

**The Community Church of Chapel Hill Unitarian Universalist
Board of Trustees Meeting Agenda
April 11, 2023
The Gathering Room**

Board Member of the Month: Andrew Wright

Attachments	
1	Agenda
2	Minister's Report
3	Preliminary Budget 2023-2024
4	Draft BOT Retreat Agenda
Meeting Roster	
Members Present:	Glenn Davis (President), Barb Chapman (Past President), Mary Beth Powell (Vice-President), Kevin Bastian (member), Jay Johnson (member), Joe Swain (member)
Ex Officio:	Rev. Thom Belote (COS/Minister), Andrew Wright (Treasurer), Chris Speh (Assistant Treasurer), Brian Pence (Secretary)
Insch Leadership Fellows:	Avis Lavinder
Guests:	
Absent:	Merry-K Moss (member), Erin Gottschalk (Insch Fellow), Ellie Speh (member),

Item	Presenter	Time
Chalice lighting/Opening Reading	Andrew Wright	7:00-7:10 pm

Check-in

Glenn Davis

Consent Agenda

Glenn Davis

7:10-7:15 pm

Approval of Agenda

Approval of March Minutes

Approval of Minister's Report

- Motion to approve consent agenda moved by Joe, seconded by Barb. Motion passed unanimously.

Action Items

Approval of Preliminary Budget

Rev Thom, Andrew Wright

7:15-7:35 pm

- Draft budget for next fiscal year circulated to BOT after March meeting
- Budget will need some revisions
- Thom has met with HR committee. All staff are being slotted at the midpoint of the UUA range appropriate to them.
- Raising building and grounds budget line.
- Pledge income currently above goal. May be able to budget off of \$650K rather than \$630K in pledges. If so, will allow increase to facilities, increase Thom's salary, and decrease deficit.
- Overall budget looks good, we are in great shape. No worries on part of Thom.
- No additions from Andrew. Support for suggestions about how to allocate any further increases in pledges.
- Note that acoustic work and parking lot repaving came out of capital and maintenance reserve funds, not operating fund. Even after parking lot repaving, maintenance reserve fund balance is still positive. Capital fund balance is also still positive after paying for acoustics work.
- Endowment fund is planning to contribute additional \$9,000 to capital fund.
- Basketball parking income is on special funds (immigrant justice...) and does not appear on the operating budget
- Parking income is taxable, that is why we have tax payments on parking income
- Process:
 - No vote at this time. BOT must approve draft budget in June. Best practice to hold budget town hall before June meeting. Strong recommendation to circulate budget or make it available before the budget town hall.
 - BOT votes on final budget in September after current fiscal year closes.

- Andrew and Thom will collaborate on scheduling budget town hall. After May and before June BOT meetings.
- June annual meeting on June 18th.

Discussion and Planning

Draft Agenda Part I Retreat

Glenn Davis

7:35-7:45 pm

- Logistics and agenda discussed.
- Topics:
 - Covenant. Church covenant, BOT covenant; what do these mean in terms of our responsibilities.
 - Article II of UUA Bylaws. What feelings are the proposed revision of Article II bringing up? What does leadership look like in this time? Important for BOT members to be informed and ready for discussion with congregants.
 - Goals for the year for subcommittees. Month by month responsibilities of subcommittees.
 - Refer to BOT handbook, pp.9-11 for example – BOT responsibilities by month.

Nominating Committee Changes

Glenn Davis

7:45-7:55 pm

- Question: When should NomCom terms start? January, March?
- Governance committee will draft motion for congregational meeting regarding modifying NomCom term dates in bylaws

Draft Proposal for Delegate Selection

Mary Beth Powell, Barb Chapman

7:55-8:10 pm

- Thom knows how to credential our delegates. Typically done by congregational administrator. Thom will therefore be able to see who has registered.
- Suggestion for BOT to send out message to congregation in announcements for the next several weeks asking who has registered or plans to register, who is interested in being a delegate. Glenn can be named as contact. Thom.
- Process selection remains to be developed. Goal to have draft to be voted on at May meeting.
- A reminder that BOT has committed to not carrying out extensive conversations by email.

