

# 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

#### September 11, 2018

<b>Members:</b>	Lilie Bonzani (absent)	Steve Day	Bianca Rodriguez
	Russ Bowen	Andy Hencke	Jenny Warnasch, chair
	Barb Chapman (absent)	Dave Klibanow	Steve Warshaw
<b>Ex Officio:</b>	Thom Belote	Bonnie Nelson	Andrew Wright
<b>Guests:</b>	Brad Kosiba	Gail McKinley	Josh Socolar

**Chalice Lighting/Opening Reading (7:03)** J. Warnasch called the meeting to order. S. Warshaw provided a reading and the chalice was lit

**Check-in** The Board of Trustees (BoT) members shared during a check-in.

**Consent Agenda (7:21)** J. Warnasch asked if there were any changes that needed to be made to the Consent Agenda. There were none.

- A. Hencke made a motion to approve the  
Consent Agenda,  
August BoT Minutes,  
Restricted Fund for Sanctuary,  
Restricted Fund for Sanctuary for Dialogue,  
and to accept the Minister's Monthly Report.

D. Klibanow seconded the motion.

All in favor with none opposing and none abstaining.

**Building Project Update (7:23)** B. Kosiba provided a building project update. He stated that the Building Construction Task Force (BCTF) had met with the architect several times. Construction costs have risen 30 percent due to several factors. In April 2017 an estimated \$1M-\$1.2M was planned for the full design, with some additions, bringing the total estimated cost to \$1.5M-\$1.8M. The rise in costs caused them to brainstorm options. Two proposals were brought forth: take care of what we have with some renovations and the addition of the lift, or just build the new space and make minimal renovations to the existing space as required for health and safety (for an estimated cost of \$1.2M-\$1.3M). The second option, including the highly requested modification of moving the proposed stair location, was the preferred choice. This would leave a funding gap of \$100K-\$200K.

G. McKinley provided an update on the communication plan, which will focus on education

and engagement. With BoT approval, the Building Task Force (BTF) will update the bulletin board, provide tabling, and create inserts for the weekly Order of Service. They will be soliciting feedback at the display area, and there would be print and online feedback options available as well. These efforts would run from 10/1/18-10/21/18, with a town hall planned for 10/14/18. A Congregational Meeting is planned for 1/13/19, by which time the congregation will hopefully be fully informed and engaged. At the time, they will present the required construction loan. There would be no discussion of design issues but would address other questions on numbers, rationale for design and budget decision, etc. J. Socolar said that the process allows people to have confidence that the BTF did their job. Noting that the results were generated from lots of conversations. The BTF is happy to answer question about why they decided what they did and to provide clarity but not to address change requests. G. McKinley added that after the 10/21/18 communication campaign ends, the BTF will assemble and review the feedback, consider the implications, and tweak the communication strategy, if needed. The BTF will bring to the BoT November 2018 meeting a proposal for presentation at the Congregational Meeting. If the BoT approves, then the BTF will share it with the Congregation.

The current groundbreaking ceremony date is 6/2/19, with 5/31/19 being the last day of preschool building occupation. D. Klibanow asked how set was the groundbreaking timeline. B. Kosiba replied that he anticipated no changes as the timing accounts for permitting, etc. S. Warshaw asked if costs were likely to exceed the anticipated 30% increase. B. Kosiba replied that no-one knows. S. Warshaw followed-up by asking if it was possible to lock-in some of the prices. B. Kosiba replied that it was not; however, the current estimates include a 10% escalation, along with the anticipated 30% increase for a final 40% increase included in the planning. A. Wright noted that the debt impact on the Operating Budget for \$100K would be \$13.5K payment amortized over 10 years. J. Socolar added that the BTF is expecting another estimate from the engineers in the next few weeks. B. Kosiba stated that the design leaves options for future building projects.

A. Hencke tendered a motion:

The BoT enthusiastically endorses the proposal brought forth by the BTF with regards to the building project modifications and the communication plan.

S. Warshaw seconded the motion.

All in favor with none opposing and none abstaining.

D. Klibanow suggested the need to start the communication plan this Sunday (9/19/18) or at least a “coming soon” communique. G. McKinley asked that the information shared be kept as quiet as possible until the communications plan is underway. B. Kosiba noted that G. McKinley is the point of contact and to ask anyone with questions to contact her. He offered that C. T. Williams is the chosen contractor. R. Bowen suggested tying the groundbreaking to the Congregational Meeting planned for 6/9/19. J. Socolar noted that the BTF is working with the architect to procure drawings/elevations and should have them available soon. J. Warnasch noted that the backup date for the January 2019 Congregational Meeting is 2/3/19.

**Tise Kiester Contract Approval (8:02)** B. Kosiba submitted an \$88K contract for the architect. He noted that the contract cost is based on the cost of the project, as prescribed by the industry standards. Credit will be given for work done.

