24.41	50,776.96	N/A	3,884.44	54,661.40	3,883	N/A	390	508	5,078	1,000	10,859	50,777	14,743
FY2014	65,757	237	2080	24.41	50,776.96	N/A	3,884.44	54,661.40	4,120	N/A	390	508	5,078	1,000	11,095	50,777	14,980
FY2015	69,351	3,594	2080	24.78	51,538.61	N/A	3,942.70	55,481.32	5,805	N/A	396	515	5,154	2,000	13,870	51,539	17,812
FY2016	72,327	2,976	2080	25.52	53,084.77	N/A	4,060.99	57,145.76	6,534	N/A	408	531	5,308	2,400	15,181	53,085	19,242
FY2017	76,841	4,514	2080	26.99	56,149.00	N/A	4,295.40	60,444.40	7,389	N/A	431	561	5,615	2,400	16,396	56,149	20,692
FY2018	79,498	2,658	2080	27.80	57,823.38	N/A	4,423.49	62,246.86	7,904	N/A	472	694	5,782	2,400	17,252	57,823	21,675
FY2019	79,498	0	2080	27.80	57,823.38	N/A	4,423.49	62,246.86	7,904	N/A	472	694	5,782	2,400	17,252	57,823	21,675
Music Dir - Glenn Mehrbach																	
FY2013	38,893		1144	26.00	29,547.00	N/A	2,260.35	31,807.35	3,008	N/A	227	295	2,955	600	7,085	29,547	9,346
FY2014	39,382	489	1144	26.00	29,754.96	N/A	2,276.25	32,031.21	3,249	N/A	229	298	2,975	600	7,350	29,755	9,627
FY2015	41,861	2,479	1144	26.39	30,190.16	N/A	2,309.55	32,499.71	4,608	N/A	232	302	3,019	1,200	9,361	30,190	11,670
FY2016	43,556	1,696	1144	27.18	31,095.86	N/A	2,378.83	33,474.70	5,222	N/A	239	311	3,110	1,200	10,081	31,096	12,460
FY2017	45,022	1,466	1144	27.73	31,717.78	N/A	2,426.41	34,144.19	5,945	N/A	244	317	3,172	1,200	10,878	31,718	13,304
FY2018	46,738	1,717	1144	28.56	32,669.32	N/A	2,499.20	35,168.52	6,444	N/A	267	392	3,267	1,200	11,570	32,669	14,069
FY2019	46,738	0	1144	28.56	32,669.32	N/A	2,499.20	35,168.52	6,444	N/A	267	392	3,267	1,200	11,570	32,669	14,069
Congregational Admin. - Andrea Sordean-Mintzer																	
FY2013	48,034		1820	20.38	36,443.34	N/A	2,787.92	39,231.26	4,514	N/A	280	364	3,644	0	8,803	36,443	11,591
FY2014	49,183	1,148	1820	20.38	37,099.97	N/A	2,838.15	39,938.12	4,879	N/A	285	371	3,710	0	9,244	37,100	12,083
FY2015	51,894	2,711	1820	20.69	37,656.47	N/A	2,880.72	40,537.19	6,925	N/A	289	377	3,766	0	11,356	37,656	14,237