Discussion kast endowed Internship

Rev Thom, Glenn Davis, Barb Chapman

8:10-8:15 pm

- Thoughts on internship circulated by Thom ahead of meeting.
- Recommendation to write policy to preserve maximum flexibility to BOT / congregation in use of funds.
- Consider this as topic for BOT retreat part 2.

Review 3rd Q financials

Rev Thom, Andrew Wright

8:15-8:20 pm

- Doing very well on pledge and other income.
- Expenses running higher than budgeted – for first time since Thom has been here. Benefits somewhat higher than projected. Building maintenance and utilities are running higher – likely because pandemic era savings are ending and that wasn't anticipated in the budgeting. Overall expenses are 76% through March (9 months of fiscal year) compared to goal 75%.
- Barb to write announcement thanking Endowment Committee for support of capital fund (acoustics? Other furnishings?)
- Endowment committee: \$8K available this year. Do we have an ask?
 - Church sign?
 - Internship?
 - Potentially combine with discussion about kast estate at BOT retreat? – If so, should let Endowment know (Glenn).
 - Consider reviewing priorities lists for capital funds and for maintenance reserves as part of this discussion

Begin Process Identifying Endowment

Committee Openings

- Responsibility of Governance committee. Kathy rotating off.
- Request by Endowment Committee to formalize procedure / process.
- Efforts to get younger generation involved? Part of leadership development process for church more generally?

Approve Committee on Ministry Potential

Rev Thom

8:20-8:25 pm

Members – Process

- Deferred

Affirm Bylaws Amendments Annual Mtg

Glenn Davis

8:25-8:30 pm

- Only bylaw action item currently on list is nominating committee change. BOT must vote at May meeting if plan is to change start of term to March rather than January.

Updates with Q&A

Pledge Drive

Bonnie Nelson or Rev. Thom

8:30-8:35 pm

- Thom reviewed current status. Pledge drive is in very strong shape.
- “Pledge drive never really ends.” Staff continues to reach out to pledgers from last year who have not pledged this year, to new members, to RE families who have not pledged.

- Our church experience is strongly contradictory to the national trend. Many strong churches are in very difficult financial shape.

Ordination Planning

Barb Chapman

8:35-8:45 pm

- Carter Smith, May 28
- Plans progressing well

Review of To Do Items

Brian Pence

8:45-8:50 pm

- **Andrew and Thom** will collaborate on scheduling budget town hall. After May and before June BOT meetings.
- **Governance committee** will decide whether to maintain currently approved motion for NomCom terms to start in January, or bring new motion to BOT in May to have terms start in March. Either way, Governance committee will draft motion for congregational meeting regarding modifying NomCom term dates in bylaws
- **Thom** will send message to congregation asking those interested in attending UU GA or being delegates to contact Glenn.
- **Barb and MaryBeth** will draft UU GA delegate selection process for BOT vote at May meeting
- **Barb and Glenn** to meet with Endowment Committee regarding how to allocate last year's \$9,000 allocation
- **Glenn** will let Endowment Committee know that BOT would like to defer its ask for this year's allocation until after our board retreat part 2, so we can discuss endowment funds ask in same conversation as discussing charlie kast's estate.

Reflections and Meeting Evaluation

Andrew Wright

8:50-8:55 pm

- Plus
 - Clarifying questions asked and welcomed
 - Detailed questions about budget – thanks for careful review
 - Level of detail provided and discussion about budget and pledge drive appreciated
 - Good participation
 - Kept on schedule
 - Appreciate sharing of materials when needed!
 - Wonderful snacks!
- Delta
 - Make sure we explain the processes we are talking about (e.g. endowment process)
 - Beverages!
 - Some confusion about what materials had or and not been distributed ahead of time

Chalice Extinguishing and Closing Remarks

Andrew Wright

8:55-9:00 pm

Attachments

March 14, 2023, Minutes

Preliminary Budget

Draft Agenda Retreat Part !