- A. Hencke offered a motion to approve J. Warnasch signing the contract.
  - B. Rodriguez seconded the motion.
- All in favor with none opposing and none abstaining.

**Manse Sewer Contract Approval (8:09)** B. Kosiba first noted that the front window of the Manse was hit by a volunteer and will need to be repaired. He added that, with the advice of Susan McDaniels, a church member and professional plumber, he has received 3 plumbing quotes to repair the manse sewer line. Two quotes were close to each other and the third one was much higher. He said that there was a revised design from UNC, which necessitated the call for new bids. The estimates are \$50K, which includes \$11K for rock evasion (up to 50 rocks, if needed; if not all used, the remaining fee would be returned). A. Hencke asked what the total project cost is now expected to be. B. Kosiba replied that it would not exceed \$60K, including the engineering costs. J. Warnasch inquired about the pending decision from the NC Attorney General on right-of-way through state land. B. Kosiba replied that UNC is requiring one more drawing. J. Warnasch asked what the anticipated completion date might be. B. Kosiba said it should be completed by Halloween.

- A. Hencke offered a motion to approve J. Warnasch signing a contract NTE \$60K.
  - S. Warshaw seconded the motion.
- All in favor with none opposing and none abstaining.

**Endowment Line of Credit (8:20)** T. Belote informed the BoT that the Endowment Committee will not be asking for a Congregational vote on the Line of Credit it is providing to the church. They will be treating it as an investment. D. Klibanow asked for clarification on how the Line of Credit will function. A. Wright replied that it will be used to draw against if needed to cover a short-term deficit in the Operating Budget. J. Warnasch returned to the point T. Belote made about no vote being need by the Endowment Committee, stating that, therefore, the meeting will be a Town Hall, rather than a Congregational Meeting.

T. Belote noted that he is working with Endowment Committee members Katie Heinemann and Scott Provan on the Line of Credit. However, it is likely not to be needed in the near future, as the the quarterly transfer from the Operating Reserves to the Maintenance Reserves will be occurring soon, bringing that total to \$40K, with \$43K budgeted for that account in this next fiscal year. D. Klibanow questioned why then did the church need the line of credit. T. Belote answered that it will keep the church from possibly running in the negative due to a large expenditure. A. Wright added that the Operating Reserves have a required minimal amount; whereas the Maintenance Reserves do not. The extra funds in the Operating Reserves can be used to supplement the Maintenance Reserves. B. Kosiba stated that upcoming costs for the Maintenance Reserves include painting the exterior of the Sanctuary and finally finishing the repairs on Sanctuary roof.

**Approve Nominating Committee (8:30)** S. Warshaw recommended 4 people for the nominating committee: Jane Provan and Abby Beasley-Crombie for two year terms and Jean Masse and Selden Holt for one year terms, replacing two members who resigned.

- S. Warshaw moved to approve the slate.
  - D. Klibanow seconded the motion
- All in favor with none opposing and none abstaining.

It was noted that the terms run from July 1 through June 30.

S. Warshaw said that there are 3 BoT seats to be filled. The proposed Nominating Committee requested a list of characteristics or attributes that the BoT would like to see in the BoT candidates. B. Chapman (via J. Warnasch) said that knowledge of the governance structure would be important. A. Hencke asked if the Nominating Committee query was in general or unique to these terms. S. Warshaw replied that it was mostly specific to these current terms. D. Klibanow suggested a commitment to a three-year term. A. Hencke noted that after the building project is underway, the BoT might focus on vision work so someone with experience on that would be useful. J. Warnasch suggested that BoT members continue to share their thoughts with S. Warshaw over the next few days. D. Klibanow suggested one last characteristic: good connections throughout the congregation.

**Final 2018-19 FY Budget Approval (8:35)** T. Belote said that the budget remains unchanged. J. Warnasch asked if it was okay that the pledge amounts are down. T. Belote replied that it was and he believes that pledges will be filled by the end of the year. He believes that giving has been impacted by the dual Annual Pledge Drive (APD) and Capital Campaign (CC), along with the second ask by the CC. In addition, due to staffing changes in the church office, notices of pledging reminders have not yet gone out. T. Belote added that it was a trend worth watching. J. Warnasch asked if the budget would be impacted by losing paid parking during the Manse sewer repair. T. Belote replied that it would not, as the church will offer alternative spots.

A. Hencke made a motion that the 2018-19 FY Budget be approved as presented.

B. Rodriguez seconded the motion.

All in favor with none opposing and none abstaining.

**Vanguard Capital Fund Update (8:40)** A. Wright informed the BoT that the bank required a BoT approved motion to manage an account. As such, he suggested the following motion:

The Board of Trustees of the Community Church of Chapel Hill Unitarian Universalist resolves that the Treasurer, Andrew Wright, is authorized to open an account at Vanguard and transact on behalf of the church.