FY2016	54,171	2,277	1820	21.31	38,786.17	N/A	2,967.14	41,753.31	7,853	N/A	298	388	3,879	0	12,417	38,786	15,385
FY2017	56,191	2,020	1820	21.74	39,561.89	N/A	3,026.48	42,588.37	8,947	N/A	304	396	3,956	0	13,603	39,562	16,629
FY2018	58,475	2,284	1820	22.39	40,748.75	N/A	3,117.28	43,866.02	9,712	N/A	333	489	4,075	0	14,609	40,749	17,726
FY2019	58,475	0	1820	22.39	40,748.75	N/A	3,117.28	43,866.02	9,712	N/A	333	489	4,075	0	14,609	40,749	17,726
Membership Director																	
FY2014	14,274		884	15.00	13,260.00	N/A	1,014.39	14,274.39	0	N/A	0	0	0	0	0	13,260	1,014
FY2015	13,765	-509	780	15.00	11,700.00	N/A	895.05	12,595.05	0	N/A	0	0	1,170	0	1,170	11,700	2,065
FY2016	14,173	408	780	15.45	12,051.00	N/A	921.90	12,972.90	0	N/A	0	0	0	1,200	1,200	12,051	2,122
FY2017	22,313	22,313	1040	15.56	16,177.20	N/A	1,237.56	17,414.76	2,895	N/A	124	162	1,618	100	4,899	16,177	6,136
FY2018	23,108	23,108	1040	16.02	16,662.52	N/A	1,274.68	17,937.20	3,069	N/A	136	200	1,666	100	5,171	16,663	6,446
FY2019	24,747	2,433	1040	17.31	18,000.00	N/A	1,377.00	19,377.00	3,107	N/A	147	216	1,800	100	5,370	18,000	6,747
FY2019	24,709	-38	1040	17.31	18,000.00	N/A	1,377.00	19,377.00	3,069	N/A	147	216	1,800	100	5,332	18,000	6,709
DRE Asst.																	
FY2014	17,314		1040	12.50	13,000.00	N/A	994.50	13,994.50	1,790	N/A	100	130	1,300	0	3,320	13,000	4,314
FY2015	19,706	2,391	1040	14.00	14,560.00	N/A	1,113.84	15,673.84	2,318	N/A	112	146	1,456	0	4,032	14,560	5,146
FY2016	20,487	781	1040	14.42	14,996.80	N/A	1,147.26	16,144.06	2,578	N/A	115	150	1,500	0	4,343	14,997	5,490
FY2017	21,138	651	1040	14.71	15,296.74	N/A	1,170.20	16,466.94	2,871	N/A	117	153	1,530	0	4,671	15,297	5,841
FY2018	20,814	-324	1040	14.71	15,296.74	N/A	1,170.20	16,466.94	2,547	N/A	117	153	1,530	0	4,347	15,297	5,517
FY2018	21,324	510	1040	15.15	15,755.64	N/A	1,205.31	16,960.94	2,470	N/A	129	189	1,576	0	4,363	15,756	5,568
FY2019	21,324	0	1040	15.15	15,755.64	N/A	1,205.31	16,960.94	2,470	N/A	129	189	1,576	0	4,363	15,756	5,568