R. Bowen made a motion to so authorize A. Wright.

A. Hencke seconded the motion.

All in favor with none opposing and none abstaining.

**Preschool Lease Update (8:42)** J. Warnasch had additional information on the Preschool Lease contract extension to share with the BoT.

A. Hencke made a motion for the BoT to go into a Closed Session.

R. Bowen seconded the motion. A vote was taken on the motion.

All in favor with none opposing and none abstaining.

**Preschool Lease Update, continued** The BoT returned to Open Session. No further discussion.

**CoM: Minister Evaluation (8:46)** J. Warnasch opened discussion on the Committee on Ministry (CoM) letter previously distributed, which recommended moving the Minister's Evaluation to a two-year cycle. T. Belote noted that he did not request the change. He added that the preceding evaluations have gone very well over the past three years. However, he is fine with skipping a year, too. Nota bene: T. Belote exited the meeting to allow for a freer exchange of thoughts. B. Nelson asked for clarification on what was specified in the BoT Policy Book. It says regular but does not specify a timeframe. S. Warshaw said that he was not comfortable with the recommendation, as the procedure should not be dependent upon who the minister is at the time. D. Klibanow said that the past evaluation processes had no consistency in how they were conducted. He added that he has heard from other churches that a regular review, with good documentation, was important legally. S. Day asked if there was some guidance or scope for the review. J. Warnasch replied that when she was on the COM, they did a long survey and then the next year a short survey. A. Hencke asked if there was a BOT liaison to the COM. There is not. For the COM, Caroline Pence is their committee liaison to the BoT. S. Warshaw requested that the BoT be given a copy of the planning document. J. Warnasch will reply to the COM letting them know that the BoT prefers an annual review.

**Process Evaluation (8:58)** BoT general observations were that there was a lot of laughter. The meeting and comments were very business oriented. There was no dwelling on the past or stories about how things used to be. Everything was very forward focused.

**Action Items** B. Nelson indicated the following items require follow-up:

- BTF will present results of October communication at the BoT November 2019 meeting.
- BoT will share with S. Washaw thoughts on desired BoT attributes.
- A. Wright will open a Vanguard account.
- J. Warnasch will continue discussions with the Preschool's bank.
- J. Warnasch will communicate the BoT decision to the COM.

**Chalice Extinguishing/Closing Reading (9:00)** In lieu of a reading, S. Warshaw asked for the BoT reflections on the strengths of the church. After the sharing, he extinguished the chalice. The meeting was then adjourned.

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**ATTACHMENTS:**

**Board Agenda**

**Minister's Monthly Report**

**Notes from the BTF Communication Plan**

**FY19 Financial Report**

**COM Recommendation Letter**

# *The Community Church of Chapel Hill*

## *Unitarian Universalist*

September Board Meeting

September 11, 2018

7-9pm; Straley Room

Board Member of the Month: Steve Warshaw

<b>Item</b>	<b>Responsible Person</b>	<b>Time</b>
<u>Chalice Lighting/Opening Reading</u>	Steve W	7:00-7:02
<u>Check-in</u>	All	7:02-7:15
<u>Consent Agenda [vote]</u> <ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Approval of August Minutes</li><li>• Acceptance of Minister's Monthly Report</li><li>• Approve Restricted Fund for Sanctuary</li><li>• Approve Restricted Fund for Sanctuary for Dialog</li></ul>	Jenny	7:15-7:20
<u>Building Project Update</u>	Andy/Gail/Brad	7:20-8:00
<u>Tise Kiester Contract Approval [vote]</u>	Brad/Andrew	8:00-8:05
<u>Manse sewer contract approval [vote]</u>	Brad/Andrew	8:05-8:10
<u>Endowment - Line of Credit</u>	Thom	8:10-8:20
<u>Approve Nominating Committee [vote]</u>	Steve W	8:20-8:25
<u>Final 2018-19 FY Budget Approval [vote]</u>	Thom	8:25-8:35
<u>Vanguard Capital Fund Update [vote]</u>	Andrew	8:35-8:40
<u>Preschool Lease Update</u>	Jenny	8:40-8:45
<u>CoM: Minister Evaluation</u>	Jenny	8:45-8:53
<u>Process Evaluation</u>	Steve W	8:53-8:57
<u>Action Items</u>	Bonnie	8:57-8:59
<u>Chalice Extinguishing/Closing Reading</u>	Steve W	8:59-9:00

**September Minister's Report**  
**Rev. Thom Belote**  
**9/11/18**

**Board Actions Requested**

Board policy 4.3.6 establishes that it is the responsibility of the Board to create (and when necessary, dissolve) temporarily restricted funds.

- 1) I respectfully request that the Board establish a temporarily restricted fund for the Sanctuary & Immigrant Support ministry.
- 2) Also, I respectfully request that the Board establish a temporarily restricted fund for the Sanctuary for Dialogue ministry. This fund was started in the spring of 2015 but there is no record that the Board voted to create a fund for this ministry at that time. This vote will bring us into compliance with existing policy.

I recommend that both of these Board actions be taken as part of the Consent Agenda in the interest of saving the Board's time for other items.

**Since Last Report (August 14, 2018)**

- Preached and led worship on August 19.
- Planned and led multigenerational worship service on August 26.
- Preached and led worship on September 2.
- Recruited two guest preachers for Sundays I'll be off this fall.
- Held weekly staff meetings.
- Met with Worship Associates ministry.
- Met with Committee on Ministry.
- Planned and hosted first Church Council meeting of 2018-2019.
- Met with Endowment committee.
- Met with Sanctuary & Immigrant Support Ministry
- Held preliminary meeting with Annual Pledge Drive co-chairs Mary-Beth Powell and Bill Rote.
- Met with Sindy Barker and Gail McKinley to discuss communications related to the Building Project.
- Eight new members have joined the church since the last board report: Holly Wright, Sandy Peterson, Jeffrey & Cam Blass, Amy Glazier, Jordan Wrigley & Scott Edinborough, and Joelle Bourjolly.
- Attended first UU Campus Ministry meeting of the year with Marion Hirsch. 10 college students were present.
- Marion reports higher attendance than usual at Young Adult covenant group and at 20/30s potluck and games night.

- Glenn reports much higher attendance than usual at first Community Singers rehearsal of the church year.

### **Books Read Last Month**

*Testimony: The Transformative Power of Unitarian Universalism*, edited by Meg Riley. A collection of 42 testimonies by a diverse group of UUs writing about how UUism has made an impact in their lives.

*In Later Years: Finding Meaning and Spirit in Aging*, by Bruce Marshall. A new publication from UUA's Skinner House Books. I will be co-teaching a course on this book with Carolyn Holt at Carolina Meadows this fall.

*If You're Lucky, Your Heart Will Break: Field Notes from the Zen Life*, by James Ishmael Ford. The author who has dual ordination as a UU minister and Zen priest offers his thoughts on spiritual practice and Zen teachings.

*The Wall of the Sky, the Wall of the Eye*, by Jonathan Lethem. Read for pleasure. An early short-story collection from a contemporary author I enjoy. The seventh book of his I've read.



## Synopsis of Recommended Strategy for the Building Project Going Into 2019

### Notes for Presentation to Board September 11, 2018

#### **BACKGROUND:**

After many months spent exploring the congregation's needs and wants for space, some clear priorities emerged by late 2016:

- two additional large rooms for RE (all ages) programming, community engagement, and events;
- accessibility on all building levels;
- a list of desirable renovations to the existing space in the Jones Building and the Commons area;
- retirement of the old long-term loan from the 2006 building project.

In spring 2017, the Board-commissioned Building Construction Task Force (BCTF) worked with the architect to settle on a project scope and conceptual design with an estimated budget of \$1.2M. The design was amended based on extensive congregational feedback in the second half of 2017.

In spring 2018, the congregation wrapped up a capital campaign that raised \$1.5M. After paying off the old loan from the 2006 building project, and allowing for pre-construction costs to date, approximately \$1.1M is expected to be available for the construction project. The BCTF has been working with the architect to explore how that budget could best address our needs.

#### **SITUATION:**

Since the spring of 2017, two factors in particular have raised the estimated cost for the 2017 plan to \$1.8M, a dramatic increase. The factors are:

- The costs of construction labor and materials have risen dramatically due to significant market forces in the building industry (competition for resources due to last year's hurricanes, the improved economy and new tariffs). The cost per square foot of new construction has increased 31%.
- The new building space was increased by 1030 square feet (to 4140 square feet) in response to strong feedback from the congregation in favor of relocating the new stairway, and to technical adjustments associated with more detailed planning to improve accessibility.

#### **RESPONSE AND RECOMMENDATION:**

The BCTF analyzed numerous alternative ways to reduce the cost of the project, working with the architect over the summer. After carefully considering numerous options, including reductions in the size of the new building, three distinct alternatives were identified for in-depth evaluation:

- (1) complete the full project of new and renovated space, per the 2017 conceptual design;
- (2) build the new building but forego (almost) all renovations to existing structures;
- (3) complete a comprehensive list of desired renovations without building any new space.

The Board of Trustees, in consultation with the Task Force, recommends that we pursue the middle option: contracting for construction of the new building and just those few renovations essential for accessibility, health and safety. The estimated cost is \$1.3M.