Diff fr Budget
-51

000000The Community Church of 000000Chapel Hill UU Flat000000 Budget for FISCAL YEAR 2018-2019

FY2016 Staff Compensation Budget

FY15 COLA	0.015
FY16 COLA	0.030
FY17 COLA	0.020
FY18 COLA	0.030
FY19 COLA	0.000

Employee Compensation

Budget Year	TOTAL	Yr to Yr	Annual	Wages	Payroll	Housing	Fica/Med	TOTAL	HRA	UUA	Life Ins.	Long Term	Retirement	Prof Exp	TOTAL	Budget Wages	Budget Benefits
Office Assistant																	
FY2013	22,980		1300	13.00	16,900.00	N/A	1,292.85	18,192.85	3,225	N/A	130	169	1,264	0	4,787	16,900	6,080
FY2014	23,666	686	1300	13.00	16,900.00	N/A	1,292.85	18,192.85	3,485	N/A	130	169	1,690	0	5,473	16,900	6,766
FY2015	28,233	4,566	1300	15.00	19,500.00	N/A	1,491.75	20,991.75	4,946	N/A	150	195	1,950	0	7,241	19,500	8,733
FY2016	29,594	1,362	1300	15.45	20,085.00	N/A	1,536.50	21,621.50	5,609	N/A	154	201	2,009	0	7,973	20,085	9,509
FY16 New Elisabeth Allore																	
FY2017	28,597	-997	1300	15.30	19,890.00	N/A	1,521.59	21,411.59	4,845	N/A	153	199	1,989	0	7,186	19,890	8,707
FY2018	28,454	-144	1300	15.76	20,486.70	N/A	1,567.23	22,053.93	3,938	N/A	167	246	2,049	0	6,400	20,487	7,967
FY2019	28,454	0	1300	15.76	20,486.70	N/A	1,567.23	22,053.93	3,938	N/A	167	246	2,049	0	6,400	20,487	7,967
Sunday Hospitality - Abigail Castenada																	
FY2013	2,442		208	11.74	2,441.92	N/A	N/A	2,441.92	0	N/A	0	0	0	0	0	2,442	
FY2014	2,364	-78	197	12.00	2,364.00	N/A	N/A	2,364.00	0	N/A	0	0	0	0	0	2,364	
FY2015	2,757	393	197	13.00	2,561.00	N/A	195.92	2,756.92	0	N/A	0	0	0	0	0	2,561	196
FY2016	2,998	241	208	13.39	2,785.12	N/A	213.06	2,998.18	0	N/A	0	0	0	0	0	2,785	213
FY2017	3,058	60	208	13.66	2,840.82	N/A	217.32	3,058.15	0	N/A	0	0	0	0	0	2,841	217
FY2018	3,150	92	208	14.07	2,926.05	N/A	223.84	3,149.89	0	N/A	0	0	0	0	0	2,926	224
FY2019	3,150	0	208	14.07	2,926.05	N/A	223.84	3,149.89	0	N/A	0	0	0	0	0	2,926	224
Contract Pianist																	
FY2013	5,400		54	100.00	5,400.00	N/A	N/A	5,400.00	0	N/A	0	0	0	0	0	5,400	
FY2014	5,400	0	54	100.00	5,400.00	N/A	N/A	5,400.00	0	N/A	0	0	0	0	0	5,400	
FY2015	6,000	600	54	100.00	5,400.00	N/A	0.00	5,400.00	0	N/A	0	0	0	600	600	5,400	600
FY2016	6,162	162	54	103.00	5,562.00	N/A	0.00	5,562.00	0	N/A	0	0	0	600	600	5,562	600
FY17 New Alice Tien																	
FY2017	6,000	-162	54	100.00	5,400.00	N/A	0.00	5,400.00	0	N/A	0	0	0	600	600	5,400	600
FY2018	6,162	162	54	103.00	5,562.00	N/A	0.00	5,562.00	0	N/A	0	0	0	600	600	5,562	600
FY2019	6,162	0	54	103.00	5,562.00	N/A	0.00	5,562.00	0	N/A	0	0	0	600	600	5,562	600
Contract Facility Mgr/Sexton - new hire																	
FY2015	3,000	3,000	120	25.00	3,000.00	N/A	N/A	3,000.00	0	N/A	0	0	0	0	0	3,000	
FY2016	3,000	0	120	25.00	3,000.00	N/A	N/A	3,000.00	0	N/A	0	0	0	0	0	3,000	
FY2017	3,000	0	120	25.00	3,000.00	N/A	N/A	3,000.00	0	N/A	0	0	0	0	0	3,000	
FY2018	2,000	-1,000	80	25.00	2,000.00	N/A	N/A	2,000.00	0	N/A	0	0	0	0	0	2,000	
FY2019	2,000	0	80	25.00	2,000.00	N/A	N/A	2,000.00	0	N/A	0	0	0	0	0	2,000	
TOTAL Employees																	
		Diff															
FY2015	352,237																
FY2016	362,776	10,539															
FY2017	381,635	33,032															
FY2018	391,849	32,851															
FY2019	390,949	-2,538														284,435	106,514

390,949

FEDERAL SS COLA	%
2011	3.6
2012	1.7
2013	1.5
2014	1.7
2015	0
2016	
2017	

000000The Community Church of 000000Chapel Hill UU Flat000000 Budget for FISCAL YEAR 2018-2019