#### **RATIONALE:**

This strategy will give us exciting new space to meet our high priority, current program requirements, in a manner that ensures accessibility at all building levels. It is reasonable to assume that the funding gap of \$200,000 can be closed through a variety of potential mechanisms. As for the alternatives:

- To complete the full 2017 plan would cost \$1.8M, \$700,000 more than the forecasted available funds. A large long-term loan that would cut deeply into our church's annual operating budget and funding for staff, maintenance and programs, would be unacceptable.
- The alternative of "renovation only," although comfortably affordable with the available funds, fails to resolve the urgent need for additional space, i.e. the two large rooms for flexible use for RE (all ages) and other programming and special events. Renovation of the existing classroom wing is not absolutely required for our use of that space, and within the congregation we can rally volunteers for beautification projects outside of the project contract scope.

#### **NEXT STEPS**

September-October: From mid-September to late October, the congregation will have multiple active learning opportunities to review the proposed strategy and its rationale, along with the redesigned conceptual floorplans and elevation drawings for the new building. There will be updated displays and handouts in the Building Project alcove (between the kitchen and the stage) staffed by Building Task Force (BTF) members offering discussion and mini-tours during coffee hours. Flyers will be inserted in the Sunday Orders of Service and updated materials added to the website. The Board and BTF members will discuss the plan and gather people's feedback on the recommended strategy (not on the building design features), and field questions at a Town Hall meeting on October 14. In addition, between October 1-21, anyone will be able to provide feedback using a form available both on-line and in print.

November-December: The BTF will analyze the congregation's feedback and advise the Board on how that input might affect the strategy going forward. The Board will consider the congregation's feedback along with any updated cost estimates and financial data, decide on how to proceed in the church's best interest, and share with the congregation its proposal for moving forward. There will then be time for all to consider the plan and have any necessary points clarified before the new year.

January 2019: On January 13, there will be a Congregational Meeting where the congregation will be asked to affirm the Board's proposal and to vote, as required by our by-laws, on the short-term construction loan required to cover construction costs during the two-year period until capital pledge payments are completed.

February-May 2019: The BCTF and others will work with the engineers to finalize details, negotiate the general contract, and secure necessary permits from the Town, while the Financial Task Force arranges for the short-term construction loan. By the end of May, the tenant pre-school will move out, and congregation volunteers will be working to prepare the vacated space for our own use.

June 2019: A ground-breaking ceremony is targeted for Sunday, June 2. Everybody invited!

THE COMMUNITY CHURCH OF CHAPEL HILL UU FISCAL YEAR 2017-2018 BUDGET VS ACTUAL

FY2018	End of Year	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL 6/30/2018	DIFF	%
<b>Income</b>					
<b>Collections</b>					
	Operations Pledge Income	490,000	462,799	-27,201	94%
	ID Contributions (checks)	6,000	9,940	3,940	166%
	Loose collection (cash)	7,000	8,610	1,610	123%
	<b>Total Collections</b>	<b>503,000</b>	<b>481,348</b>	<b>-21,652</b>	<b>96%</b>
<b>Other Income</b>					
	Interest Income	100	257	157	257%
	Service Auction Fund Raiser	13,350	19,149	5,799	143%
	General Operation Fund Raiser	4,000	215	-3,785	5%
	Vanco Fee Offset Income	0	317	317	0%
	Misc. Income	0	0	0	0%
	<b>Total Other Income</b>	<b>17,450</b>	<b>19,938</b>	<b>2,488</b>	<b>114%</b>
<b>Rental Income</b>					
	Building Rental	5,000	5,645	645	113%
	Parking Lot Rental	55,000	54,248	-752	99%
	Pre-School Lease	68,607	68,607	0	100%
	<b>Total Rental Income</b>	<b>128,607</b>	<b>128,500</b>	<b>-107</b>	<b>100%</b>
	<b>Total Income</b>	<b>649,057</b>	<b>629,785</b>	<b>-19,272</b>	<b>97%</b>
<b>Expense</b>					
<b>Administrative Operations</b>					
	Board Activities	500	42	-458	8%
	Congr Admin - F/M & Benefits	17,730	17,264	-466	97%
	Congr Admin - Wages	40,749	40,749	0	100%
	Misc. Expenses	0	0	0	0%
	Off Assist - F/M & Benefits	8,365	7,968	-397	95%
	Off Asst - Wages	20,487	20,487	0	100%
	Office Expenses / Technology	19,000	18,710	-290	98%
	Payroll service	1,500	1,436	-64	96%
	Personnel Expenses	0	0	0	0%
	<b>Total Administrative Operations</b>	<b>108,331</b>	<b>106,654</b>	<b>-1,677</b>	<b>98%</b>
<b>Building &amp; Grounds</b>					
<b>B&amp;G Committee Operations</b>					
	Contracted Maintenance Services	11,200	12,103	903	108%
	Janitorial & Restroom Supplies	1,550	1,358	-192	88%
	Kitchen Supplies	100	75	-25	75%
	Maintenance & Project Supplies	1,400	2,743	1,343	196%
	<b>Total B&amp;G Committee Operations</b>	<b>14,250</b>	<b>16,278</b>	<b>2,028</b>	<b>114%</b>
	Commons Project	0	0	0	0%
	Facility Mgr or Handiman - Contracted	2,000	0	-2,000	0%
	Insurance	10,000	8,518	-1,483	85%
	Janitorial Service - Contracted	11,000	10,300	-700	94%
	Lawncare - Contracted	2,300	1,904	-396	83%
	Maintenance Reserves	45,434 *	44,085	-1,349	97% * 7% income
	Manse Operations Expenses	4,875	4,614	-261	95%
	** Mortgage P&I - Church & Manse	47,784	47,909	125	100% July-Sept principal = \$19,585.48, July- Jan interest = \$4431.19, Jan-Jun Capital Fund=\$23,892
	Space Assessment Team	0	0	0	0%
	Tax - Stormwater Mgmt	1,850	2,249	399	122%
	Utilities	17,000	17,327	327	102%
	<b>Total Building &amp; Grounds</b>	<b>156,493</b>	<b>153,183</b>	<b>-3,310</b>	<b>98%</b>
<b>Denominational Affairs</b>					
	Denominational Connections	1,000	0	-1,000	0%
	UUA GIFT Annual Dues	30,000	30,000	0	100%
	<b>Total Denominational Affairs</b>	<b>31,000</b>	<b>30,000</b>	<b>-1,000</b>	<b>97%</b>
<b>Lifespan Religious Education</b>					
	Adult Ministry (SEA)	1,000	654	-346	65%
	Campus Ministry	1,000	1,633	633	163%
	Children's Ministry	4,000	2,333	-1,667	58%
	Dir of Lifespan F/M & Benefits	21,737	19,677	-2,060	91%
	Dir of Lifespan RE - Wages	57,823	57,823	0	100%
	RE Assistant - F/M & Benefits	5,806	4,248	-1,558	73%
	RE Assistant - Wages	15,756	15,912	156	101%
	Sunday Childcare	10,592	11,014	422	104%
	Youth Ministry	2,450	1,277	-1,173	52%
	<b>Total Lifespan Religious Education</b>	<b>120,164</b>	<b>114,571</b>	<b>-5,593</b>	<b>95%</b>
<b>Ministerial Operations</b>					
	Minister - Benefits & Expenses	34,682	31,918	-2,764	92%
	Minister - Wages & Housing	88,464	88,464	0	100%
	Ministerial Transitions Reserves	0	0	0	0%
	<b>Total Ministerial Operations</b>	<b>123,146</b>	<b>120,382</b>	<b>-2,764</b>	<b>98%</b>
<b>Rental Expense</b>					
	Tax Accountant Services Fees	440	413	-27	94%
	Tax - Parking Business	7,000	6,199	-801	89%
	Facility Supervisor & Sound Technicians	0	143	143	0%
	Rental Space Janitorial - Contracted	0	575	575	0%
	Preschool Janitorial - Contracted	10,500	10,200	-300	97%
	<b>Total Rental Expense</b>	<b>17,940</b>	<b>17,530</b>	<b>-410</b>	<b>98%</b>

THE COMMUNITY CHURCH OF CHAPEL HILL UU FISCAL YEAR 2017-2018 BUDGET VS ACTUAL

<b>Programs and Ministries</b>				
Anti-Racism Training	0	0	0	0%
Caring Ministry	462	141	-321	31%
Committee on Ministry	0	0	0	0%
Communications	500	526	26	105%
Community Service Ministry	300	110	-190	37%
Covenant Groups	760	166	-594	22%
Dir of Membership - F/M & Benefits	6,747	6,390	-357	95%
Dir of Membership - Wages	18,000	17,712	-288	98%
ECO	385	383	-2	99%
Fellowship Ministry	1,000	1,042	42	104%
General Childcare	515	975	460	189%
Membership	2,400	1,332	-1,068	56%
Mental Health Ministry	500	394	-106	79%
Peace and Justice	350	150	-200	43%
Sanctuary for Dialogue	450	0	-450	0%
SOSL	215	122	-93	57%
Stewardship	1,350	1,353	3	100%
Sunday Fellowship Hour	950	521	-429	55%
Sunday Hospitality F/M	224	224	0	100%
Sunday Hospitality - Wages	2,926	2,927	1	100%
<b>Total Programs and Ministries</b>	<b>38,034</b>	<b>34,469</b>	<b>-3,565</b>	<b>91%</b>
<b>Service Auction</b>				
Service Auction Expense	850	191	-659	23%
Service Auction Distribution	0	1,000	1,000	0%
<b>Total Service Auction</b>	<b>850</b>	<b>1,191</b>	<b>341</b>	<b>140%</b>
<b>Worship &amp; Arts</b>				
Accompanist - Contracted Staff	6,162	5,400	-762	88%
Art Team	0	0	0	0%
Dir of Music - F/M & Benefits	14,076	13,945	-131	99%
Dir of Music - Wages	32,669	32,669	0	100%
Music Committee	4,200	4,045	-155	96%
Sound Room Technology	1,000	556	-444	56%
Worship Honorariums	1,500	1,300	-200	87%
Worship Ministry	1,500	352	-1,148	23%
<b>Total Worship &amp; Arts</b>	<b>61,107</b>	<b>58,268</b>	<b>-2,839</b>	<b>95%</b>
<b>Total Operations Expense</b>	<b>657,065</b>	<b>636,249</b>	<b>-20,816</b>	<b>97%</b>
<b>Net Income</b>	<b>-8,008</b>	<b>-6,464</b>	<b>1,544</b>	<b>81%</b>
FY2017 Financial Reserves		55,122		
Actual Net Income on P&L		-6,464		
FY2018 Financial Reserves		48,658		
6% Required in Financial Reserves		38,175		