FY2019 Health/HRA Benefit Calculations

Employee	Jan-18 UUA Health Mo. Premium	FTE (Full Time Eq)	Percent of Benefit	Monthly HRA	PayPeriod HRA	Annual HRA	Jul-Dec '18 12 paypds	Jan - Jun '19 x12 paypds	Budget		
Thom Belote Birth Yr 1977 Zip 275	571.49 674.61	100.00% 100.00%	80% 50%	457.19 337.31	228.60 168.65	5,486.30 4,047.66	2,743.15 2,023.83	3,017.47 2,226.21	5,760.62 4,250.04	Staff 80% Family 50%	health benefit correction
<hr/>									10,010.66		
Marion Hirsch Birth YR 1964 Zip 275	784.08	100.00%	80%	627.26	313.63	7,527.17	3,763.58	4,139.94	7,903.53	Staff 80%	
Glenn Mehrbach Birth YR 1955 Zip 277	1162.37	55%	80%	511.44	255.72	6,137.31	3,068.66	3,375.52	6,444.18	Staff 80%	
Andrea Sordean-Mintzer Birth YR 1954 Zip 275	1101.19	87.50%	80%	770.83	385.42	9,250.00	4,625.00	5,087.50	9,712.50	Staff 80%	
Dana Lundquist Birth YR 1987 Zip 273	490.01	50%	80%	196.00	98.00	2,352.05	1,176.02	1,293.63	2,469.65	Staff 80%	
Elisabeth Allore Birth YR 1969 Zip 275	625.08	62.50%	80%	312.54	156.27	3,750.48	1,875.24	2,062.76	3,938.00	Staff 80%	
Rachel Rose Birth YR 1970 Zip 272	608.95	50.00%	80%	243.58	121.79	2,922.96	1,461.48	1,607.63	3,069.11	Staff 80%	
<hr/>											
						TOTAL Ministerial Staff			10,010.66		
						TOTAL Non-Ministerial Staff			33,536.96		
						TOTAL STAFF			43,547.63		

Board Meeting 05/08/2018

Amending Board Policy Book (BPB) Sects. 3.1 and 3.2 Concerning Vision of Ministry and Strategic Plan

1. There is overlap in the BPB descriptions of the Vision of Ministry and Strategic Plan:
2. One document would probably suffice. The Governance and Strategy Management Teams propose eliminating the Vision of Ministry deleting BPB Sect. 3.2.1, where the Vision of Ministry is defined.

How the BPB reads now:

3.1. Strategic Plan

Date Adopted: March 13, 2012

Date Last Amended: November 12, 2013

The strategic plan encapsulates the church's longest range plans. A strategic plan answers the question, "What major choices will we make about how we fulfill our mission?" The Board and Ministry Team shall develop a strategic plan that encompasses program development, membership development, a comprehensive financial plan, and a staffing plan. It shall publish the strategic plan to guide the actions of all church leadership. The strategic plan must be updated at least every three years.

3.2. Vision of Ministry

3.2.1. Vision of Ministry

Date Adopted: March 13, 2012

Date Last Amended: November 12, 2013

The Board and Ministry Team shall annually review, revise, and publicize 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.

3.2.2. Annual Vision of Ministry

Date Adopted: March 13, 2012

Date Last Amended: November 12, 2013

The annual vision of ministry is the Board's short list of priorities to be accomplished during the upcoming one to three years. It is the short-term product of the Board's strategic planning process. The Ministry Team then translates the Board's annual vision of ministry into goals and objectives for the coming year.

How the BPB would read as amended:

3.1. Strategic Plan

Date Adopted: March 13, 2012

Date Last Amended: November 12, 2013

The strategic plan encapsulates the church's longest range plans. A strategic plan answers the question, "What major choices will we make about how we fulfill our mission?" The Board and Ministry Team shall develop a strategic plan that encompasses program development, membership development, a comprehensive financial plan, and a staffing plan. It shall publish

the strategic plan to guide the actions of all church leadership. The strategic plan must be updated at least every three years.

3.2. Annual Vision of Ministry

Date Adopted: March 13, 2012

Date Last Amended: May 8, 2018

The annual vision of ministry is the Board's short list of priorities to be accomplished during the upcoming one to three years. It is the short-term product of the Board's strategic planning process. The Ministry Team then translates the Board's annual vision of ministry into goals and objectives for the coming year.