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	FY2018 ACTUAL	FY2019 BUDGET	FY18 ACT vs FY19 BUD DIFF	%
<b>Income</b>				
<b>Collections</b>				
Operations Pledge Income	462,799	492,000	29,201	106%
ID Contributions	9,940	6,000	-3,940	60%
Loose collection	8,610	7,000	-1,610	81%
<b>Total Collections</b>	<b>481,348</b>	<b>505,000</b>	<b>23,652</b>	<b>105%</b>
<b>Other Income</b>				
Service Auction Fund Raiser	19,149	15,000	-4,149	78%
Interest Income	258	250	-8	97%
General Operation Fund Raiser	215	4,000	3,785	1864%
Misc. Income	317	-	-317	0%
<b>Total Other Income</b>	<b>19,938</b>	<b>19,250</b>	<b>-688</b>	<b>97%</b>
<b>Rental Income</b>				
Building Rental	5,645	5,000	-645	89%
Parking Lot Rental	54,248	58,000	3,752	107%
Pre-School Lease	68,607	35,181	-33,426	51%
<b>Total Rental Income</b>	<b>128,500</b>	<b>98,181</b>	<b>-30,319</b>	<b>76%</b>
<b>Total Income</b>	<b>629,786</b>	<b>622,431</b>	<b>-7,355</b>	<b>99%</b>
<b>Expense</b>				
<b>Administrative Operations</b>				
Board Activities	42	100	58	239%
Congr Admin - F/M & Benefits	17,264	17,886	623	104%
Congr Admin - Wages	40,749	41,564	815	102%
Off Assist - F/M & Benefits	7,968	8,331	363	105%
Off Asst - Wages	20,487	20,896	410	102%
Office Expenses / Technology	18,710	19,000	290	102%
Payroll service	1,436	1,500	64	104%
<b>Total Administrative Operations</b>	<b>106,654</b>	<b>109,278</b>	<b>2,624</b>	<b>102%</b>
<b>Building &amp; Grounds</b>				
<b>B&amp;G Committee Operations</b>				
Contracted Maintenance Services	12,103	10,413	-1,690	86%
Janitorial & Restroom Supplies	1,358	1,294	-64	95%
Kitchen Supplies	75	100	25	134%
Maintenance & Project Supplies	2,743	1,400	-1,343	51%
<b>Total B&amp;G Committee Operations</b>	<b>16,278</b>	<b>13,207</b>	<b>-3,071</b>	<b>81%</b>
Facility Mgr or Handiman - Contracted	-	-	0	
Insurance	8,518	10,000	1,483	117%
Janitorial Service - Contracted	10,300	11,000	700	107%
Lawncare - Contracted	1,904	2,300	396	121%
Maintenance Reserves	44,085	43,570	-515	99%
Manse Operations Expenses	4,614	4,875	261	106%
Mortgage Equivalent to Capital Fund	47,909	23,892	-24,017	50%
Tax - Stormwater Mgmt	2,249	1,850	-399	82%
Utilities	17,327	14,627	-2,700	84%
<b>Total Building &amp; Grounds</b>	<b>153,183</b>	<b>125,321</b>	<b>-27,862</b>	<b>82%</b>
<b>Denominational Affairs</b>				
Denominational Connections	-	-	0	
UUA & SE District (combined) Annual Dues	30,000	30,000	0	100%
<b>Total Denominational Affairs</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>100%</b>
<b>Lifespan Religious Education</b>				
Adult Ministry (SEA)	654	1,000	346	153%
Campus Ministry	1,633	1,250	-383	77%
Children's Ministry	2,333	4,000	1,667	171%
Dir of Lifespan F/M & Benefits	19,677	21,903	2,226	111%
Dir of Lifespan RE - Wages	57,823	58,980	1,157	102%
RE Assistant - F/M & Benefits	4,248	5,630	1,382	133%
RE Assistant - Wages	15,912	16,071	159	101%
Sunday Childcare	11,014	10,592	-422	96%
Youth Ministry	1,277	2,450	1,173	192%
<b>Total Lifespan Religious Education</b>	<b>114,571</b>	<b>121,875</b>	<b>7,304</b>	<b>106%</b>

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<b>Ministerial Operations</b>				
Minister - Benefits & Expenses	31,918	32,315	397	101%
Minister - Wages & Housing	88,464	90,233	1,769	102%
Ministerial Transitions Reserves	-	-	0	0%
<b>Total Ministerial Operations</b>	<b>120,382</b>	<b>122,548</b>	<b>2,166</b>	<b>102%</b>
<b>Rental Expense</b>				
Tax Accountant Services Fees	413	440	27	107%
Tax - Parking Business	6,199	7,000	801	113%
Facility Supervisor & Sound Technicians	143	-	-143	0%
Rental Space Janitorial - Contracted	575	-	-575	0%
Preschool Janitorial - Contracted	10,200	5,250	-4,950	51%
<b>Total Rental Expense</b>	<b>17,530</b>	<b>12,690</b>	<b>-4,840</b>	<b>72%</b>
<b>Programs and Ministries</b>				
Caring Ministry	141	300	159	212%
Communications	526	500	-26	95%
Community Service Ministry	110	300	190	272%
Covenant Groups	166	760	594	457%
Dir of Membership - F/M & Benefits	6,390	6,780	390	106%
Dir of Membership - Wages	17,712	18,360	648	104%
ECO	383	385	2	101%
Fellowship Ministry	1,042	1,000	-42	96%
General Childcare	975	515	-460	53%
Membership	1,332	2,900	1,568	218%
Mental Health Ministry	394	500	106	127%
Peace and Justice	150	350	200	233%
Sanctuary for Dialogue	-	750	750	
SOSL	122	-	-122	0%
Stewardship	1,353	1,350	-3	100%
Sunday Fellowship Hour	521	950	429	182%
Sunday Hospitality F/M	224	228	4	102%
Sunday Hospitality - Wages	2,927	2,985	58	102%
<b>Total Programs and Ministries</b>	<b>34,469</b>	<b>38,913</b>	<b>4,443</b>	<b>113%</b>
<b>Service Auction</b>				
Service Auction Expense	191	850	659	444%
Service Auction Distribution	1,000	-	-1,000	0%
<b>Total Service Auction</b>	<b>1,191</b>	<b>850</b>	<b>-341</b>	<b>71%</b>
<b>Worship &amp; Arts</b>				
Accompanist - Contracted Staff	5,400	6,273	873	116%
Dir of Music - F/M & Benefits	13,945	14,197	252	102%
Dir of Music - Wages	32,669	33,323	653	102%
Music Committee	4,045	4,200	155	104%
Sound Room Technology	556	1,000	444	180%
Worship Honorariums	1,300	1,500	200	115%
Worship Ministry	352	500	148	142%
<b>Total Worship &amp; Arts</b>	<b>58,268</b>	<b>60,993</b>	<b>2,726</b>	<b>105%</b>
<b>Total Operations Expense</b>	<b>636,249</b>	<b>622,468</b>	<b>-13,781</b>	<b>98%</b>
<b>Net Income</b>	<b>(6,464)</b>	<b>(37)</b>	<b>6,426</b>	
Financial Reserves:				
Reserve balance at end of previous year	55,122	48,658		
Minus budgeted Net Income	-6,464	-37		
Budgeted balance at end of FY	48,658	48,621		
Fully funded Financial Reserves minimum	\$ 38,175	\$ 37,348		

Letter from Committee on Ministry:

Dear Board of Trustees,

Since Thom began his tenure as our Minister in 2014, the Committee on Ministry has conducted three annual performance evaluations, in accordance with our Committee Charter that directs us to “conduct a regular review of the Minister.” The first evaluation, in 2015, was a long survey completed by 25 individuals (representing all major committees/areas of church). The second evaluation, in 2016, was a short survey with one open-ended question, and there were 31 respondents. The most recent evaluation, in 2017, was a long survey completed by 33 congregants. All three years, the feedback from church members was consistently and overwhelmingly positive. This feedback reflects our own Committee’s view that Thom’s ministry over the past four years has been superior.

Our committee proposes that we continue evaluating Thom biennially (every other year), beginning this year (with the next evaluation to be conducted in the fall of 2019). We seek the board’s approval to change to this evaluation timetable. Please let us know if you have any questions or wish to hear more of our reasoning about this proposed change.

Sincerely,

The Committee on Ministry (John Leopold, Peter Witt, Caroline Pence, Lisa Townsend, Anna Waller, and Kim Gush).